Managing Contacts

Premium subscribers can add and manage contacts. Your contacts can be kept together so you can access their information whenever you need it during your job search.

Contacts can be attached to opportunities so that you can see their information when you look at the details of your opportunity. Premium subscribers can also associate more than one contact with an opportunity and manage which contacts are shown for each.

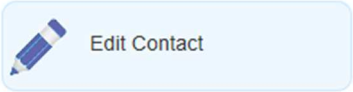
To add a contact:

1. Click on the ***Add New Contact*** button.
2. Fill in as much information as you have for the contact.
3. If the person is not associated with a particular opportunity, leave the ***Opportunity*** drop-down box at its default of ***Don't have an opportunity for this contact yet***.
   Remember: if you look for the person's website or LinkedIn profile, you can copy the URL from the address bar in your browser into the box on the contact form. Even if you can't find a LinkedIn profile, if the contact has a profile on another website, copy that web address instead.
4. Click ***Add*** to save the details and the person to your contact list.

To update contact details:

1. Go to your Contacts area.

2. Click on the contact that you wish to update, to view their details.
3. Click the ***Edit Contact*** button.



4. Change your contact's details.
5. Click ***Update*** to save the changes.

To delete a contact:

1. Go to your Contacts area.

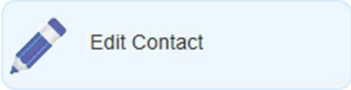
2. Find the contact you'd like to delete and click on the dustbin icon.

   A confirmation message will appear.
3. Click ***OK*** to delete the contact, or click ***Cancel*** to keep the contact.

To archive a contact:

1. If you don't want a contact to appear in your list any more but don't want to delete their details completely, you can archive them. Go to your Contacts area.

2. Click on the contact that you wish to archive, to view their details.
3. Click the ***Edit Contact*** button.

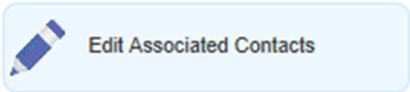
   

4. Change the ***Archive Contact*** drop-down box to ***Yes***.
5. Click ***Update*** to archive the contact's information.

To associate an existing contact with an opportunity:

1. Go to your Dashboard.

2. Click on the opportunity you want to associate the contact with, to view the details.
3. Click the ***Edit Associated Contacts*** button.

4. In the ***Select*** column, tick the contacts you want associated with the opportunity and untick any that are no longer to be associated.
5. Click ***Save*** to save the changes.
6. The opportunity details will now show the contacts you chose associated with the opportunity.