

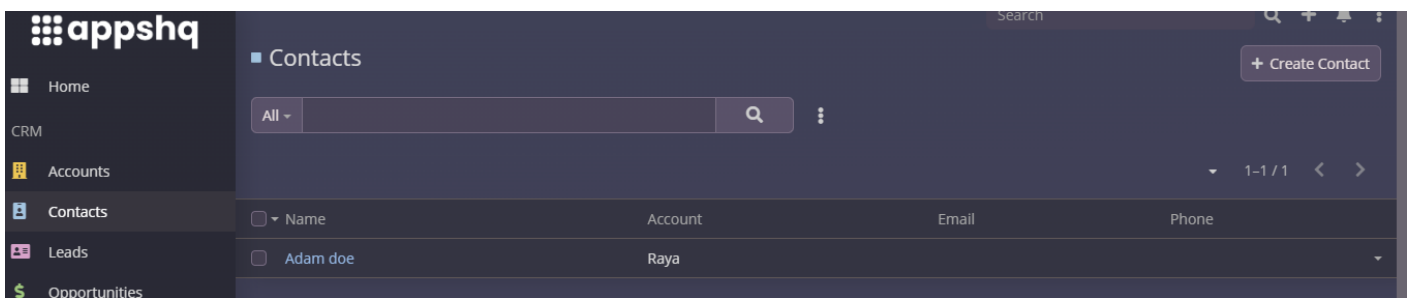
# Using Contacts

The **Contacts** module in ResellPortal CRM is designed to help you manage individual relationships linked to businesses or organizations (Accounts). Each contact holds key details about the person, including their role, communication preferences, and interaction history. This guide will walk you through effectively using the Contacts module.

## 1. Navigating to the Contacts Module

1. Log in to your ResellPortal CRM dashboard.
2. Locate the main navigation menu on the left-hand side.
3. Click on **Contacts** to access the module.

You'll see a list view displaying all existing contacts, including names, associated accounts, and email addresses.



## 2. Creating a New Contact

To add a new contact:

1. **Click the "Create" Button:**
  - In the Contacts module, click the **+ Create** button at the top-right corner.
2. **Fill Out the Contact Details:**
  - **First Name and Last Name** (Required): Enter the individual's name.
  - **Email Address:** Add the primary email address for communication.
  - **Phone Number:** Include the main contact number.
  - **Associated Account:** Link the contact to an existing account for better organization.
  - **Address:** Enter the contact's physical or mailing address, if applicable.
3. **Save the Contact:**
  - Click the **Save** button to store the new contact.

■ Contacts > joanne breed

Save Cancel ...

Name \*  
 Ms. joanne breed  
 Accounts Select

Email  
 JBreed@gmail.com  
 Phone  
 Mobile +1 358-955-6445

Address  
 Street  
 City State Postal Code  
 Country

Description

Assigned User  
 Select

Teams  
 Select

Created  
 Today 05:51 · Admin

Activities  
 No Data

History  
 No Data

### 3. Viewing and Editing Contacts

#### Accessing a Contact Record:

1. From the Contacts list view, click on the desired contact's name to open their detailed record.

#### Editing Contact Information:

1. In the contact record view, click the **Edit** button at the top-right corner.
2. Update any necessary fields, such as email, phone number, or associated account.
3. Click **Save** to apply the changes.

■ Contacts

All  🔍 ⋮

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<input type="checkbox"/> Name	Account	Email	Phone
<input type="checkbox"/> joanne breed		JBreed@gmail.com	+1 358-955-6445
<input type="checkbox"/> Adam doe	Raya		

View  
Edit  
Remove

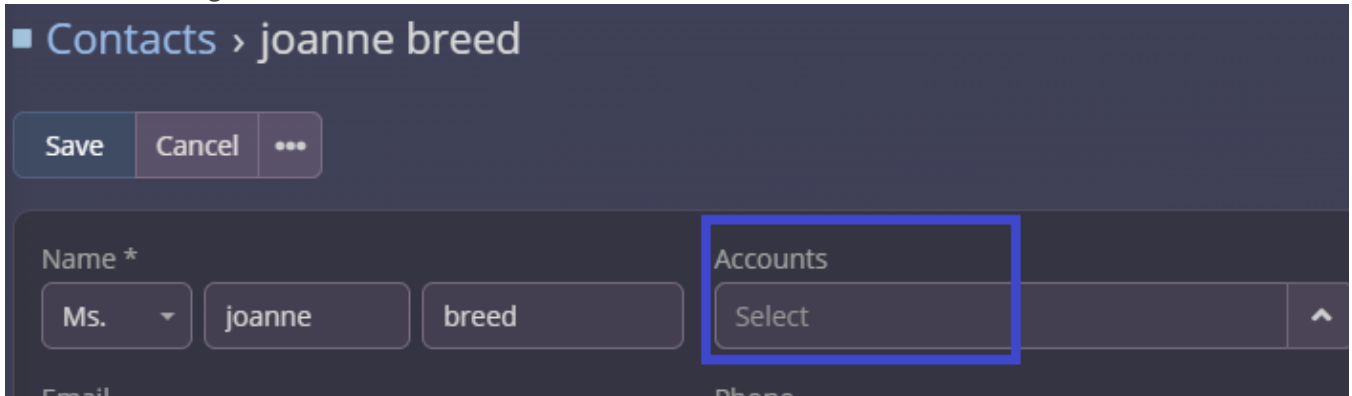
+ Create Contact

### 4. Linking Contacts to Accounts

Each contact should be associated with an account for better data organization and tracking. To link a contact to an account:

1. Open the desired contact record.

2. Locate the **Account** field in the record.
3. Select an existing account or create a new one directly from the dropdown.
4. Save the changes.



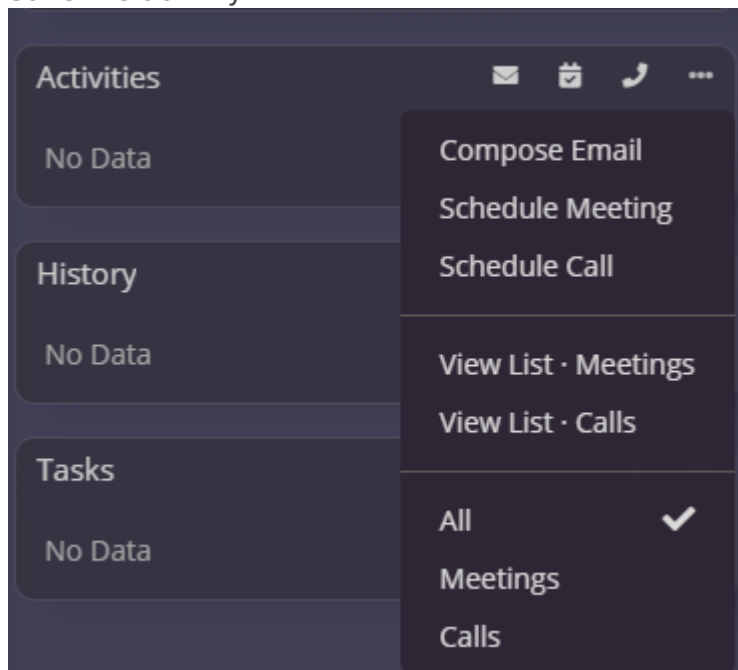
The screenshot shows the 'Contacts' module interface for a contact named 'joanne breed'. At the top, there are 'Save', 'Cancel', and a menu icon. Below this, the 'Name' field is split into three parts: a dropdown menu currently showing 'Ms.', a text input with 'joanne', and another text input with 'breed'. To the right of these is the 'Accounts' dropdown menu, which is highlighted with a blue box and shows a 'Select' option. Below the name fields, the 'Email' and 'Phone' fields are partially visible.

## 5. Tracking Interactions and Activities

The Contacts module allows you to log and monitor all interactions with individuals:

### 1. Adding Activities:

- In the contact record, locate the **Activities** subpanel.
- Click **+ Create** to add an activity such as a call, email, or meeting.
- Enter details like the date, time, and description of the interaction.
- Save the activity.



The screenshot shows the 'Activities' subpanel for a contact. It has a dark header with the title 'Activities' and icons for email, calendar, phone, and a menu. The main area is divided into three sections: 'Activities' (showing 'No Data'), 'History' (showing 'No Data'), and 'Tasks' (showing 'No Data'). To the right of these sections is a menu with options: 'Compose Email', 'Schedule Meeting', 'Schedule Call', 'View List · Meetings', 'View List · Calls', 'All' (selected with a checkmark), 'Meetings', and 'Calls'.

### 2. Viewing Interaction History:

- The **History** subpanel displays completed activities, notes, and emails linked to the contact.

### 3. Logging Notes:

- Use the **Stream** section to document key insights or conversations related to the contact.

## 6. Searching and Filtering Contacts

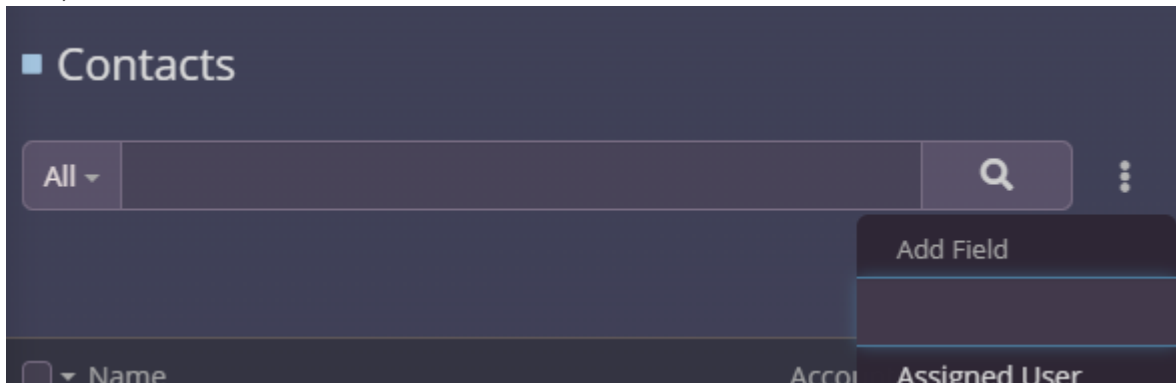
Quickly locate contacts using the search and filter options:

### 1. Search Bar:

- Use the search bar at the top of the Contacts list to find a contact by name, email, or phone number.

### 2. Filters:

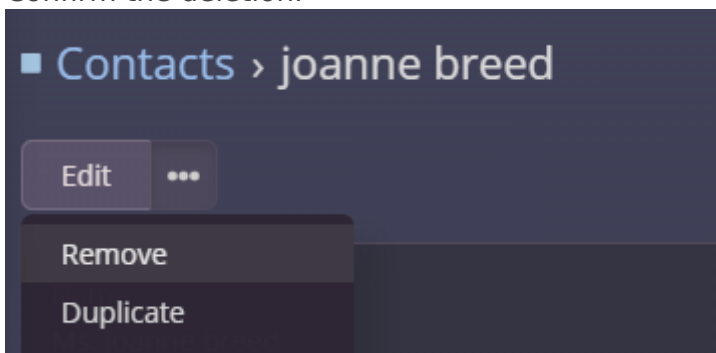
- Click the **Filters** button to apply advanced criteria, such as account association, title, or location.



## 7. Deleting Contacts

### Deleting a Contact:

- Deleting permanently removes the contact from the CRM. Use this option carefully.
1. Open the contact record.
  2. Click the **remove** button.
  3. Confirm the deletion.



## 8. Best Practices for Managing Contacts

- **Keep Contact Details Current:** Regularly review and update email addresses, phone numbers, and titles.
- **Document Interactions:** Use notes and activity tracking to maintain a history of communications.

- **Link Contacts to Accounts:** Always associate contacts with relevant accounts for better organization.
  - **Segment Your Contacts:** Use filters and tags to categorize contacts based on industry, location, or status.
  - **Leverage Automation:** Set reminders or workflows for follow-ups and scheduled calls.
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By mastering the Contacts module, you can strengthen individual relationships, improve communication efficiency, and drive your business goals forward. For further assistance, contact our support team or explore the full ResellPortal CRM documentation.

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