

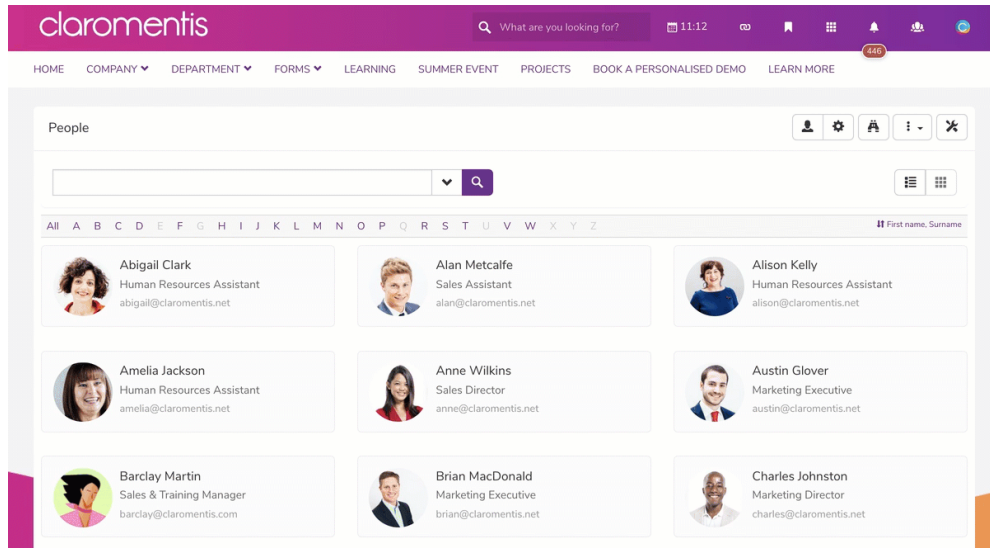
People: Phone List and Contacts

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:

People / Phone List

Keywords

All words

Role

All

Extranet area

All

Group

All

Results per page

10

☐ 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

Search

Reset

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

1

2

3

4

5

6






7

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)

Choose File

No file chosen

Upload

Import CSV (.csv)






Choose File

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

Personal acquaintance ▼

Email *

☐ Do not check for unique email addresses

Company

Job Title

Work location

City

Land line

Mobile

Preferred contact
method

Comments

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Tags: intranet, people, user guide, contacts