

PhoneList

Version 1.00

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Getting Started

Copy the data file **Phone.xml** to your *My Documents* directory. When the widget is run for the first time, set the *Local XML File* to be where the **Phone.xml** file can be found.

Purpose of PhoneList

PhoneList is designed for Office Use and replaces printed Phone Lists of Internal Extension Numbers and the numbers of staff at other offices or based at home. The XML Data File can be stored locally (e.g. *My Documents*), on a Network Drive or on a Central Web Site.

Using a Web Based XML File

If the XML file is stored on a publicly accessible Web Server, you can access the file by setting the Web XML File (e.g. <http://www.mysite.com/Phone.xml>). PhoneList is NOT able to amend Web Based files, it can only access the file to enable a centralised Phone List to be maintained. You will need to copy the **Phone.xml** file to the Web Server using FTP or similar. As with any XML File, you can check that the URL is correct by just pasting it into a Web Browser; if the data appears then you've got the correct URL. I use PlusNET and files have to be uploaded to a *htdocs* directory even though they're accessed using <http://www.mysite.plus.com/Phone.xml> (with no mention of *htdocs* in the URL).

NOTE: Add, Edit and Delete options are not available when using Web File

Copy Web Data to Local File

If your machine is often disconnected from the Internet, you'll probably want to use a Local File. There is a Tick Box in the preferences to use the Local File even when the Web Based File is configured. By Right-Clicking in the list, you can Copy Web Data to Local File. This will copy the **Phone.xml** file from the Web Site to the Local File you specify. Take care if using a Network Share for the **Phone.xml** – if the user has Write permission, they could overwrite the Network file with the contents from the Web Site.

Quick List

By Default, All records are shown. You can specify Quick List selections via the Widget Preferences. Initially, these are *All*, *Internal*, *Marlow* etc. You can change this comma separated list to any Reference you require (I suggest you always have *All* and *Internal* though).