

Add a New Contact

Home > WebEOC > Alerts > Add a New Contact

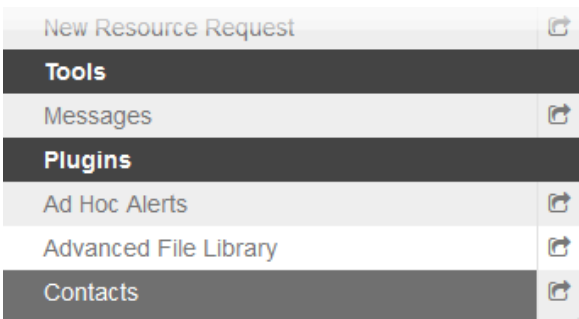


Use the *Contacts* plugin to enter and maintain contact details for external recipients.

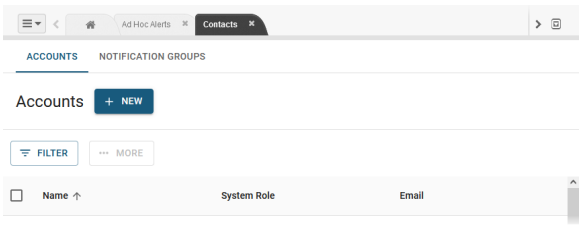
Note: Internal contacts are updated in the *Admin* area.

To add a new contact

1. In the *Plugins* section of the control panel menu, click **Contacts**.



2. Click the **Accounts** tab.
3. On the *Accounts* page, click **+ New**.



4. On the *Basic Information* page, complete the fields, and then click **Next**.

Field	Description	Valid Values or Example
Email	Email address	John.Smith@email.com
First Name	Given name	John
Last Name	Family name	Smith
System Role	Access to features and functions.	<ul style="list-style-type: none">• Regular User• Client Admin
Status	The contact's status.	<ul style="list-style-type: none">• Active• Inactive• Closed• Deleted

5. On the *Personal Information* page, enter the contact's address, and then click **Next**.
 - As you enter information, the system provides possible address combinations.
6. On the *Contact Information* page, complete the fields, and then click **Submit**. The contact is added to the *Accounts* page and the accounts panel displays a summary of the details.

Field	Description	Valid Values or Example
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Helpful Links

- [Juvare.com](#)
- [Juvare Support Center](#)
- [Juvare Training Center](#)
- [Community Resources](#)

Login Email	Email address from the <i>Basic Information</i> page. Note: This field is automatically completed and cannot be modified on this page.	N/A
Additional Contact Emails	Alternate email address. Click + Add Email to add email addresses.	JSmith@email.com
Contact Phone Numbers	Phone number for the contact. <ul style="list-style-type: none">• Must be a valid phone number.• Click + Add Phone Number to add phone numbers.• Select the type of communication that can be sent using each number.	<ul style="list-style-type: none"> • (949) 699 2300 • 978-977-2345 • +1 (408) 325-2200 • +44 1865 380990
Emergency Contact Name	First name and last name.	Mary Smith
Emergency Contact Relationship	Relationship to the contact.	<ul style="list-style-type: none"> • Spouse • Co-worker • Relative • Friend • Other

7. Click **Submit**. The contact is added to the *Accounts* page.