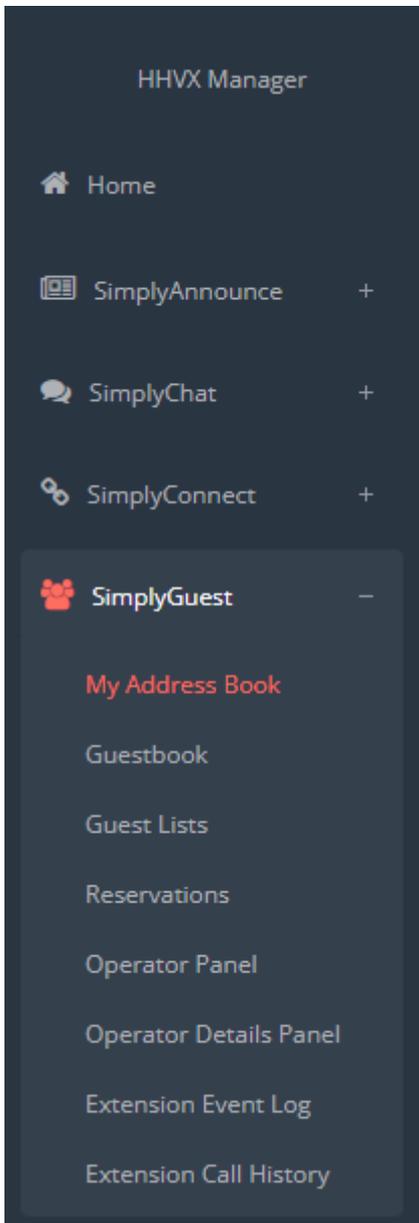


SimplyGuest

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**

The screenshot shows a web form titled "Create Contact" with a "Back" button in the top right corner. The form is divided into several sections: "External Record #:" with a text input field; "First Name:" with a text input field; "Last Name:" with a text input field; "Birthday:" with a text input field; "Phone Numbers" with an "Add New" button; "Emails" with an "Add New" button; "Addresses" with an "Add New" button; and a bottom section with two buttons: "To Default List" and "To Specific Lists". A "Submit" button is located in the bottom right corner of the form area.

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	
	test	test			2022-11-22: 01:33PM	Action ▼	

10 ▼

Total 1 items / page

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