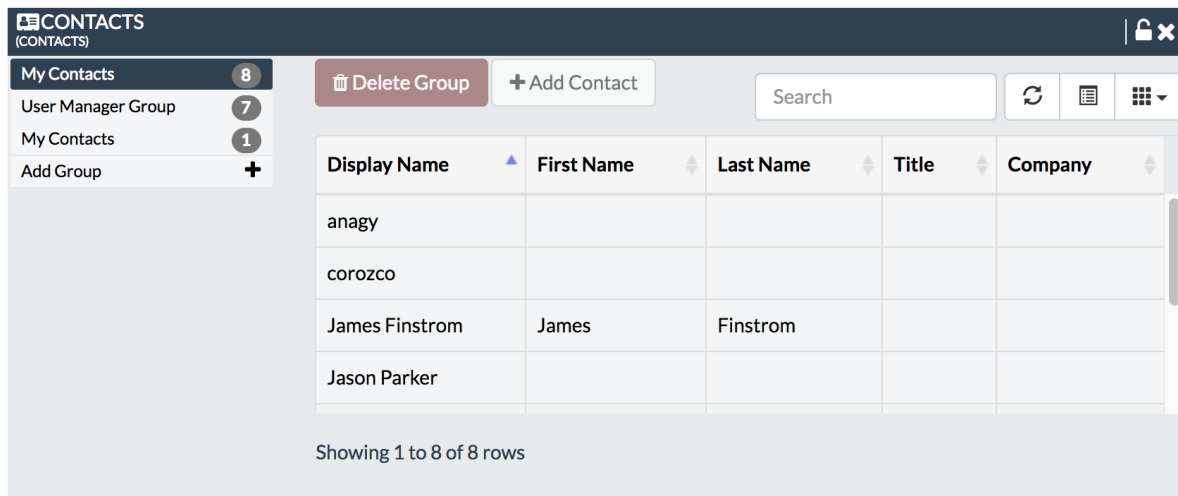


UCP Contacts

This applies to version 14 of your PBX GUI

The Contacts widget allows you to see and create contacts that can be used in other widgets in UCP, Phone Apps and for speed dials.. The [User Management Module](#) controls which contact groups a user will be able to see in this widget.



- [Group Management](#)
- [Add Contacts](#)
- [Delete Contacts](#)
- [View Contacts](#)

Group Management

To add a new group called "My Contacts" click the "Add Group" link.

The 'ADD GROUP' dialog box has a title bar with 'ADD GROUP' and a close button. It contains a 'Group Name' label and a text input field with the placeholder text 'Group Name'. At the bottom, there are two buttons: 'Close' and 'Save changes'.

Name your group "My Contacts" then click "Save Changes"

The group will then appear to the left.

CONTACTS
(CONTACTS)

My Contacts 8
User Manager Group 7
My Contacts 1
Add Group +

Delete Group + Add Contact

Search

Display Name	First Name	Last Name	Title	Company
Testing	Test	Bot		

Showing 1 to 1 of 1 rows

Add Contacts

To add a new contact to a group click the "+ Add Contact" button. You will only be able to add contacts to groups you have permissions to do so.



In the next screen you will be able to define detailed information for the new contact

ADD CONTACT

Display Name

First Name

Last Name

Title

Company

Drop a new image here

Numbers
 Work Enable SMS: Fax:

XMPP

There are various details to a contact:

Display Name

First Name

Last Name

Title

Company

- **Display Name:**
- **First Name:**
- **Last Name:**
- **Title:**
- **Company:**

Contacts can also have custom avatar images or they can use gravatar:

Drop a new image here

Browse

Use Gravatar

Additionally contacts can have multiple numbers, xmpp, emails and website addresses added to them

Numbers

Work ▾

Speed Dial: *10

 Enable

SMS: No

Fax: No

+ Add Number

XMPP

+ Add XMPP

Email

+ Add Email

Website

+ Add Website

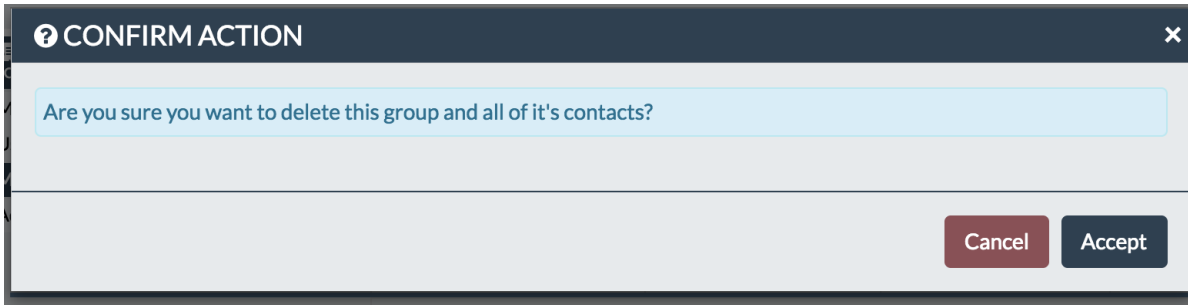
- **Numbers:**
- **XMPP:**
- **Email:**
- **Website:**

Delete Contacts

To delete an entire group click the "Delete Group" button



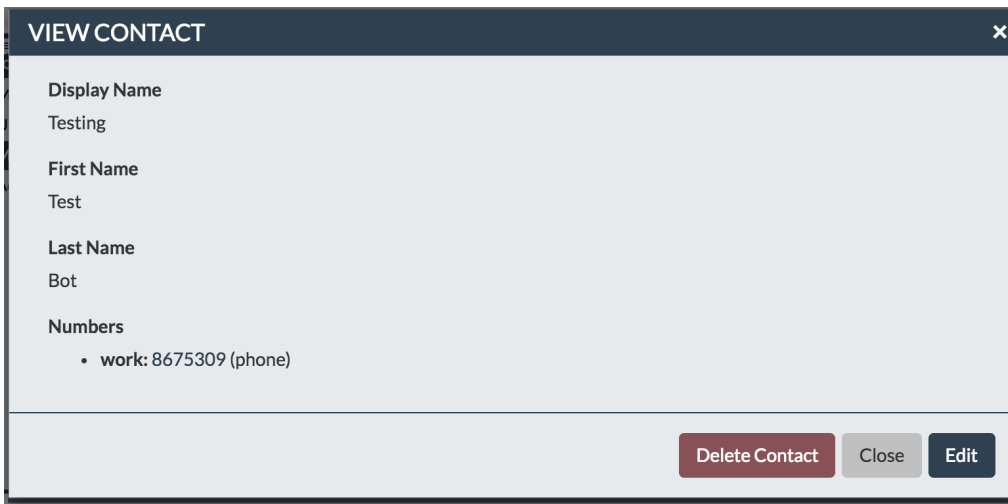
After which a confirmation box will pop up.



View Contacts

To view any contact simply click the contact's row in the table.

You will then be presented with a view similar to this if you are able to edit/delete the contact



If you only have permission to view the contact you will be presented with this view:

VIEW CONTACT



Display Name

corozco

Numbers

- extension: 1001 (phone)

XMPP

- corozco@localhost

Close