

How to Manage Contact Book

You can use **contact groups** to organize your contacts to send Voice, SMS or meeting invitations to groups of people you contact frequently, without having to enter each of their Contact Number individually.

Note: - Before add contact you have to first **create Group**.

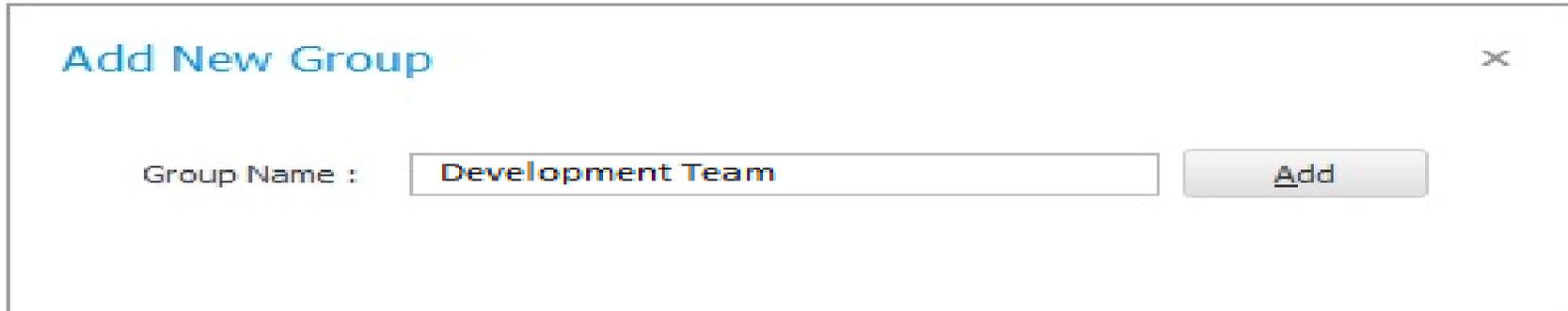
Voice India : Business Voice Broadcasting Server

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The screenshot displays the 'Contact Book' management interface. On the left is a dark sidebar with navigation options: Quick Dial, Voice Recorder, Voice Broadcaster, SMS Broadcaster, Contact Book (highlighted with a blue arrow), Scheduler, and Device. The main content area has two tabs: 'Contacts' and 'Groups'. Below the tabs is a toolbar with icons for '+ Add Contact', 'Edit Contact', 'Delete Contact', 'Import', 'Export', and 'Print'. A table with columns 'Group', 'Name', and 'Contact Number' is shown, currently empty. A search icon is in the top-left corner of the table. At the bottom of the table area, a box displays 'Total : 0'. A red 'Tutorial' button is located at the bottom right of the interface.

To **Add New Group** Click on **Add Group** (in the upper-left corner) from **Group Tab**.
Enter name of the Group and Click on **Add** Button.

Add New Group:

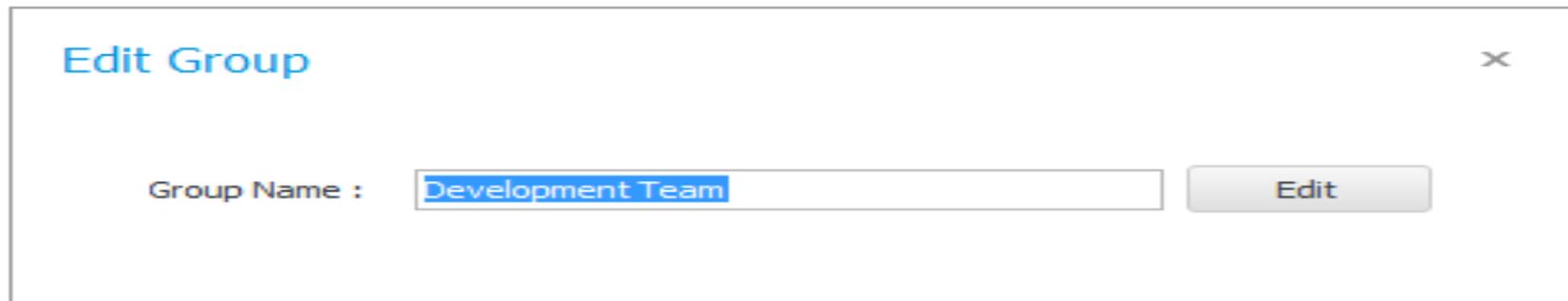


The screenshot shows a dialog box titled "Add New Group" with a close button (X) in the top right corner. Below the title, the text "Group Name :" is followed by a text input field containing the text "Development Team". To the right of the input field is a button labeled "Add".

To Edit **Existing group** Click on **Edit Group** from **Group Tab**.
Edit **Group name** and Click on **Edit** Button.

Note: Contact that have group name automatically move into new edited group.

Edit Existing Group:



The screenshot shows a dialog box titled "Edit Group" with a close button (X) in the top right corner. Below the title, the text "Group Name :" is followed by a text input field containing the text "Development Team". To the right of the input field is a button labeled "Edit".

Delete Group:

To **Delete Group** Click on **Delete Group** from **Group Tab**.

Note: Contact under group that you are deleting automatically remove group name.

Add New Contact:

Step 1: Click on **Add Contact** from **Contacts Tab**.

Step 2: Select Group Dropdown list and Select Group that you want to move contact in particular Group.

Type Addition note if you want.

Add on Scheduler: if you check this option it's automatically added on scheduler and it remind for birthday.

Add New Contact



Requied Infromation

Select Group:	Development Team
Name :	sanjay pariyar
Contact No.	9921631701

Additonal Infromation

DOB :	18-07-1992
Company :	Laxmi Software Technology
Company Phone :	0261-3111213
Email ID :	sanjaypariyar143@gmail.com
Address :	403,Silverstone Arcade,Causeway Road,Singa
<input checked="" type="checkbox"/>	Add On Scheduler (According to DOB)
<input type="button" value="Cancel"/> <input type="button" value="Add"/>	

Edit Contact:

If you want to **Edit Existing Contact**, select particular Contact and Click on **Edit Contact** from **Contacts Tab**. After making changes press Edit Button to save.

Edit Contact



Requied Infromation

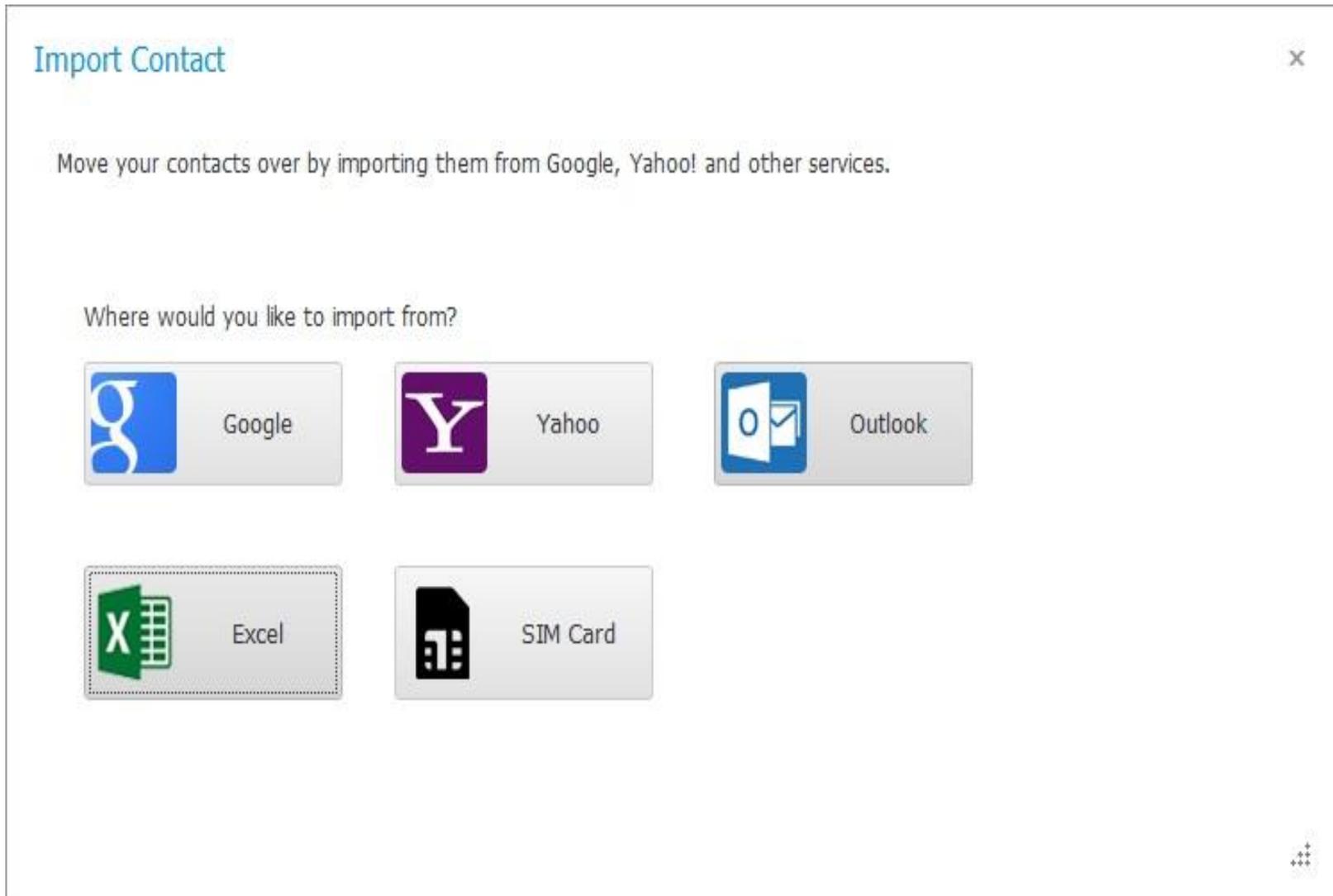
Select Group:	Development Team
Name :	sanjay pariyar
Contact No.	9921631701

Additonal Infromation

DOB :	18-07-1992
Company :	Laxmi Software Technology
Company Phone :	0261-3111213
Email ID :	sanjaypariyar143@gmail.com
Address :	403,Silverstone Arcade,Causeway Road,Singa
<input checked="" type="checkbox"/>	Add On Scheduler (According to DOB)
<input type="button" value="Cancel"/> <input type="button" value="Add"/>	

Import Contact:

You can import your Contact from Various Option like [Google Account](#), [Yahoo Account](#), [Outlook Account](#) or [Excel](#), [SIM card](#),
Note: Currently (v. 1.0) support only import from Excel file.



Import Contact from Excel File:

Click on **Browse** Button to Select Excel file that you want to Import.

Note: If you get any Error or your file is not in Correct Format, Please Export Sample File.

Import Contact From Excel

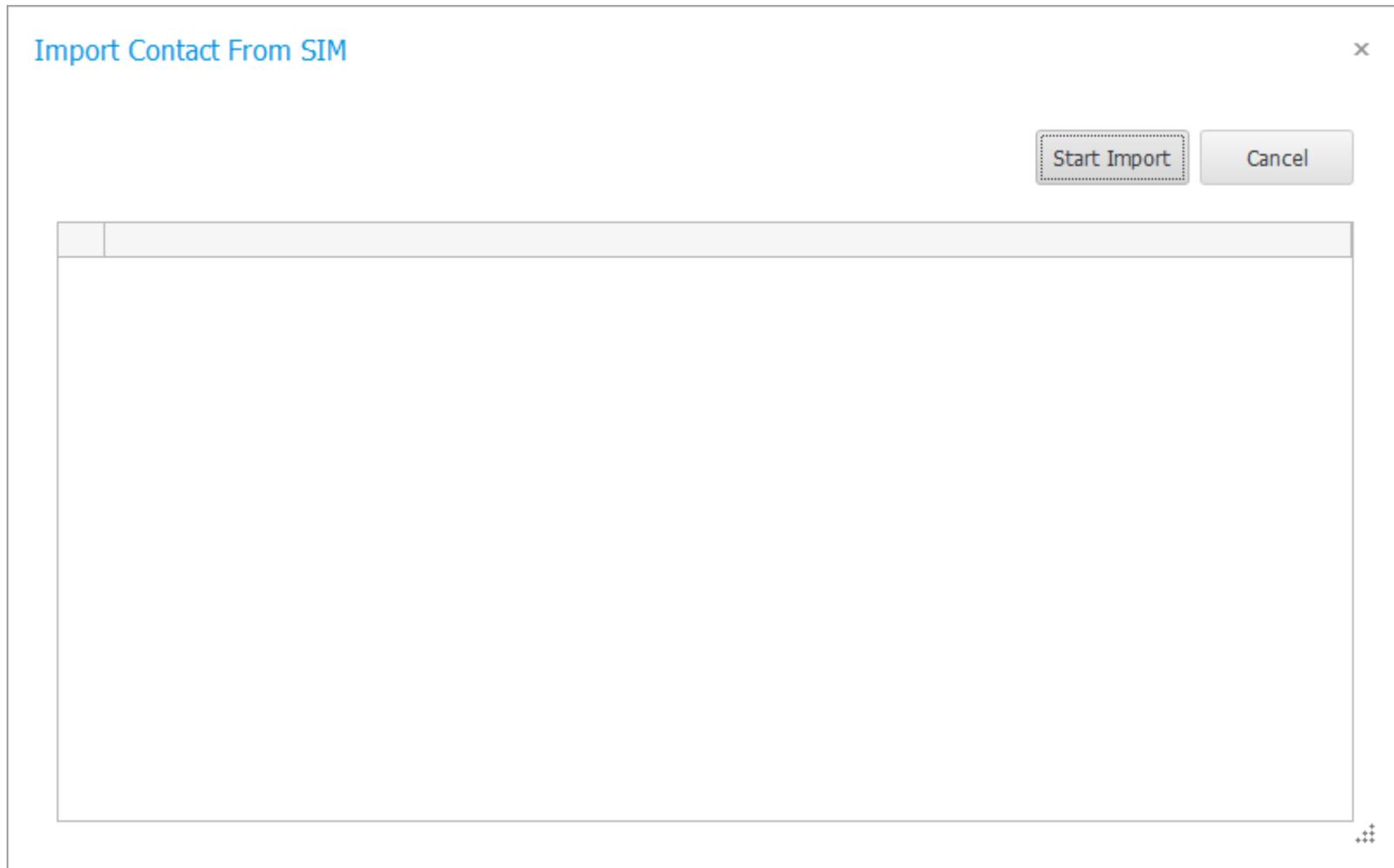
Import Contacts

Browse to the CSV, XLSX file with your contacts.

If Your File is not in Correct Format,
Export Sample File

Export Contact to Excel File:

If You Need to Export Contact into Excel file Click on Export button from Contact Tab. And just Press Export Data.



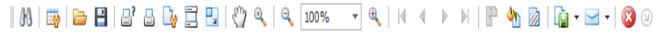
Print Contacts:-

If You Need to **Print Contact** Click on **Print button** from **Contact Tab**.

You Get Various Option from Print Preview like Background, Watermark, Paper Size, and export to pdf, excel jpg even you can Mail.

Preview

File View Background



Contact Book		
Group	Name	Contact Number
Development Team	sanjay pariyar	9921631701
Total : 1		