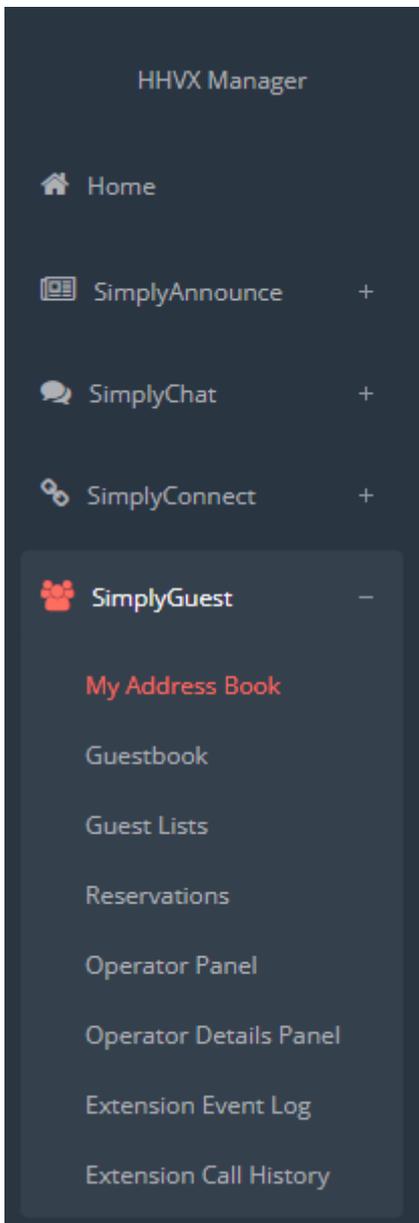


# My Address Book



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 organized into several sections:

- External Record #:** A text input field with a placeholder "External Record #".
- First Name:** A text input field with a placeholder "First Name".
- Last Name:** A text input field with a placeholder "Last Name".
- Birthday:** A text input field.
- Phone Numbers:** A section with an "Add New" button.
- Emails:** A section with an "Add New" button.
- Addresses:** A section with an "Add New" button.
- At the bottom of the form, there are 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.

	First Name ▾	Last Name ▾	Mobile Number ▾	Email ▾	CreateAt ↕	Action
<a href="#">+</a>	test	test			2022-11-22: 01:33PM	<a href="#">Action ▾</a>

10 ▾  
Total 1 items / page

1

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