

CONTACTSDB

USERS MANUAL

WEB APPLICATION

INTRODUCTION

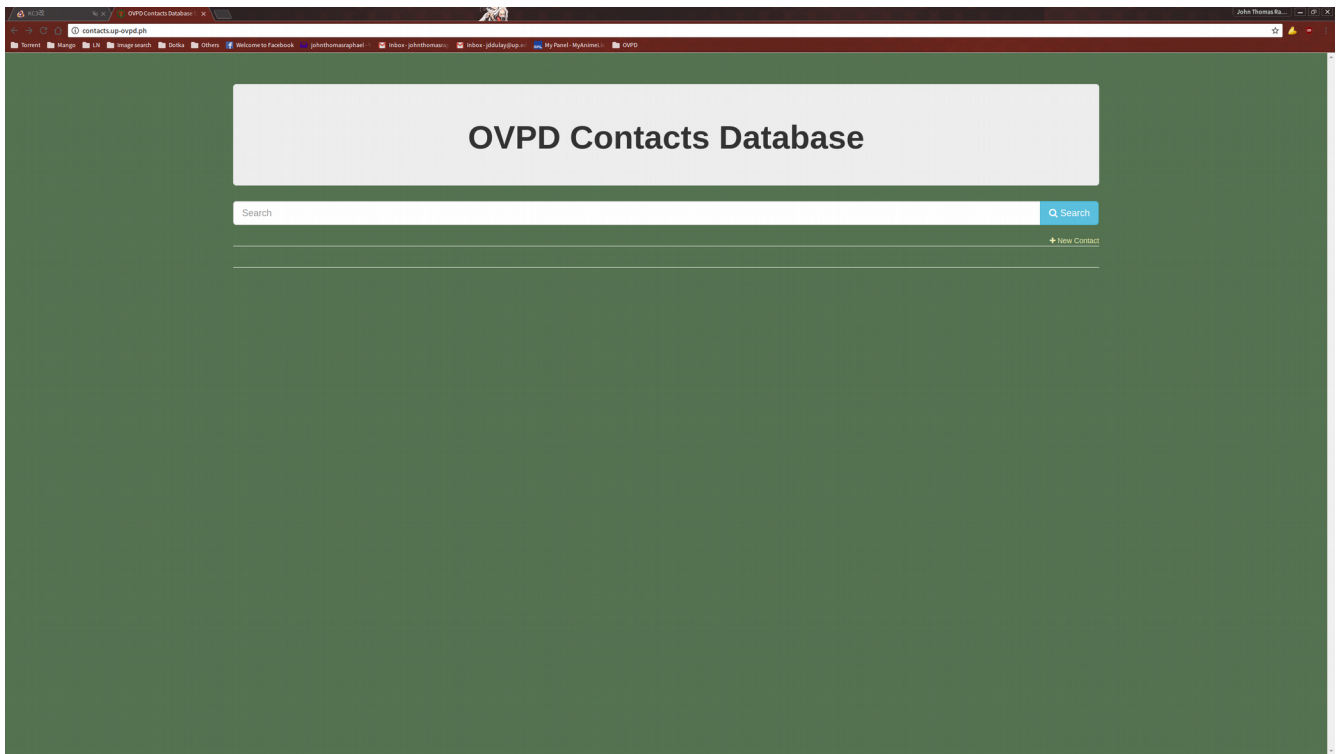
The ContactsDB is a web application that enables the users to create and search for contacts with ease from anywhere.

MAIN FEATURES

- Dashboard

GETTING STARTED

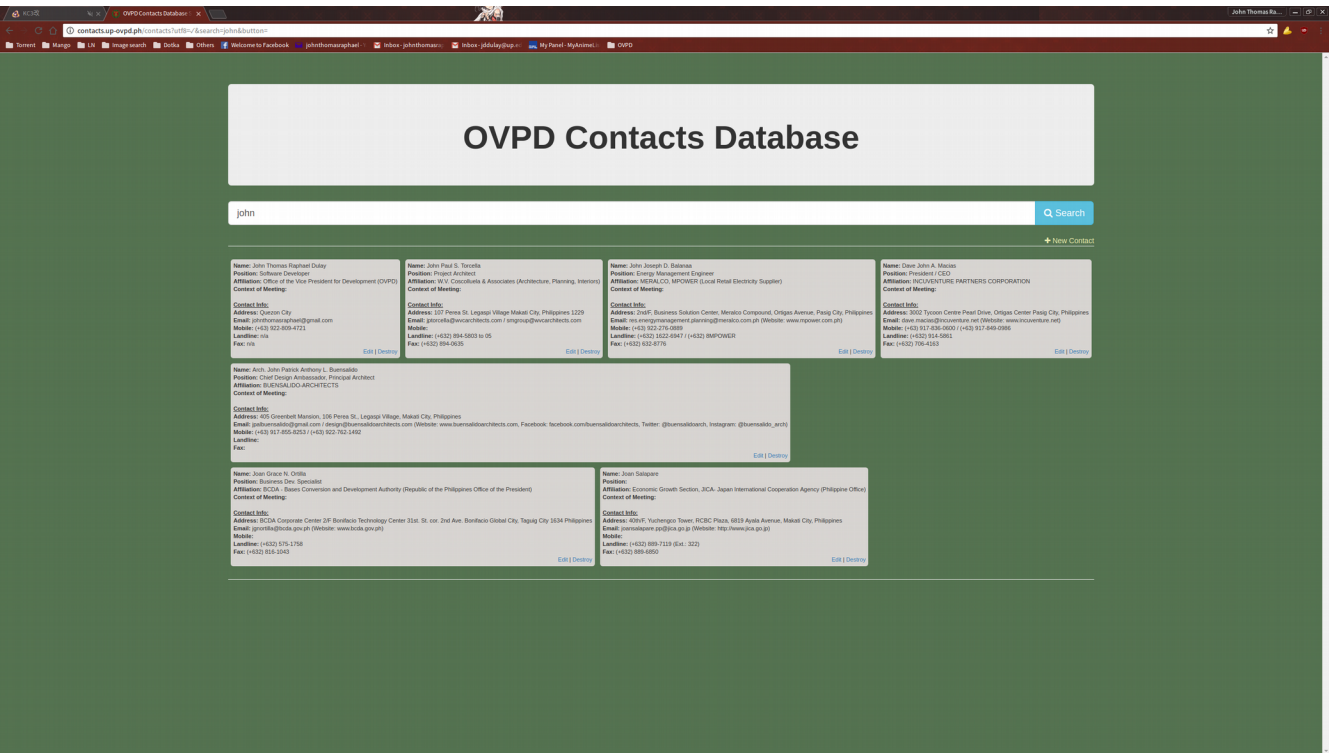
Access the website through the URL `contacts.up-ovpd.ph`. This will bring you immediately to the dashboard.



From here, the user can either search for the desired contact or create one of their own.

SEARCHING FOR A CONTACT

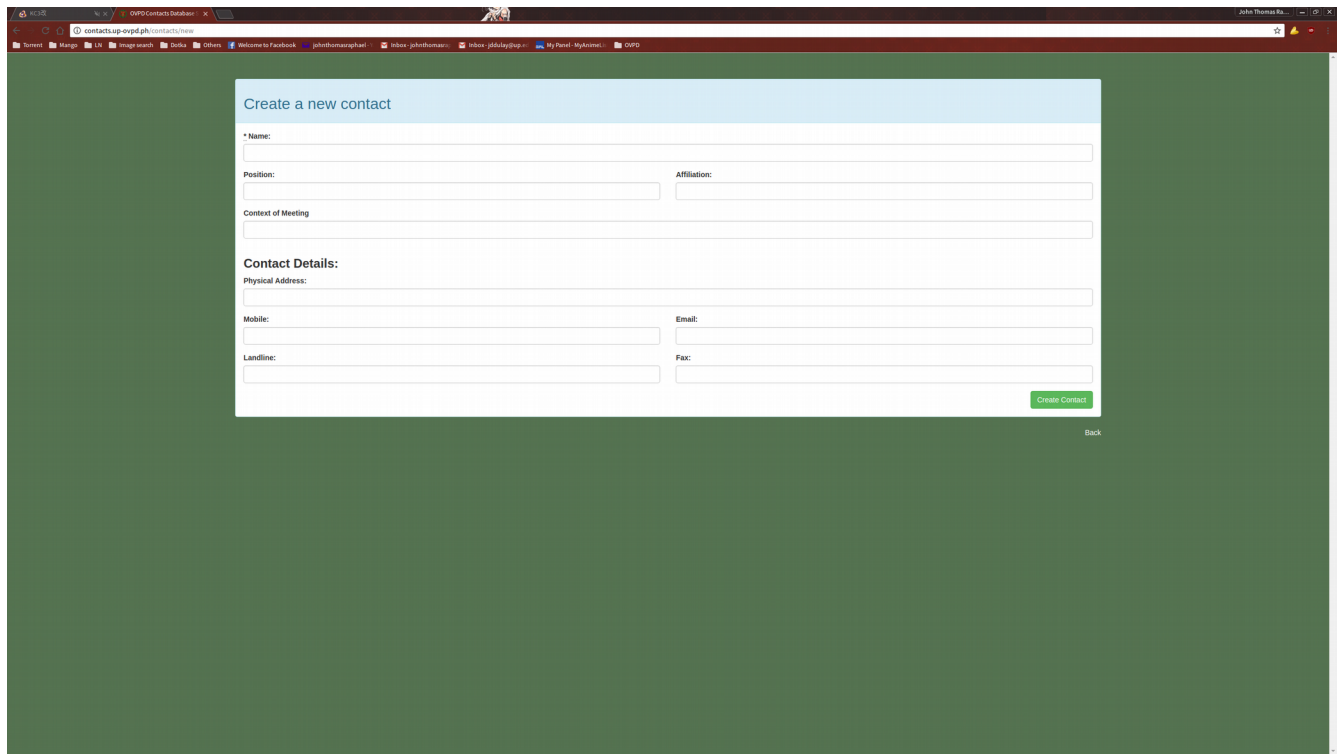
To search for a contacts, type in the desired keywords on the search bar and submit.



This will return a list in the form of cards that match the submitted keywords.

ADDING A NEW CONTACT

To add a new contact, click on the “New Contact” link below the search bar. This will direct you to the New Contact page.



The screenshot shows a web browser window with the URL `contacts.up-erp.pl/contacts/new`. The page has a dark green background. A white form titled "Create a new contact" is centered. The form contains the following fields:

- * Name:
- Position:
- Affiliation:
- Context of Meeting:
- Contact Details:**
 - Physical Address:
 - Mobile:
 - Email:
 - Landline:
 - Fax:

A green "Create Contact" button is at the bottom right of the form. A "Back" link is located below the button.

Fill it up the necessary information and submit.