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FACTSHEET ADD CONTACTS

ADDING CONTACTS

The screenshot shows a window titled "2. Select Destinations". At the top, there are four tabs: "Students", "Staff", "Contacts / Groups", and "Attendance". The "Contacts / Groups" tab is active. Below the tabs, there are two main sections. The left section is titled "Select Contact" and contains a list with one entry: "Morgan, Michael -". Above this list are buttons for "New", "Modify", "Delete", and "All Contacts". The right section is titled "Select Group" and contains a list with several entries: "test", "EMA 2010_11 (SIMS)", "Educated Offsite (SIMS)", "Often Late (SIMS)", "Sibling Absence (SIMS)", "Traveller (SIMS)", "Very Poor Attenders (SIMS)", and "Year 7 Group (SIMS)". Above this list are buttons for "Add" and "All Contacts".

The Contact configuration buttons at the top of the section. This includes the options to add **New** Contacts/Modify previous Contacts and **Delete** Contacts. You also have an **All Contacts** button in this section; this will add all custom created contacts to the distribution list.

This is a close-up of the "Contacts / Groups" tab area. It shows the "Select Contact" label and the "New", "Modify", "Delete", and "All Contacts" buttons.

To add a new Contact, you just need to click the **New** button in this tab.

The screenshot shows a "Contact" pop-up window. It has the following fields: "First Name" (Example), "Surname" (Example), "Mobile" (empty), "Home Phone" (empty), "Work Phone" (0000000000), "eMail" (examplr@example.com), "Language" (dropdown menu), and "Notes" (text area). At the bottom, there are "OK" and "Cancel" buttons.

When adding in a new Contact, it will be present the following pop-up window. Only enter the required contact information intended for use, sending messages.

The **Mobile** number field will be required information for text messages to work successfully.