

Contacts

- 1) Login to the Portal via the Portal tab in the My Account Area. You will have been sent a login link in your emails.
- 2) Choose the 'Sites' tab, click the Green search icon button, then click 'Select' for the site you want to configure.

Com	bany 🔇 S	ites	A Employees	😤 Employee Groups	
Site Selection	Site List St	ep 1			Company: IRX44037 Hosting Systems Sile: Hosting Systems
A Features	✓ Success: St	uccessfully	y set site.		Step 4 ×
Feature	Search By Sit	e Name			Step 2
Assignment	Site Name				
Profile	Hosting Syster	ms			◆ Select
Device Management					Step 3
Dashboard					

The correct site selected will show in Step 4.

3) Choose Features on the left menu and scroll to Group Contacts and press Configure.

Contacts	
Company Contacts	🔎 Configure
Group Contacts	
Phone Services	Contigure

The system can import up to 500 contacts in a .cvs format.

The csv must contain name, number for the first record and the following content should follow this format.

Remove all unusual characters before uploading and make sure you content doesn't contain blank information.

You can also manually add/update/delete contacts using the green add button.

Features > Group Cont	acts		
Sile Feature Settings / Group Co	intacts.		
Group Contacts			7 Assistan
Import Custom File (.csv)	Choose File No file chosen		temport.
	O Import Format Requirements		
+ Aod		Filter	
Name	Phone Number		
No Contacts Found.			
# Delete			