

Contacts Management Application: User Manual

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1. Introduction

1.1 Purpose

This application allows users to manage their contacts efficiently, with full CRUD functionality and the ability to organize contacts into custom groups.

1.2 Key Features

- ☐ Create, read, update, and delete contacts
- ☐ Grouping and categorizing contacts
- ☐ Search, sort and filter functionality
- ☐ Bulk import and export options

1.3 Target Audience

This application is for individuals who needs help with managing the hectic day-day listing of contacts as it grows. Whether for professional or casual use, it fits you.

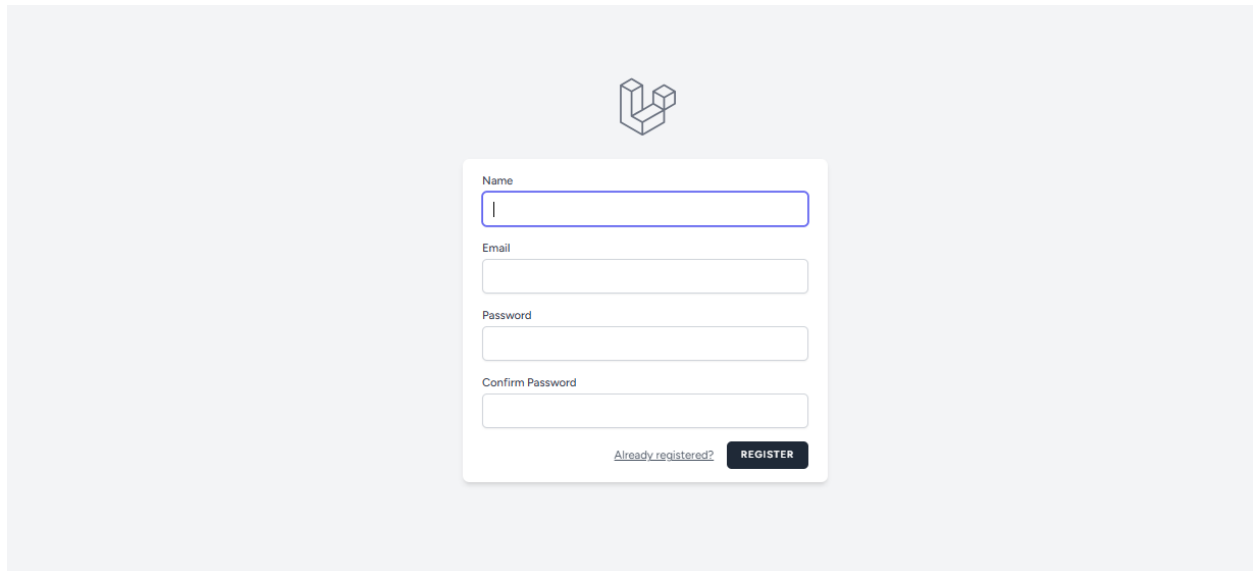
2. Getting Started

2.1 System Requirements

- ☐ Operating system compatibility – Windows 7+, Ubuntu 20+
- ☐ Browser compatibility – Chrome 16+, Firefox 18+
- ☐ Minimum hardware requirements – RAM 4GB, 2 CPUs

2.2 Access Instructions

Register



The register form is centered on a light gray background. At the top is a logo consisting of three stacked cubes. Below the logo is a white form with a light gray border. The form contains four input fields: 'Name', 'Email', 'Password', and 'Confirm Password'. Each field has a small label above it. At the bottom of the form, there is a link 'Already registered?' and a dark blue button labeled 'REGISTER'.

Name

Email

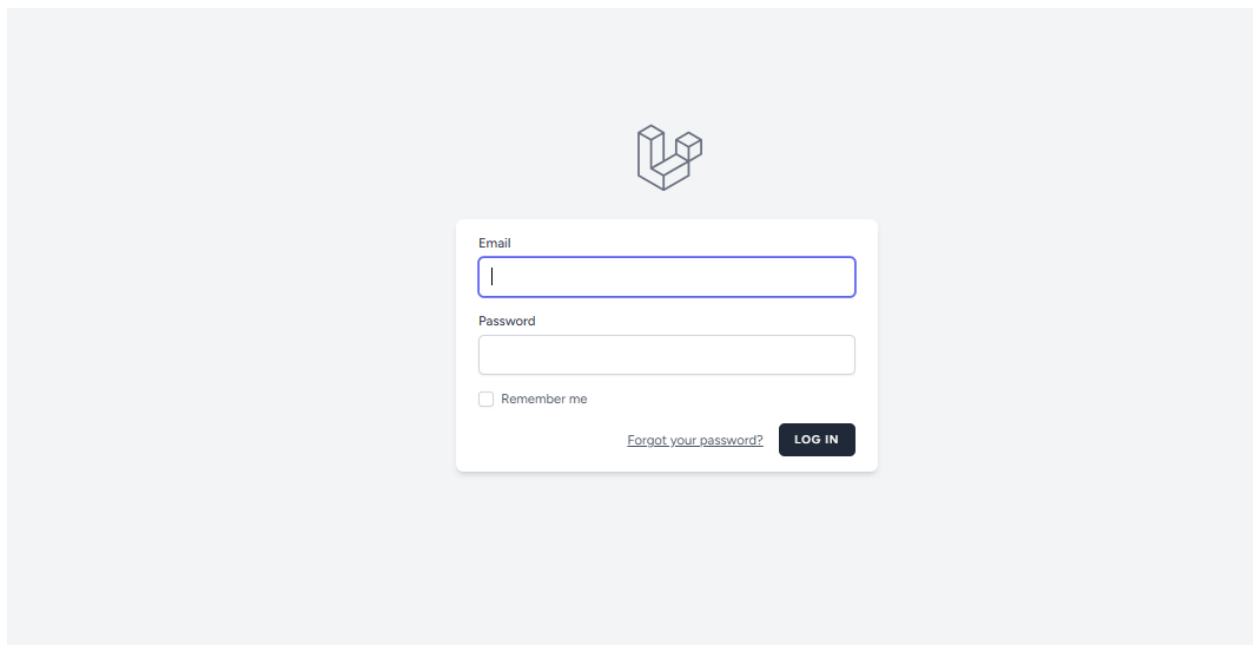
Password

Confirm Password

[Already registered?](#) **REGISTER**

Input your unique details here

Login



The login form is centered on a light gray background. At the top is a logo consisting of three stacked cubes. Below the logo is a white form with a light gray border. The form contains two input fields: 'Email' and 'Password'. Each field has a small label above it. Below the 'Password' field is a checkbox labeled 'Remember me'. At the bottom of the form, there is a link 'Forgot your password?' and a dark blue button labeled 'LOG IN'.

Email

Password

☐ Remember me

[Forgot your password?](#) **LOG IN**

Use your previously created credentials

3. General

3.1 Dashboard – In Progress

Includes statistical summaries for different metrics related to contacts such as Most/Least interacted, Groups makeup etc.

4. Managing Contacts

Contacts are managed under the **Contacts** Tab. The route contains **/contacts**


4.1 Adding a New Contact

The screenshot shows a web application interface for managing contacts. A modal form titled "Create Contact" is open, allowing users to add a new contact. The form includes input fields for First Name, Last Name, Email, Work Phone, Address, Company, and Job Title. At the bottom of the form are "Cancel" and "Create" buttons. In the background, the "Contacts" tab is visible, showing a table of existing contacts with columns for Name, Email, Phone, and Address. Two contacts are listed: HyfaHaula and KejelchaW. The interface also includes navigation tabs (Dashboard, Contacts, Groups) and a user profile dropdown (Jimmy Chepkurui).

- ❑ Mandatory fields include first *name*, last *name*, work *phone*, email
- ❑ Optional fields include company, *job title*, notes, social media, address. Controls in the next version allow advanced features when these other fields are filled out

4.2 Viewing and Searching Contacts

Go to Contacts tab to view all contacts. Relevant fields are shown in the table along with actions. More details are visible when viewing a single contact



Dashboard
Contacts
Groups

Jimmy Chepkurui

Contacts

ADD CONTACT

BULK DELETE

IMPORT

Records per page:

Showing 0 - 0 of 0 contacts

NAME	EMAIL	PHONE	ADDRESS	COMPANY	JOB TITLE	GROUPS	CREATED AT	ACTIONS
HyfaHaula	hyfa.haulah@zoho.com	+25478833094	Kampala	Visa	Digital Marketer	General	2025-10-04T11:03:59.000000Z	<div>View</div> <div>Group</div> <div>Edit</div> <div>Delete</div>
KejelchaW	usafi@gmail.com	+0113245649	Langata	Usafi Laundry		WorkOtherLaundry	2025-10-01T09:29:36.000000Z	<div>View</div> <div>Group</div> <div>Edit</div> <div>Delete</div>

First

Previous


Next

Last

Search and filter

Filter by company, group, name, email and phone numbers. Some are available as dropdowns for fields with discrete values. Search is also included to further filter records by lookup across text fields for varying data

Single View



Dashboard
Contacts
Groups

Jimmy Chepkurui

KW

Kejelcha W

No job title

Usafi Laundry

usafi@gmail.com

+0113245649

Details

Address: Langata

State: N/A

Postal Code: N/A

Notes: None

City: N/A

Country: N/A

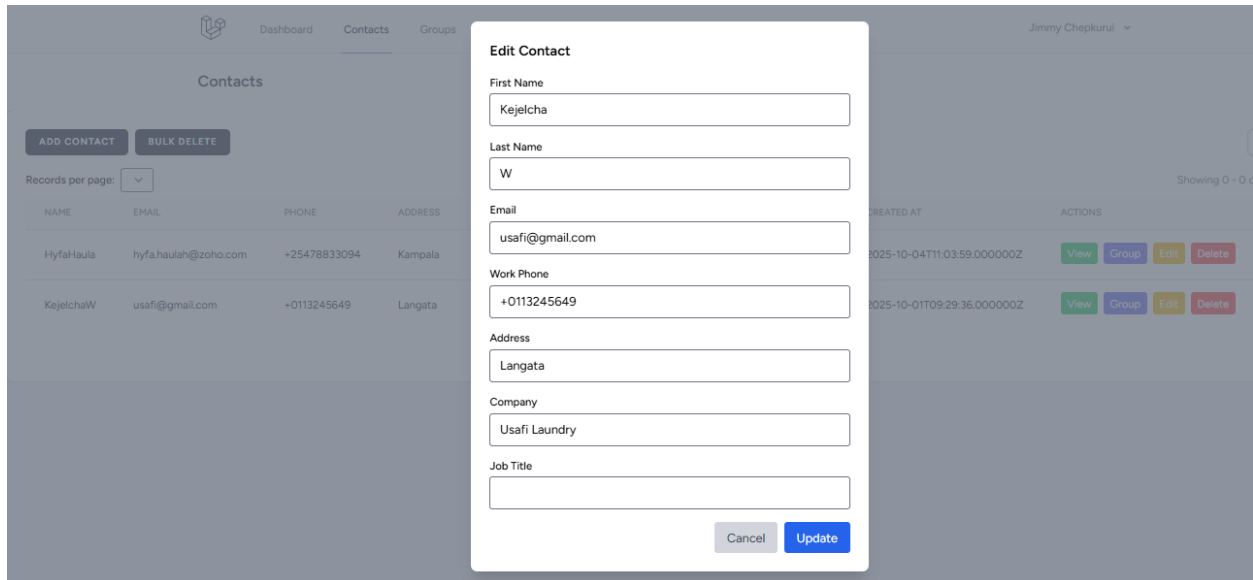
Date of Birth: N/A

Back

All contact details are exposed here in addition to accompanying data such as related contacts and interactions

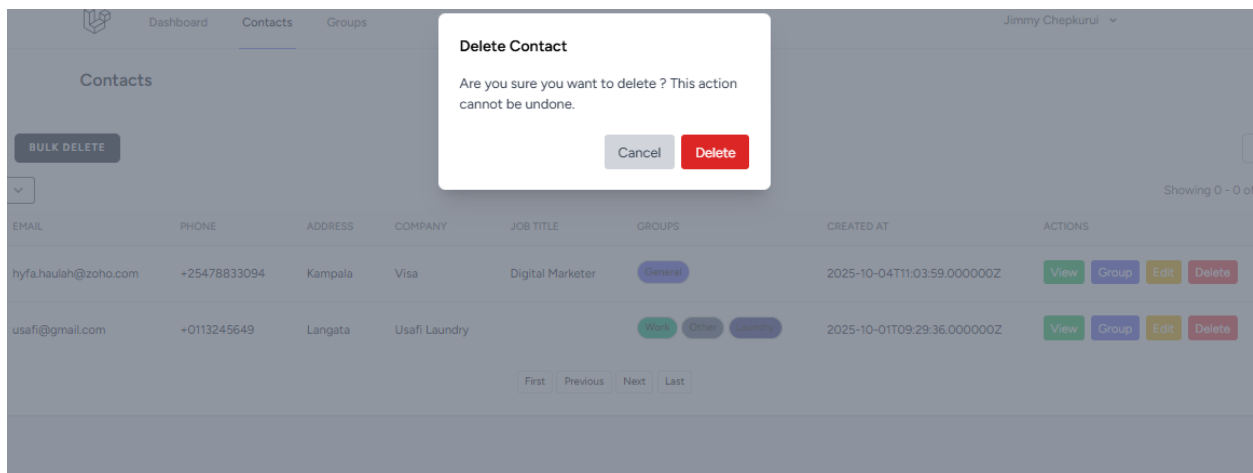
4.3 Updating a Contact

All fields are editable in this setup for partial or complete replacement. Saving changes updates related information referencing the contact



4.4 Deleting a Contact

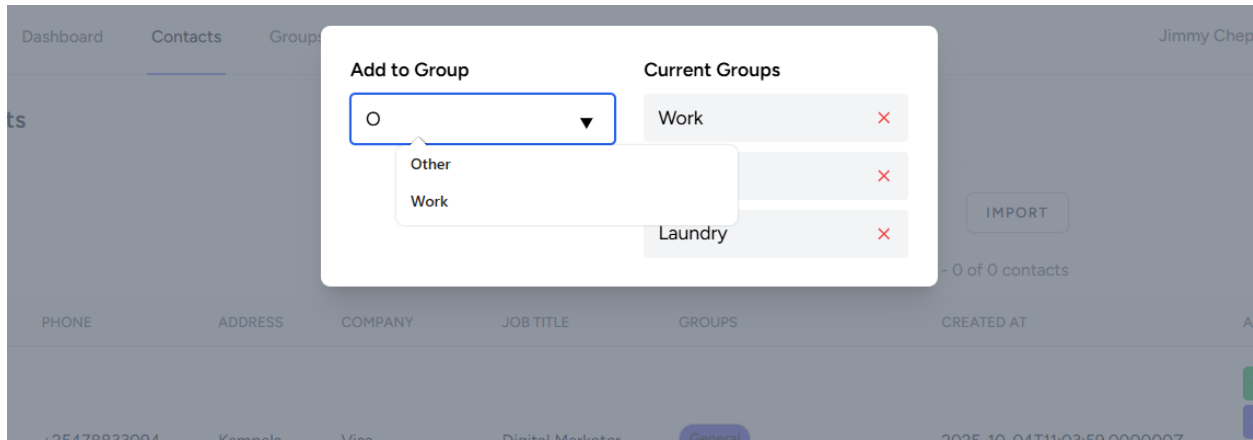
Click the *Delete* action, which will then present a warning note before deletion. After a contact is deleted, it is temporarily archived for 30 days after which it will be permanently deleted.



4.5 Adding Contacts to a Group

Click on *Group* action for a record which will open a popup showing current assigned groups on one side, and a list of available user groups that can be added on the other. Press *Enter* to add it to the contact.

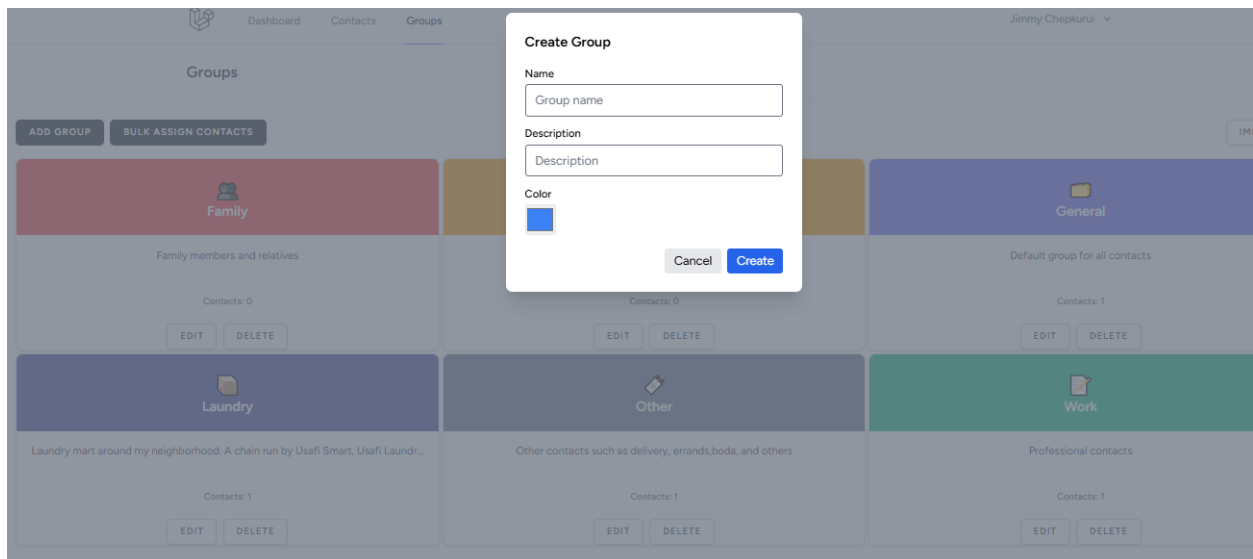
To detach the group from the contact, Click the *red cross icon* on the assigned group



5. Grouping Contacts

5.1 Creating a New Group

Click the Create Group button, give it a name, description and a color for easy following.



5.3 Viewing and Managing Groups

View

Groups are viewed from the group tab with all details including contacts and other statistics. On clicking within the color area, it shows the group details within a pop up

Editing or deleting

Click either action on the Group card to perform the action

5.4 Searching and Filtering by Group

This does not exist now. The current setup allows scanning for groups based on their alphabetical order. Ideally, groups are assumed to be few for a user to promote contacts organization.

6. Advanced Features

6.1 Importing Contacts - Ongoing

Importing contacts from external sources (CSV, Excel) Google Contacts, Apple Contacts).

6.2 Exporting Contacts - Ongoing

Exporting contacts to a file or another platform.

6.3 Integration with Other Apps – Future Release

Integrations are manual for now through use of published APIs from the contacts manager repository. Future support for tools includes **Google Contacts**, **Apple Contacts**.

7. Settings & Customization

7.1 Personal Settings

Customize the user profile, change passwords, and set preferences through the profile action under the *UserName* link in the top navigation menu



Profile

Profile Information

Update your account's profile information and email address.

Name

Email

SAVE

Update Password

Ensure your account is using a long, random password to stay secure.

Current Password

New Password

Confirm Password

SAVE

Delete Account

Once your account is deleted, all of its resources and data will be permanently deleted. Before deleting your account, please download any data or information that you wish to retain.

DELETE ACCOUNT

8. Troubleshooting

8.1 Common Issues

Recreating an already deleted resource such as contacts or groups will fail since they are in the archive. Restore from the archive section to use the contact for other operations

8.2 Error Messages

Error messages are shown through an alert toast and console that explain it more. Please submit an issue at <https://github.com/JimmyKurui/contacts-manager> on GitHub for me to work on.

10. Appendix

10.1 Glossary of Terms

Delete [Resource] - Primary resources in this app like Groups and Contacts are archived by default to protect from accidental deletes. Deletion within Archive section removes all related data permanently.

End User – The person who installs this application with the intention to manage their contacts.

10.2 Legal and Privacy Information

All data created, collected, stored and shared within this application is solely handled and managed by the end user. Upon finishing your personal setup based on the app installations, it is your responsibility to maintain your data responsibly.