

Managing Your Contact Directory

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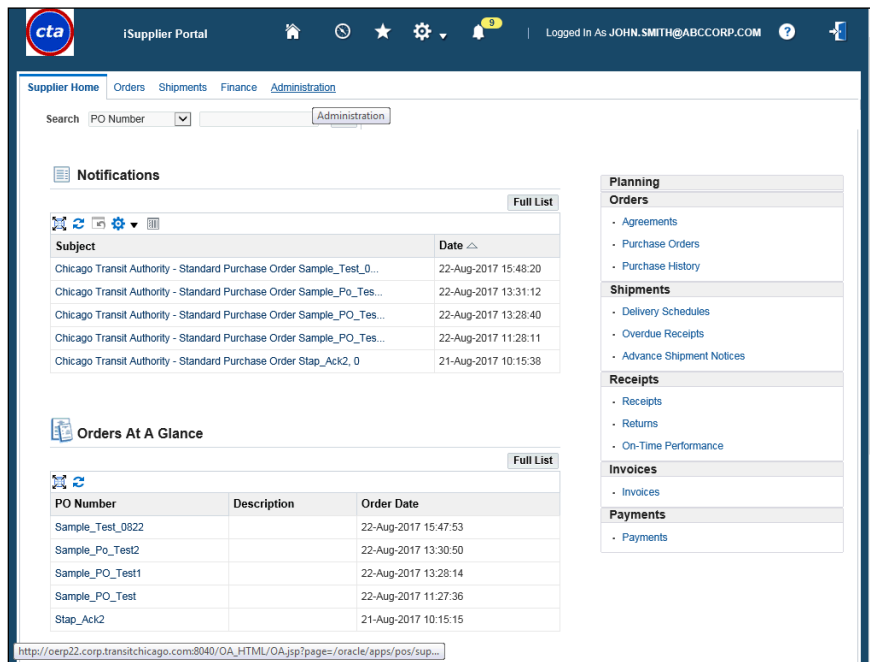
iSupplier..... 1
 Managing Your Contact Directory..... 1

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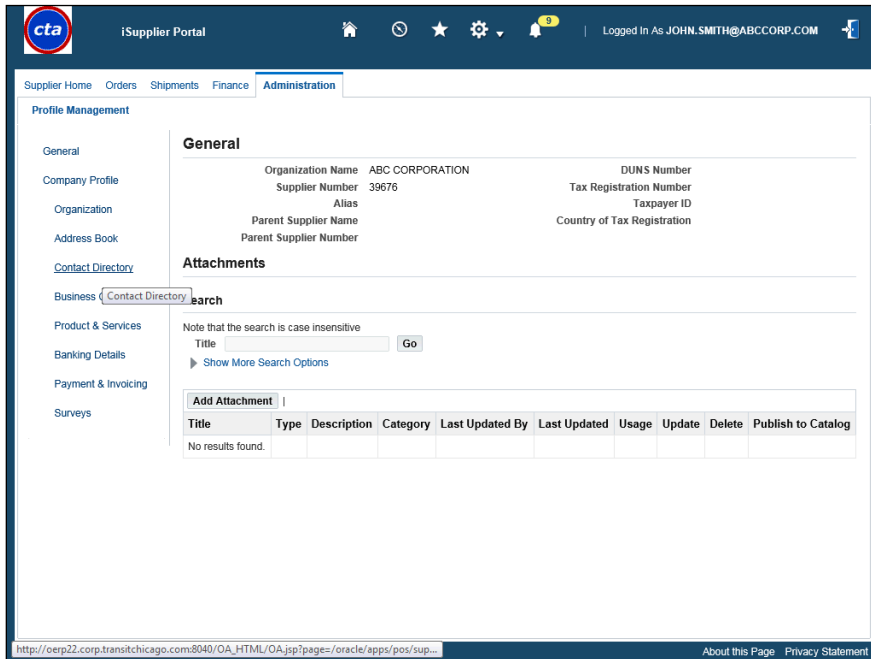
Managing Your Contact Directory

This Topic demonstrates the process of Managing Your Contact Directory.

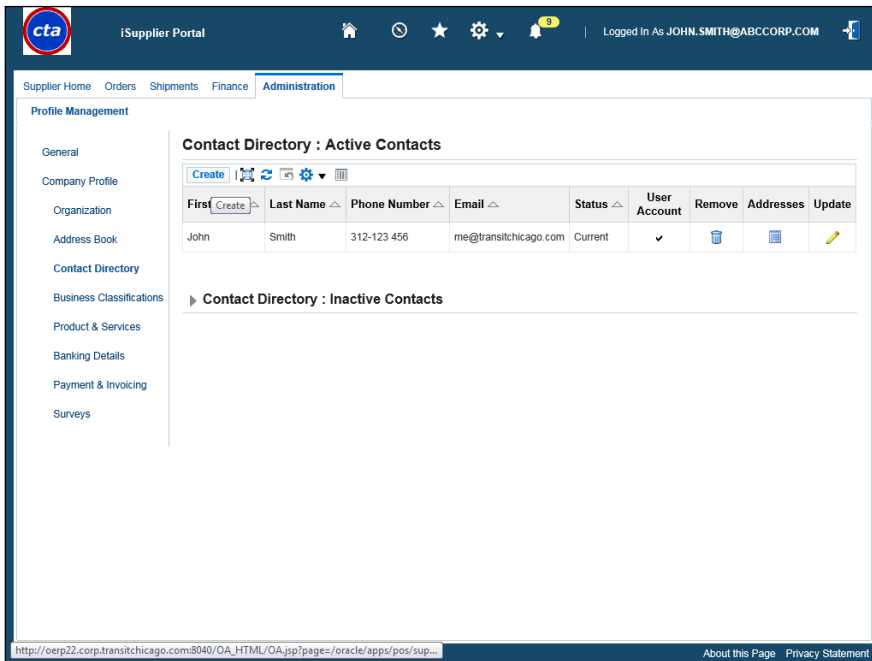
Procedure




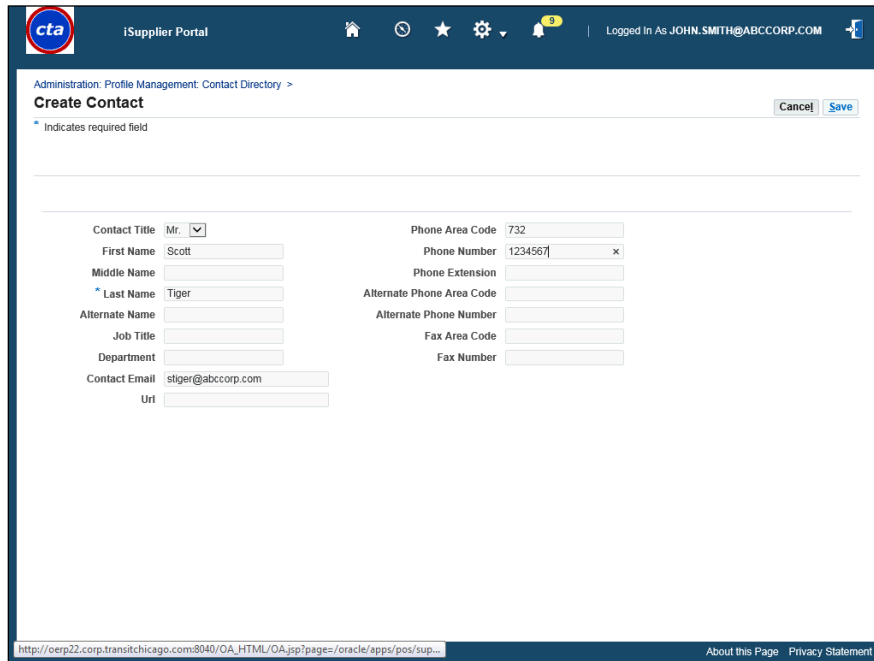
Step	Action
1.	<p>In this topic techniques for Managing Your Contact Directory will be covered. In this example we will:</p> <ul style="list-style-type: none"> - Add a new contact - Link an existing address to a contact <p>1. Add a new contact</p> <p>Click the Administration link.</p> <p>Administration</p>



Step	Action
2.	Click the Contact Directory link. Contact Directory



Step	Action
3.	Click the Create button. 




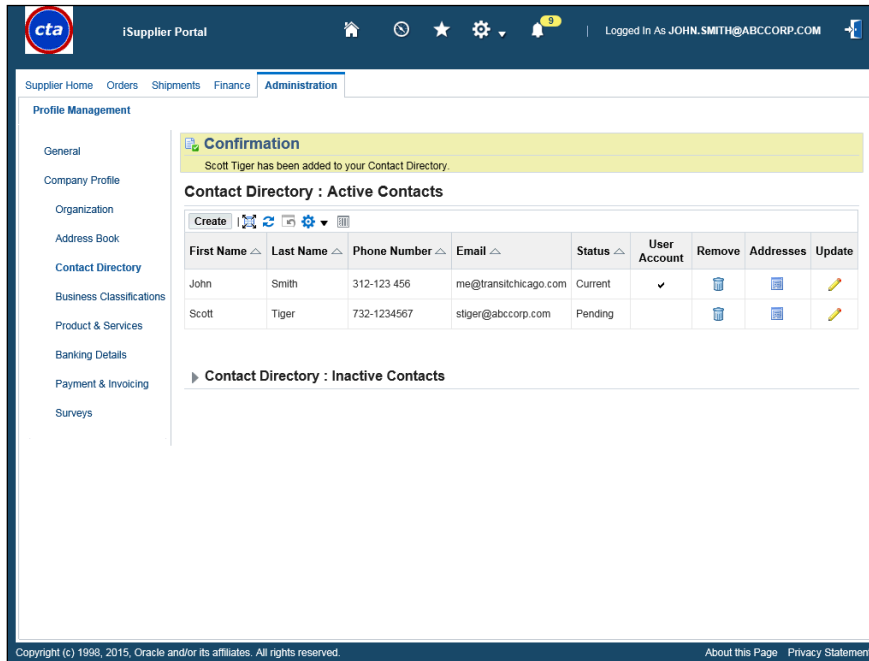
Administration: Profile Management: Contact Directory >
Create Contact Cancel Save


* Indicates required field

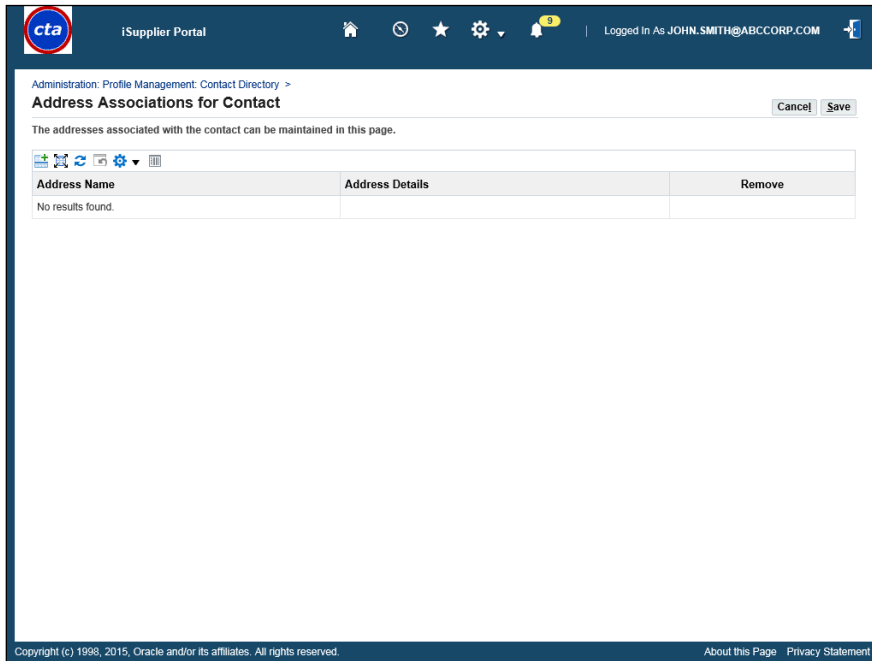
Contact Title Phone Area Code
 First Name Phone Number x
 Middle Name Phone Extension
 * Last Name Alternate Phone Area Code
 Alternate Name Alternate Phone Number
 Job Title Fax Area Code
 Department Fax Number
 Contact Email
 Uri


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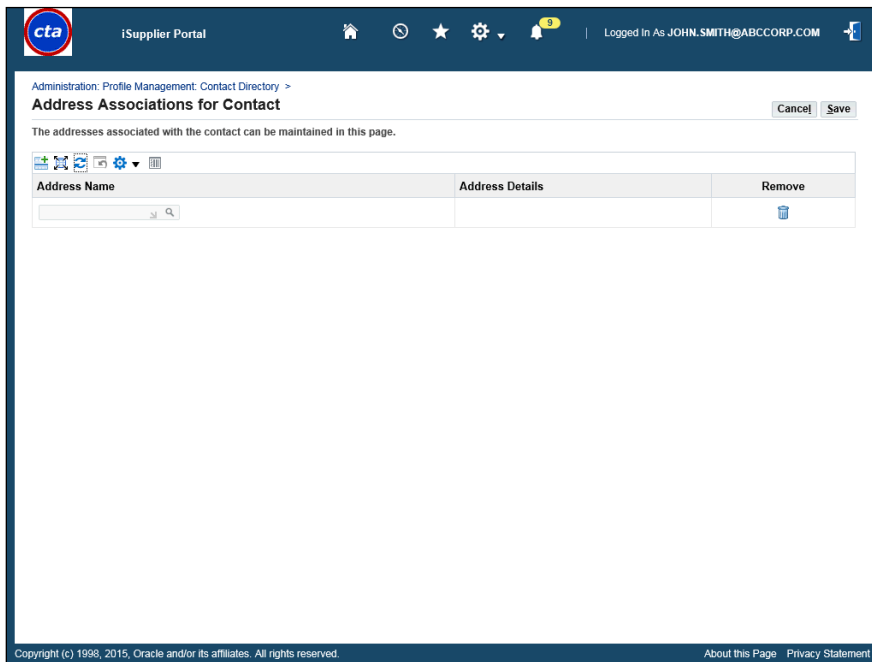
Step	Action
4.	Enter all desired contact information. Click the Save button. 




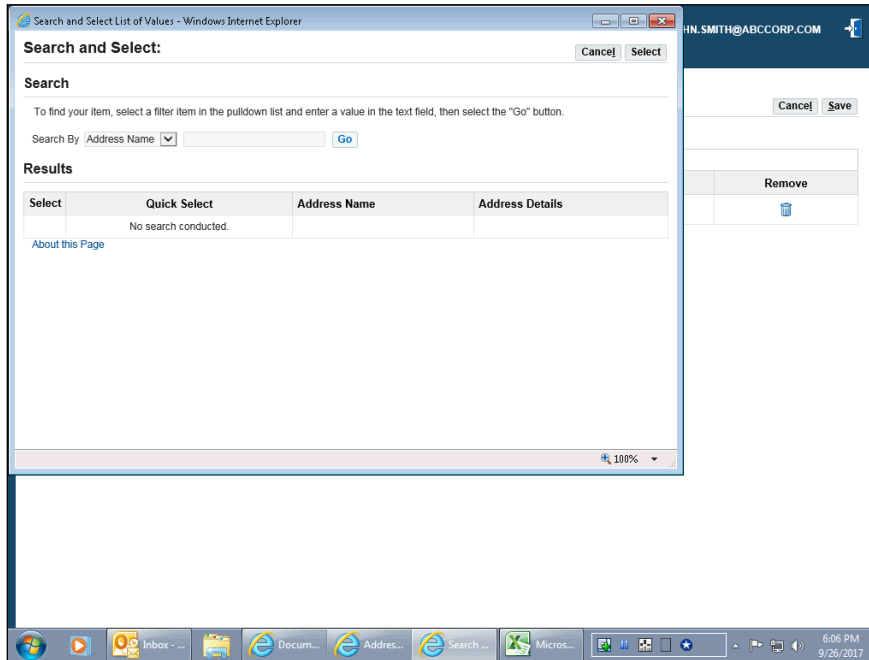
Step	Action
5.	<p>You will received a confirmation that your contact has been added to your Contact Directory.</p> <p>2. Linking an existing address</p> <p>Click the Addresses button.</p> 




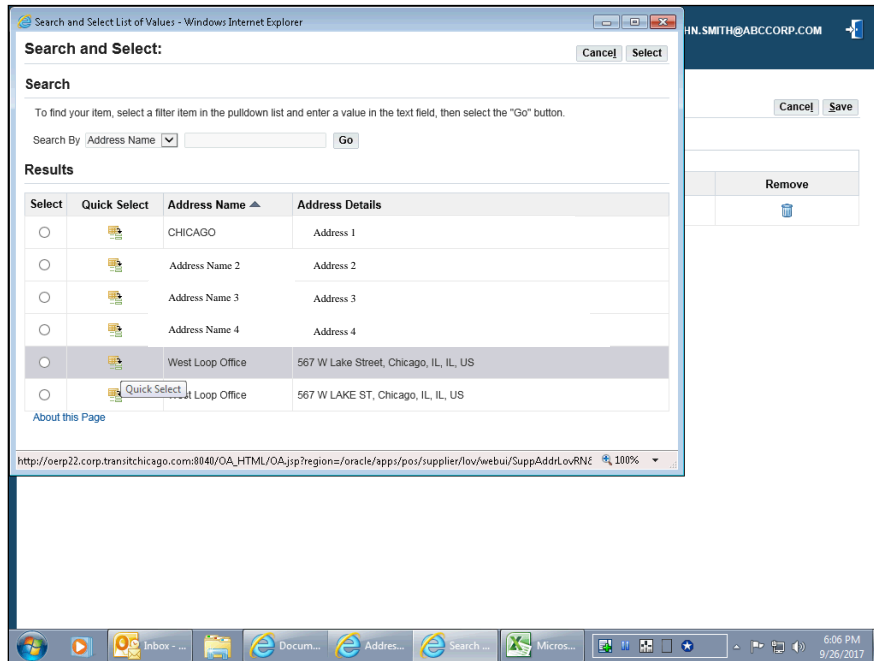
Step	Action
6.	Click the Add Another Row button. 




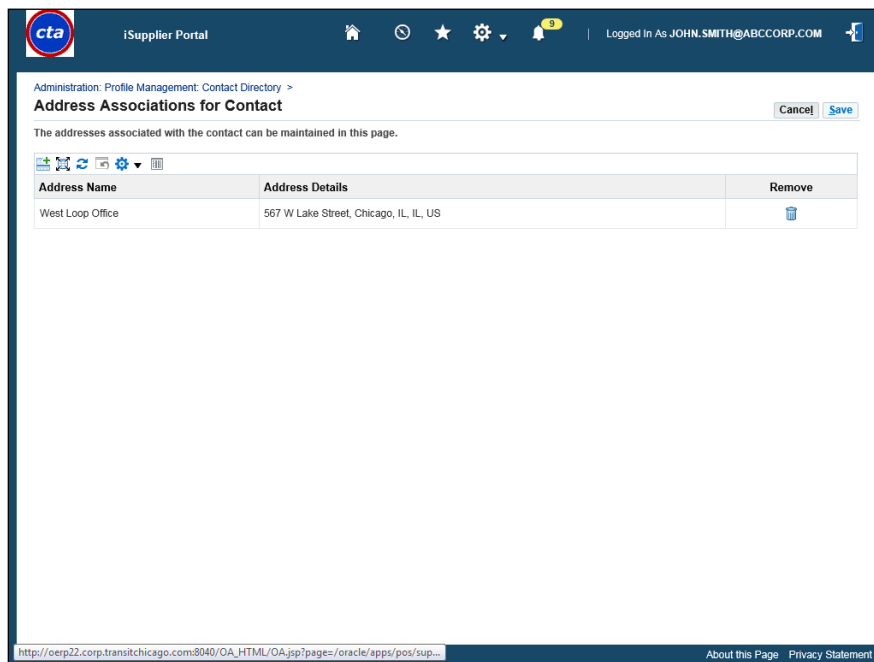
Step	Action
7.	Click the Search (Magnifying Glass) button. 




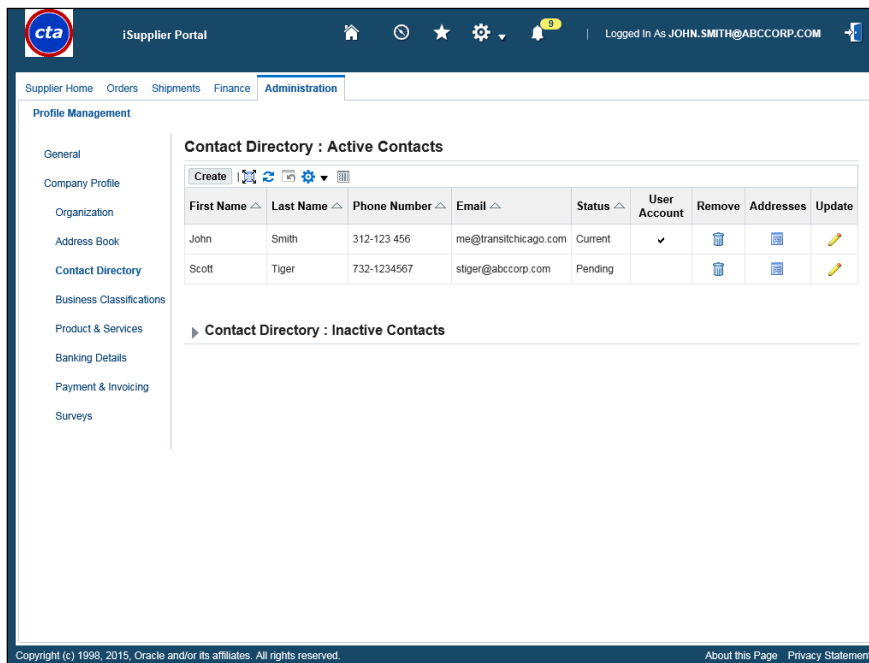
Step	Action
8.	Click the Go button. 



Step	Action
9.	<p>All available addresses will appear. On the desired address Click the Quick Select button.</p> 



Step	Action
10.	<p>The address is now linked to the active contact.</p> <p>Click the Save button.</p> 



Step	Action
11.	End of Procedure.