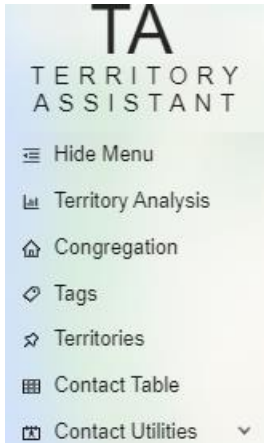
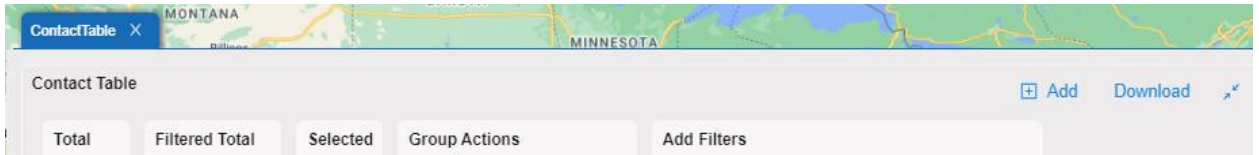


- Click **Contact Table** tool on left



- Click the **Add** button



- Enter **Contact details**

A screenshot of the 'Enter Contact details' form. The form includes several input fields: 'Type' (dropdown), 'Language' (dropdown), 'Name' (text), 'Address' (text), 'Group By' (text), 'Unit' (text), 'Contact Location' (with a 'Map Center' link), 'Latitude' (text), 'Longitude' (text), 'House Hold Count' (text), 'Territory' (dropdown with 'Auto Pick' and '0'), 'Publisher' (text), 'Phone' (text), 'Email' (text), 'Updated' (date picker set to 'Today'), 'Notes' (text), and 'Confidential Notes' (text). At the bottom, there are buttons for 'Cancel', 'Save', and 'Delete'.

- **Type** - click the down arrow to see available types. This list can be scrolled to view all types
- **Language**
- **Name**
- **Address**
- **Group By** - Enter the street name here. It allows for later sorting of the data

- Contact Location:
 - **Address**
 - **Contact Location/Map Center (will drag the Contact circle on the map):**
 - Latitude (if known)
 - Longitude (if known)
 (Click the search icon to view the address location on the map)
- **Household Count** - Enter the number of people in the household
- **Territory**
 - **Auto Pick** - use to auto pick the territory to connect this contact with
 - OR**
 - **Select from the dropdown** list of territories

- **Publisher** – it is not recommended to input Publisher names in Territory Assistant
 - **Phone**
 - **Email**
 - **Updated**
 - **Notes**
 - **Confidential Notes**
- Click **Save** button to save the Contact
 - OR**
 - Click **“Cancel”** to cancel and not save the contact

[End of document]