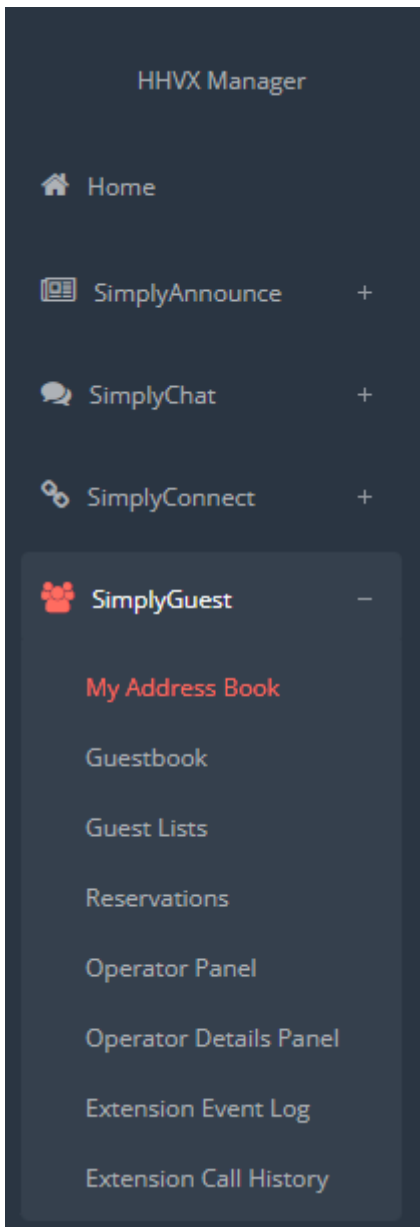


# My Address Book



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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