


The screenshot shows a web interface for Relenta | DPUA. The user is logged in as Andrea Bainbridge. The main navigation includes Messages, Contacts, Calendar, and Files. A search bar is present. On the left, there are navigation panels for Folders, Groups, and Tags. The main content area displays 'Affinity Groups' with 9 contacts. Each contact entry includes a checkbox, a profile picture, the contact name, email address, and a date. Action links for 'Edit' and 'Go to' are provided for each contact.

Select	Contact	Email	Date
<input type="checkbox"/>	DPUBLIC DePaul University Black Leadership Coalition	DPUBLIC@depaul.edu	06 Apr 2015
<input type="checkbox"/>	DePaul Women's Network	DPWN.membership@depaul.edu	06 Apr 2015
<input type="checkbox"/>	ELEVATE	ELEVATE@depaul.edu	06 Apr 2015
<input type="checkbox"/>	LGBTQ Faculty and Staff Network	LGBTQ.network@depaul.edu	06 Apr 2015
<input type="checkbox"/>	Latinos Empowered at DePaul	LE@depaul.edu	06 Apr 2015
<input type="checkbox"/>	Tina Cajigas, Director of Workforce Strategy at Enrollment Management and Marketing	TCAJIGAS@depaul.edu	21 Aug 2014
<input type="checkbox"/>	Jen Fox, Associate Director at Housing Services	JFOX@depaul.edu	30 Jul 2014
<input type="checkbox"/>	Ravi Grover	RGROVER@depaul.edu	13 Nov 2014



## Matthew

President (2015) at [Student Government Association](#)

[matthew@depaul.edu](mailto:matthew@depaul.edu)

[Tag contact](#)

[Blast Group \(412\)](#) [PDC\\_Members \(32\)](#)

Edit



---

Timeline

Compose
+ Add activity

Display activity types

---

	Andrea Bainbridge <span style="background-color: #ADD8E6; padding: 2px;">Matthew</span>	<span style="background-color: #90EE90; padding: 2px;">Informal</span> Matthew stopped by the Archi...	Mar 30 04:30pm - 04:45pm
↑	Bainbridge, Andrea ABAINBRI@d... to Ables, Anna @depaul.e...	<span style="background-color: #cccccc; padding: 2px;">Sent</span> <b>The Latest from University A...</b> Hello from the University Archivist Hap...	<span style="font-size: 1.2em;">📎</span> <b>January 28</b>
↑	Bainbridge, Andrea ABAINBRI@d... to depaul.edu ' ' @depaul...	<span style="background-color: #cccccc; padding: 2px;">Sent</span> <b>Sign up today for Archiving 1...</b> Have you ever... &nb...	<span style="font-size: 1.2em;">📎</span> <b>10 Sep 2014</b>
↑	Bainbridge, Andrea ABAINBRI@d... to ... , Matthew ...	<span style="background-color: #cccccc; padding: 2px;">Sent</span> <b>RE: Archives</b> Matthew: hello, and apologies for not s...	<b>08 Jul 2014</b>
	Andrea Bainbridge <span style="background-color: #ADD8E6; padding: 2px;">Casey</span> <span style="background-color: #ADD8E6; padding: 2px;">+2</span>	<span style="background-color: #90EE90; padding: 2px;">Records Consultation</span> Met with outgoing...	03 Jun 2014

Andrea Bainbridge, University Archivist; DePaul University Special Collections and Archives  
 "The Triple Crown of Outreach..." Midwest Archives Conference; Lexington, KY; May 2015

The screenshot shows a calendar event creation form. At the top, there are three buttons: "Save", "Save and Complete", and "Cancel". Below these is a dropdown menu currently set to "Records Consultation" with an "edit labels" link to its right. A red arrow points from the dropdown to a list of activity labels. The labels are: "Select activity label", "Follow up", "Call To", "Lunch", "Records Consultation" (highlighted in blue), "Informal", "Emailed", "Call From", "Reference/Research Request", "Other", "Meeting", and "Presentation".


Below the dropdown are links for "Upload file" and "Attach shared file". A text area contains the following text: "Met with Morgen to discuss SPCA records and what should come to University Archives. She will discuss with dept. and be in touch next month."

Below the text area are date pickers for "28 Apr 2015" and "28 Apr 2015", with a minus sign between them. There are also checkboxes for "All Day" (checked) and "Repeat".

The section "Associated contacts" shows "None". Below this is a search bar with "Hodgetts" entered and a "Search" button. A contact card for "Morgen Macintosh-Hodgetts" is displayed, including a profile picture, name, email address "mmacinto@depaul.edu", and title "Archivist".

### Create contact

Save Cancel



[Upload file](#)

First name	<b>Andrea</b>	Last name	<b>Bainbridge</b>
Job title	University Archivist	Company	Special Collections and Archives Department

Emails (one per line)

[abainbri@depaul.edu](mailto:abainbri@depaul.edu)  
[bainbria@gmail.com](mailto:bainbria@gmail.com)

Comments about this contact

Has been at DePaul since 2010; [VHT](#) member 2012.

**Groups**

Do not mass-email

**Support**

Relenta contacts

**DPUA**

Blast Group  
 Temp Group  
 FollowUp  
 Waiting  
 Affinity Groups

**DPU Offices and Departments**

Theatre  
 President  
 Advancement

**Archiving101**

Arch101\_Oct2014  
 Arch101\_Dropped

**PDC**

PDC\_Members

**Academic Affairs**

Deans  
 Associate Deans

**PastEmployees**

Retired  
 Left\_DePaul

Phone [label](#)

[Add info](#)

**Custom Fields**

Department	<input type="text"/>
Other Department/Affiliation	DWG
Reports To	Jamie Nelson

**Tags**

\* comma separated

Andrea Bainbridge, University Archivist; DePaul University Special Collections and Archives  
 "The Triple Crown of Outreach..." Midwest Archives Conference; Lexington, KY; May 2015

