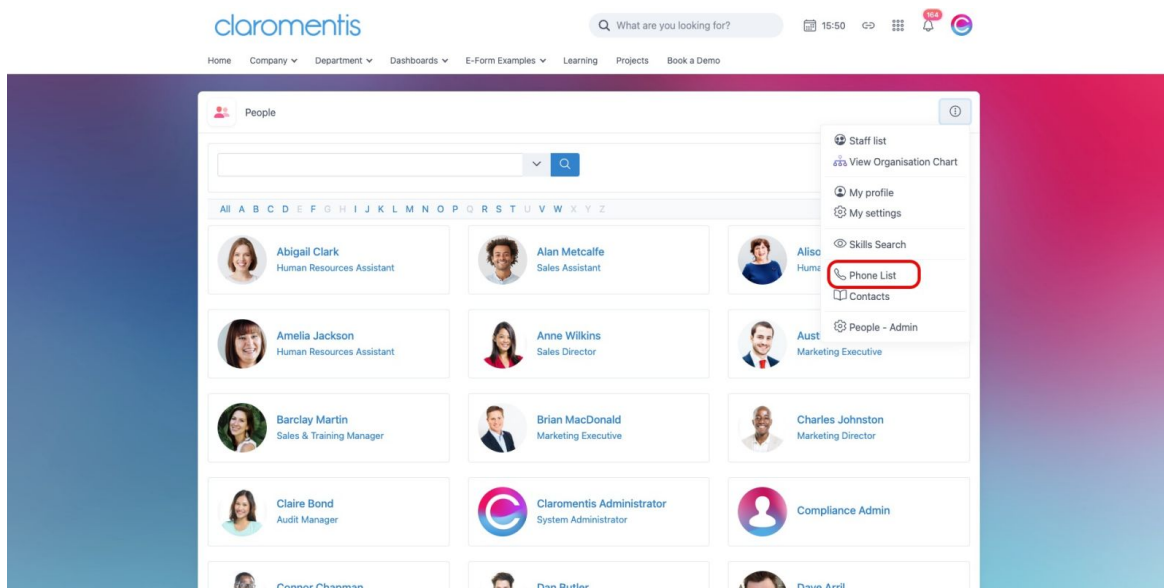


People: Phone List and Contacts

Introduction

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



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

People / Contacts / Add a new contact

Title

First name

Surname

Contact type

Email

Company

Job Title

Work location

City

Land line

Mobile

Preferred contact method

Comments

Personal acquaintance

☐ Do not check for unique email addresses

Add contact

Exporting Contacts

Users are also able to use Phone List to export a list of Users into a CSV file. They are also able to access this function from the Front End of the People application. This way, admins will not need to grant Users any further permissions than they already have.

Once Users have navigated to the Phone List page, they will need to click on the Edit list link next to Fields. Screenshot below.

People > Phone List

Keywords

All words

Role

All

Extranet area

All

Group

All

Results per page

10

☐ With subgroups

City

CSV delimiter

☐ Semicolon (;) ☒ Comma (,)

Fields [\(Edit list\)](#)

↓ First name

↓ ↑ Surname

↓ ↑ Mobile

↑ Landline

Filter

Reset

Print

CSV

First name	Surname	Mobile	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

This will reveal a list of categories whereby they can filter, and they will need to click Search.

They will then need to click on CSV and they will be able to download the file. You can change the order of the columns via the "Up" and "Down" Arrows prior to downloading.