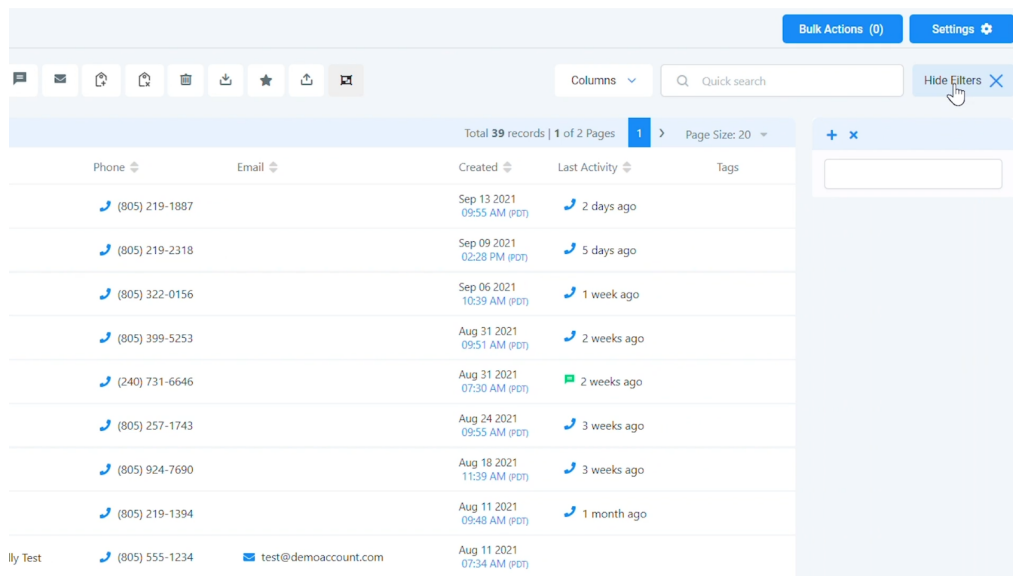


# Contacts Overview



Contacts Overview Interface:

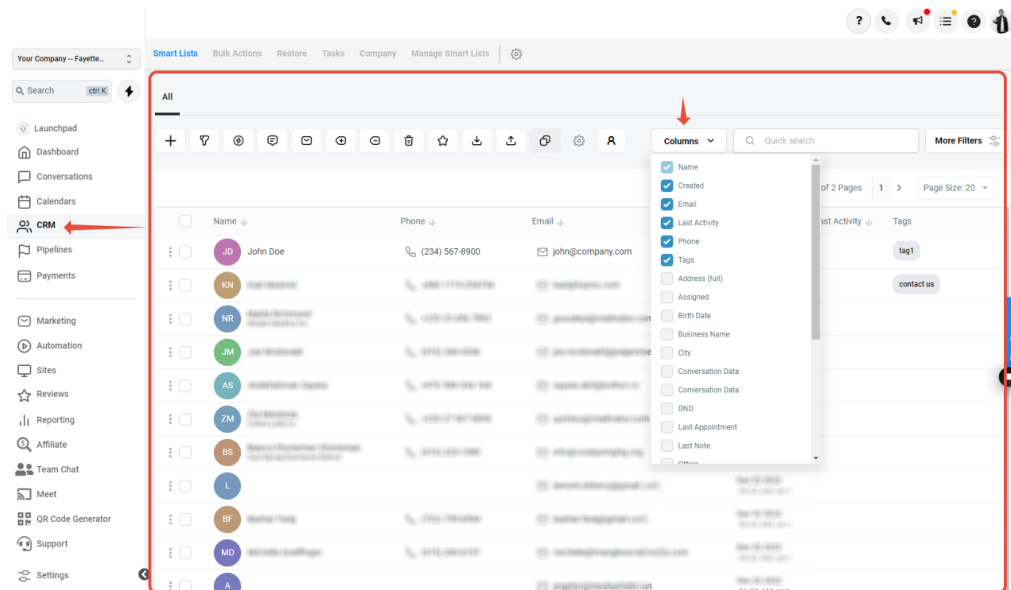
- Top Bar: Bulk Actions (0), Settings
- Search: Quick search
- Columns: Columns
- Hide Filters
- Table Headers: Phone, Email, Created, Last Activity, Tags
- Table Data:

| Phone                   | Email                | Created                    | Last Activity | Tags |
|-------------------------|----------------------|----------------------------|---------------|------|
| (805) 219-1887          |                      | Sep 13 2021 09:55 AM (PDT) | 2 days ago    |      |
| (805) 219-2318          |                      | Sep 09 2021 02:28 PM (PDT) | 5 days ago    |      |
| (805) 322-0156          |                      | Sep 06 2021 10:39 AM (PDT) | 1 week ago    |      |
| (805) 399-5253          |                      | Aug 31 2021 09:51 AM (PDT) | 2 weeks ago   |      |
| (240) 731-6646          |                      | Aug 31 2021 07:30 AM (PDT) | 2 weeks ago   |      |
| (805) 257-1743          |                      | Aug 24 2021 09:55 AM (PDT) | 3 weeks ago   |      |
| (805) 924-7690          |                      | Aug 18 2021 11:39 AM (PDT) | 3 weeks ago   |      |
| (805) 219-1394          |                      | Aug 11 2021 09:48 AM (PDT) | 1 month ago   |      |
| lly Test (805) 555-1234 | test@demoaccount.com | Aug 11 2021 07:34 AM (PDT) |               |      |

Here's an overview of the Contacts section of your system. We'll show you how to add, export, search, and filter through your contact records to stay organized.

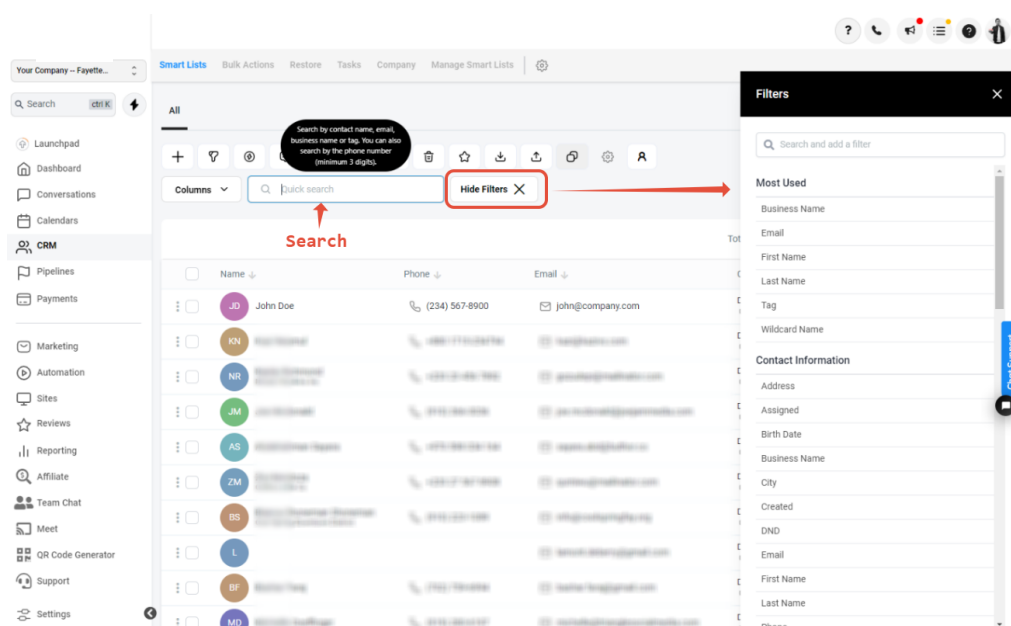
## Step 1: Access your Contacts section.

- Navigate to Contacts.
- The main page displays a list of all your contacts and basic information like name, phone number, email, when they were created, last activity, and tags.
- By dropping down the columns menu at the top, you can update which columns are displayed.



## Step 2: How to Search and Filter through your contacts.

- You can also use the Quick Search feature to do a quick search by name, email, business name, tag, or phone number.
- Under More Filters, you can Filter through contacts using a variety of specific options, including Tag is \_\_\_, City is Not \_\_\_, Phone Number Field is Empty, and more...
  - **NOTE:** Check out our Smartlist video/article to learn more in-depth about how to use and save these filters. You can use multiple at once to filter out Contacts very specifically.



## 1

- **Add contact:** manually add an individual contact record
- **Export Contacts:** select a list of contacts to export to your computer (the file will download as a .csv Excel file)
- **Import Contacts:** Add a list of contacts into your system, using a .csv file

