

Feature of the Week- 08/10/09



Private and Public Address Books

This week's highlighted feature is iabol 2.0's Private and Public Address Book Module. The Address Book is accessed in the Tools menu of your user page, and it has some very cool and useful features.

A **public** address book is one that any user on your iabol 2.0 account can view, and any address entry can be set to read-only. The user settings that define who can and cannot edit the address book are set by the Payment Admin or the Multi-Location Admin. A **private** address book is viewable only by one user.

Public address books are particularly useful because any shipper on the account can look up info directly from the public addresses for quick and accurate shipping.

Users can also easily import their address books from Outlook.