

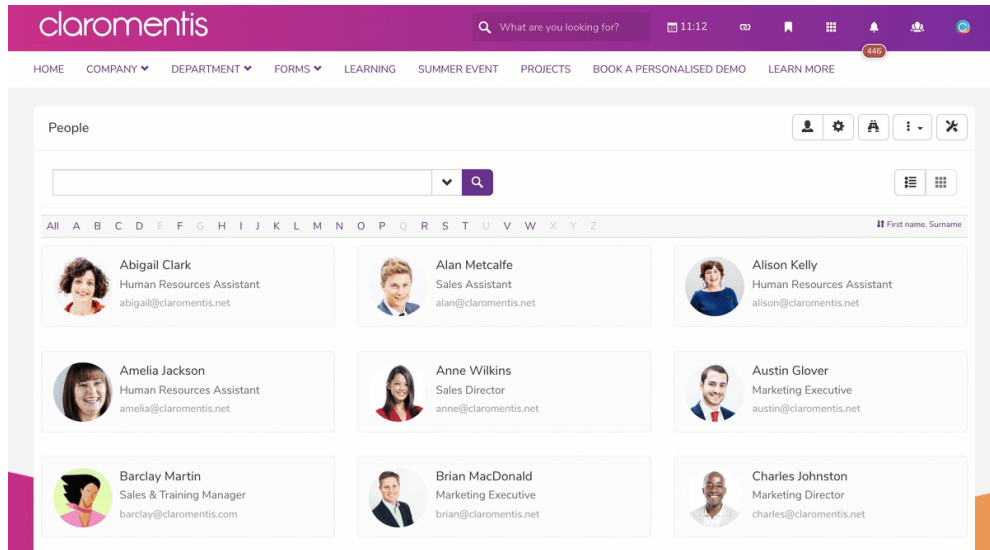
People: Phone List and Contacts

Requirements

This user guide is for anyone on Claromentis 8.2+

Introduction

In this article, we will introduce the Phone List and Contacts features in the People application.



The information below is outlined in the video.

Phone List

The main feature of the Phone list is to provide you with the contact details of your users.

By selecting the available options, you can add various fields to have a more comprehensive view of user information without having to view individual user profiles:

Keywords All words ▾
Role ▾ **Extranet area** ▾
Group ▾ **Results per page** ▾
 With subgroups
City
Fields

- ID
- User code
- Extranet area
- Group
- Landline
- Interests
- Dummy User Account
- Spare
- Date started 2
- Username
- Company
- Last time login
- Role
- Mobile
- Address
- Weather location code
- Start Date
- User rank
- First name
- Job Title
- Full name
- City
- Preferred contact method
- RSS
- Weather temperature unit
- RSS Feeds
- Surname
- Email
- Photo
- Address
- Career details
- Date of Birth
- Assigned
- Date of birth 2

First name	Surname	Landline
Claromentis	Administrator	+44 0800 409 6101
Jennifer	Langdon	+44 (0)1273 666355
Pippa	Fraser	+44 (0)1273 666355
Vanessa	Wright	+44 (0)1273 666355
Stephanie	Hunter	+44 (0)1273 666355
Victor	McLean	+44 (0)1273 666355
Jason	Reid	+44 (0)1273 666355
Jacob	Black	+44 (0)1273 666355
Claire	Bond	+44 (0)1273 666355
Connor	Chapman	+44 (0)1273 666355

Contacts

Contacts allow you to add contact details of people who are not part of your organisation but require your intranet users to have access to their details.

You can import a list of contacts from a CSV or vCard:

People / Contacts

Import contacts + Add a new contact

Keywords All words Everywhere

My personal contacts Other's contacts

CSV delimiter Semicolon (;) Comma (,) CSV

Filter Contacts Reset

Title	First name	Surname	Job Title	Company	Land line	Email	Mobile	Contact type
No result								



People / Contacts / Import Contacts

Import vCard (.vcf) No file chosen

Upload

Import CSV (.csv) No file chosen

Upload

Or you can create a brand new contact filling the details in manually and defining permissions for the contact:

People / Contacts

Import contacts + Add a new contact

Keywords All words Everywhere

My personal contacts Other's contacts

CSV delimiter Semicolon (;) Comma (,) CSV

Filter Contacts Reset

Title	First name	Surname	Job Title	Company	Land line	Email	Mobile	Contact type
No result								





Title

First name

Surname

Contact type

Email *

Do not check for unique email addresses

Company

Job Title

Work location

City

Land line

Mobile

Preferred contact method

Comments

Add contact