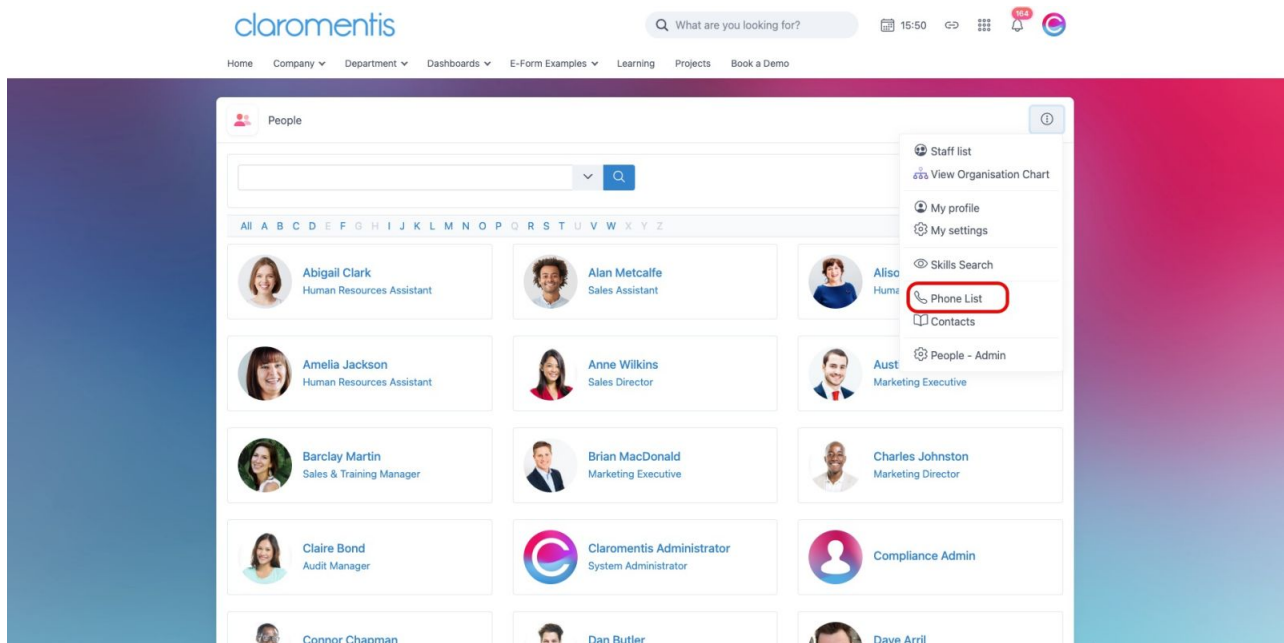


## People: Phone List and Contacts

### 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
- Username
- First name
- Surname
- User code
- Company
- Job Title
- Email
- Extranet area
- Last time login
- Full name
- Photo
- Group
- Role
- City
- Address
- Landline
- Mobile
- Preferred contact method
- Career details
- Interests
- Address
- RSS
- Date of Birth
- Dummy User Account
- Weather location code
- Weather temperature unit
- Assigned
- Spare
- Start Date
- RSS Feeds
- Date of birth 2
- Date started 2
- 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 <span>▲</span>	Surname	Job Title	Company	Land line	Email	Mobile	Contact type
No result								

People / Contacts / Import Contacts

Import vCard (.vcf)  No file chosen

Import CSV (.csv)  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 (,) CSV

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.