

UCP Contacts

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.

image2017-3-12%2023%3A47%3A42.png?version=1&modificationDate=1489373262000&api=v2&

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Group Management

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

image2017-3-12%2023%3A50%3A11.png?version=1&modificationDate=1489373412000&api=v2

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

The group will then appear to the left.

image2017-3-12%2023%3A50%3A49.png?version=1&modificationDate=1489373450000&api=v2

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.

image2017-3-12%2023%3A51%3A41.png?version=1&modificationDate=1489373502000&api=v2

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

image2017-3-12%2023%3A57%3A37.png?version=1&modificationDate=1489373857000&api=v2

There are various details to a contact:

image2017-3-12%2023%3A58%3A21.png?version=1&modificationDate=1489373901000&api=v2

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

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

image2017-3-13%200%3A0%3A9.png?version=1&modificationDate=1489374009000&api=v2

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

image2017-3-13%200%3A1%3A15.png?version=1&modificationDate=1489374075000&api=v2

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

Delete Contacts

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

image2017-3-12%2023%3A52%3A39.png?version=1&modificationDate=1489373559000&api=v2

After which a confirmation box will pop up.

image2017-3-13%200%3A2%3A18.png?version=1&modificationDate=1489374138000&api=v2

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

image2017-3-13%20%3A3%3A49.png?version=1&modificationDate=1489374229000&api=v2

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

image2017-3-13%20%3A5%3A9.png?version=1&modificationDate=1489374309000&api=v2

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