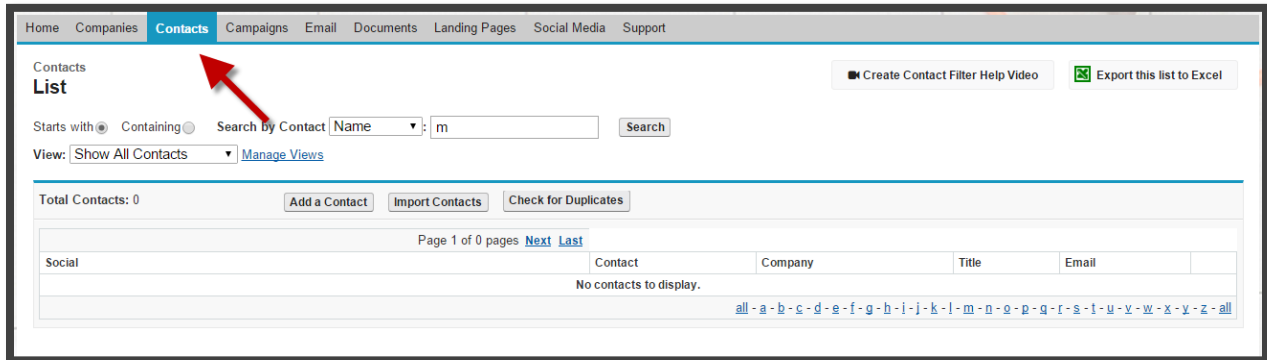


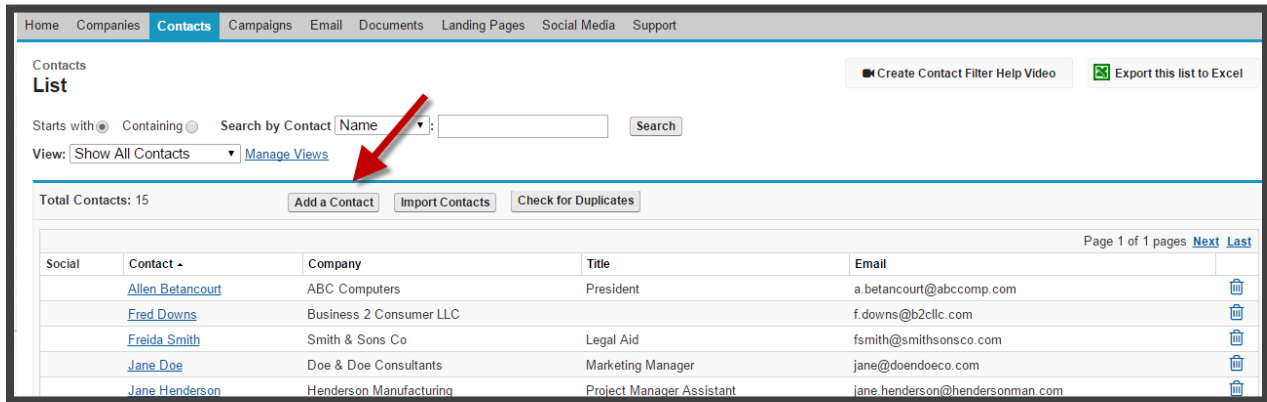
How To Add A New Contact

1) Click Contacts on the menu bar.



The screenshot shows the MioDatos web application interface. The top navigation bar includes 'Home', 'Companies', 'Contacts', 'Campaigns', 'Email', 'Documents', 'Landing Pages', 'Social Media', and 'Support'. The 'Contacts' menu item is highlighted in blue, and a red arrow points to it. Below the navigation bar, the 'Contacts List' section is visible. It includes a search bar with 'Starts with' and 'Containing' radio buttons, a 'Search by Contact' dropdown set to 'Name', and a search input field containing the letter 'm'. There are also buttons for 'Add a Contact', 'Import Contacts', and 'Check for Duplicates'. The 'Total Contacts' is shown as 0. A table with columns for 'Social', 'Contact', 'Company', 'Title', and 'Email' is present, but it is empty with the message 'No contacts to display.' and a list of filters: 'all - a - b - c - d - e - f - g - h - i - j - k - l - m - n - o - p - q - r - s - t - u - v - w - x - y - z - all'.

2) Click Add a Contact.

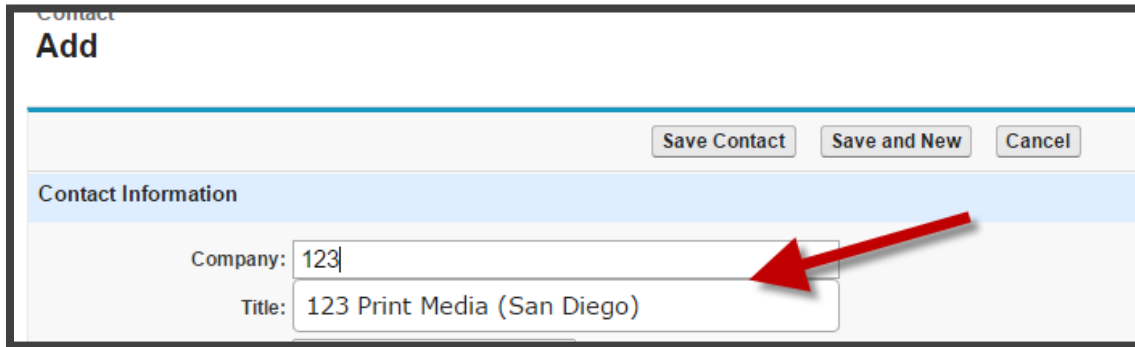


The screenshot shows the MioDatos web application interface with the 'Contacts List' section. The 'Add a Contact' button is highlighted with a red arrow. The 'Total Contacts' is now 15. The table below shows a list of contacts with columns for 'Social', 'Contact', 'Company', 'Title', and 'Email'. Each row includes a trash icon for deletion.

Social	Contact	Company	Title	Email
	Allen Betancourt	ABC Computers	President	a.betancourt@abccomp.com
	Fred Downs	Business 2 Consumer LLC		f.downs@b2cllc.com
	Freida Smith	Smith & Sons Co	Legal Aid	fsmith@smithsonsco.com
	Jane Doe	Doe & Doe Consultants	Marketing Manager	jane@doendoeco.com
	Jane Henderson	Henderson Manufacturing	Project Manager Assistant	jane.henderson@hendersonman.com

- 3) Enter information about the contact into each field. Click **Save Contact** to go back to the previous screen, or click **Save and New** to save this contact and enter a new contact.

Note: By Selecting a Company from the company drop down menu, you will assign this contact to that company.

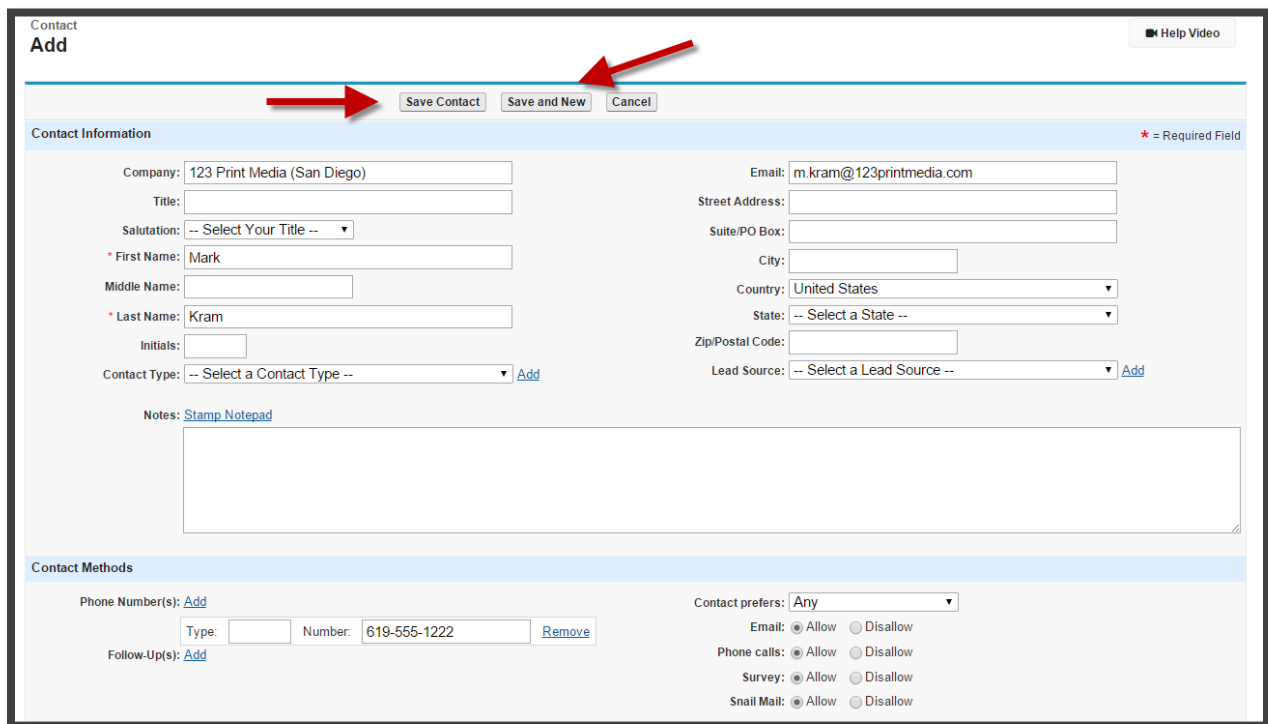


Contact
Add

[Save Contact](#) [Save and New](#) [Cancel](#)

Contact Information

Company: 123
Title: 123 Print Media (San Diego)



Contact
Add Help Video

[Save Contact](#) [Save and New](#) [Cancel](#)

Contact Information * = Required Field

Company: 123 Print Media (San Diego) Email: m.kram@123printmedia.com

Title: Street Address:

Salutation: -- Select Your Title -- Suite/PO Box:

* First Name: Mark City:

Middle Name: Country: United States

* Last Name: Kram State: -- Select a State --

Initials: Zip/Postal Code:

Contact Type: -- Select a Contact Type -- [Add](#) Lead Source: -- Select a Lead Source -- [Add](#)

Notes: [Stamp Notepad](#)

Contact Methods

Phone Number(s): [Add](#) Contact prefers: Any

Type: Number: 619-555-1222 [Remove](#) Email: Allow Disallow

Follow-Up(s): [Add](#) Phone calls: Allow Disallow

Survey: Allow Disallow

Snail Mail: Allow Disallow



4) The new contact can now be seen in your Contacts tab.

List

Starts with Containing Search by Contact **Name**

View: **Show All Contacts**

Total Contacts: 16

Page 1 of 1 pages [Next](#) [Last](#)

Social	Contact	Company	Title	Email	
	Mark Kram	123 Print Media		m.kram@123printmedia.com	<input type="button" value="Delete"/>
	Mark Smith	Smith Marketing	Marketing Assistant	marks@smithmarketing.com	<input type="button" value="Delete"/>
	Freida Smith	Smith & Sons Co	Legal Aid	fsmith@smithsonco.com	<input type="button" value="Delete"/>
	Jane Doe	Doe & Doe Consultants	Marketing Manager	jane@doendoeco.com	<input type="button" value="Delete"/>
	Jane Henderson	Henderson Manufacturing	Project Manager Assistant	jane.henderson@hendersonman.com	<input type="button" value="Delete"/>