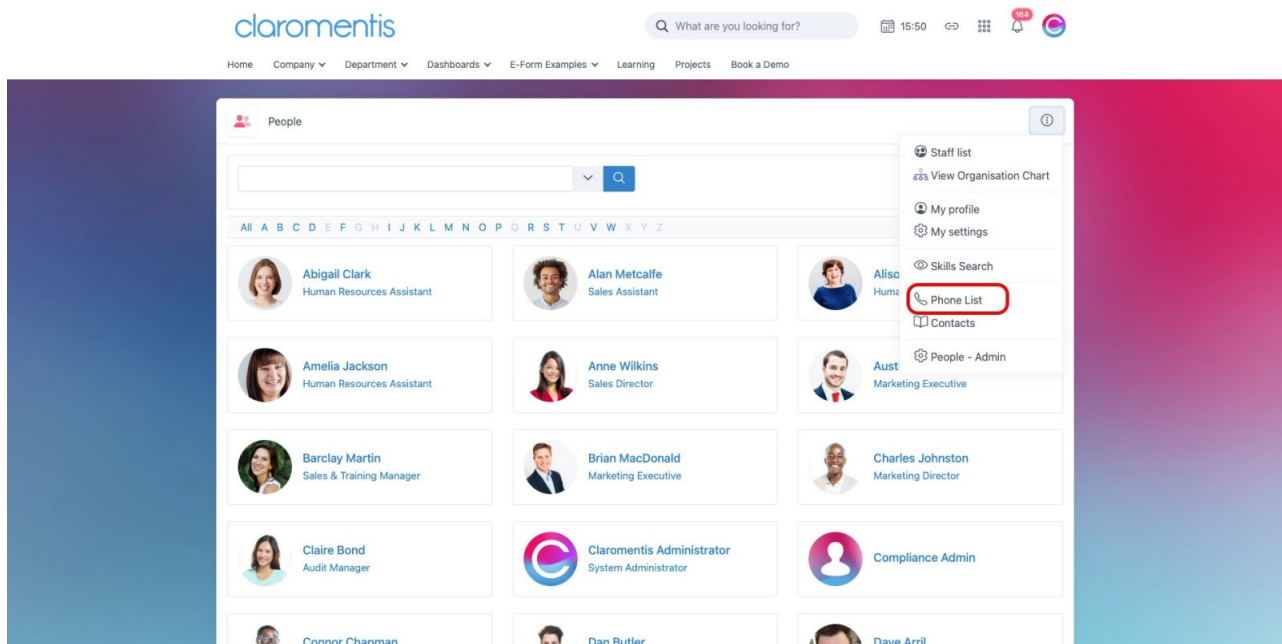


People: Phone List and Contacts

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

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

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

Keywords All words ▼ Everywhere ▼

My personal contacts Other's contacts

CSV delimiter Semicolon (;) Comma (,)

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

People / Contacts / Import Contacts

No file chosen

No file chosen

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

People / Contacts

Keywords All words Everywhere

My personal contacts Other's contacts

CSV delimiter Semicolon (;) Comma (,)

Title	First name <input type="button" value="v"/>	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 *

Do not check for unique email addresses

Company

Job Title

Work location

City

Land line

Mobile

Preferred contact method

Comments

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.



Keywords All words ▾

Role ▾ Extranet area

Group ▾ Results per page

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.

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Created on 1 February 2018 by [Michael Hassman](#)

Tags: [intranet](#), [people](#), [user guide](#), [contacts](#)