

New version of Hanford PopFon directory available

An updated version of the Hanford PopFon is now available to HLAN users. This new version, v2.1, can be downloaded through Software Distribution. The older PopFon, v1.4, is scheduled to be discontinued at the end of December.

PopFon v2.1 includes the following features:

- Each person's information is available on one page without having to scroll across the display screen.
- Scrolling is basically the same (it is an alphabetical listing), but only one person's information is visible at one time.
- A distribution name is shown with the official initials and last name of an individual. This is intended for mail distribution lists, which may be extracted (see below).
- The e-mail display name is shown (the name under which an individual is listed in Outlook).
- The actual e-mail address is shown. By double-clicking on this field, Outlook is invoked so that you can directly send an e-mail message.
- Cell and pager phone numbers are shown, which means that you do not have to go to pager.fon. (The ability to open the pager system by double-clicking on the pager number will soon be added.)
- Listings for both the primary and contact work location are shown.
- Under "Links," you may go directly to Hanford Employee Search for more search capabilities or to the new Hanford Yellow Pages. The old general listing can be accessed under Personal Directories.
- Under "Export" on the menu bar, you can create a download file for a laptop or off-site business use in either text format or as a delimited file for importation into Excel.



Follow these steps to install PopFon v2.1:

- Go to Software Distribution, select Hanford Site Applications.
- Highlight PopFon for Windows v2.1.
- Click on "Install" and click "OK" or "Yes" to move through the installation procedure.
- After installation is completed, exit Software Distribution.

Your new PopFon icon, a blue-and-green telephone, will be located on your desktop screen. Review the PopFon "Help" file to become acquainted with the new features. Contact *PeopleCORE Data Management if you have any comments or need assistance. ♦