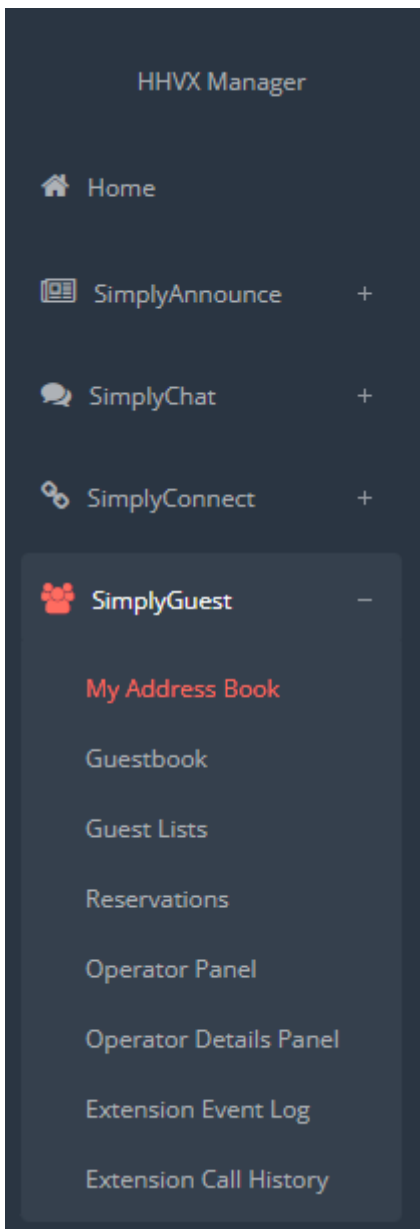


SimplyGuest

Used to view, manage and modify Guest Room extensions in the hotel.
Collection of tools to manage and view guest details

- [My Address Book](#)

My Address Book



Under **My Address Book** you can store contacts to your Personal Address Book. Here all the contacts you add will be visible to your whole organization under **Guestbook**. But only the contacts you add will be under **My Address Book**.

Create a New Contact

To create a new contact, click **Create New**

Create Contact

Back

External Record #:
External Record #

First Name:
First Name

Last Name:
Last Name

Birthday:

Phone Numbers
Add New

Emails
Add New

Addresses
Add New

To Default List To Specific Lists

Submit

External Record - Optional - (# is pulled from our system for imported external contacts)

First Name - Contacts first name

Last Name - Contacts last name

Birthday - Contracts birthday

Phone Numbers - Contacts phone number, can categorize by Location & Tech type

Emails - Contact's email, can choose personal or business

Address - Contact's address, can choose home or office

To Default List / To Specific List - You can choose to add this contact to your Default List or choose an already created Specific List.

Entries will look like the image below.

My Personal Address Book (My PAB)

Default Guests

Create New

Search...

Q

X

| | First Name ▼ | Last Name ▼ | Mobile Number ▼ | Email ▼ | CreateAt ↕ | Action |
|--------------|--------------|-------------|-----------------|---------|---------------------|----------|
| <div>+</div> | test | test | | | 2022-11-22: 01:33PM | Action ▼ |

10 ▼

Total 1 , items / page

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