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.
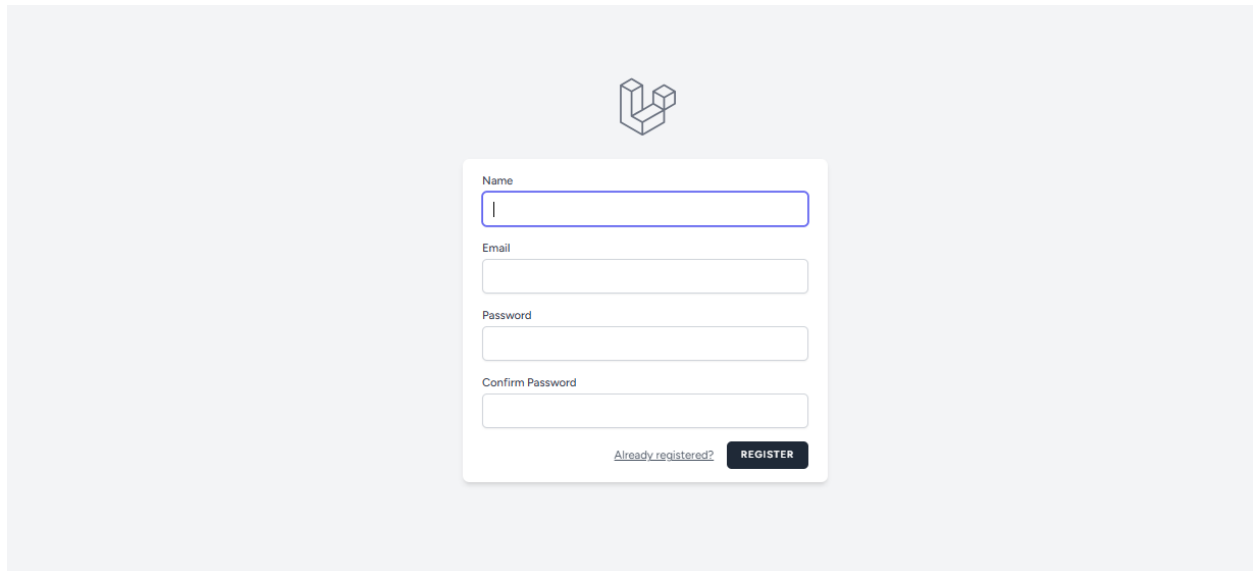
2. Getting Started

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
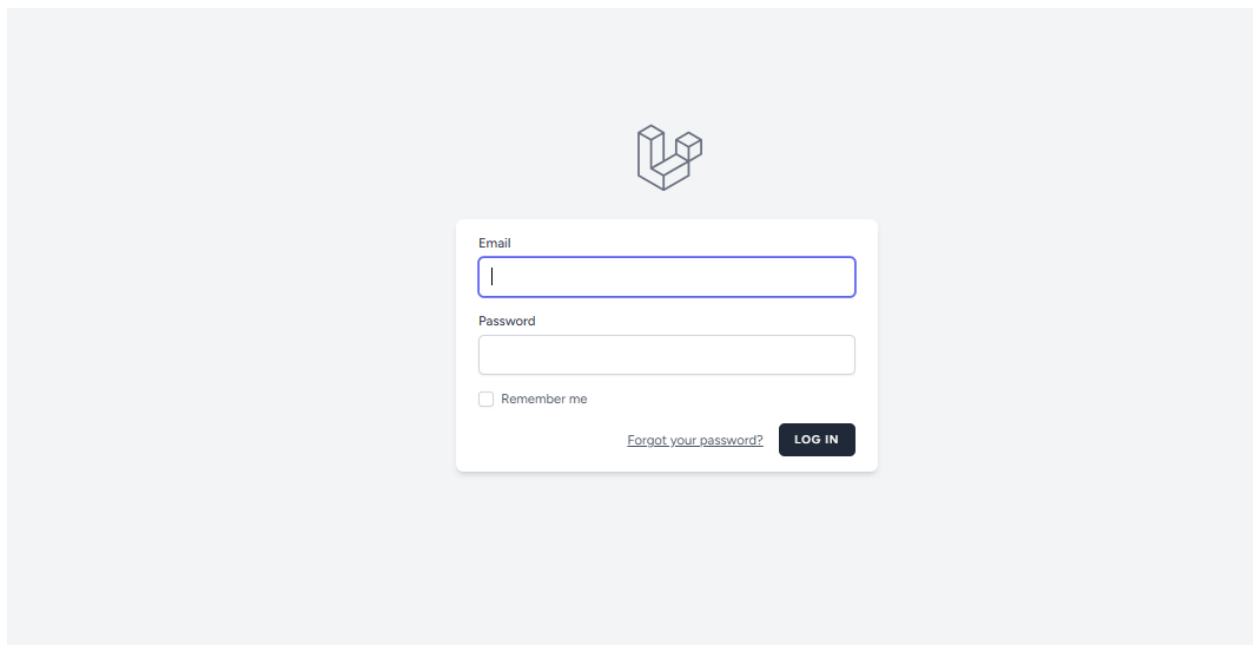
Register

Input your unique details here

Login

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

- ❑ 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

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

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.
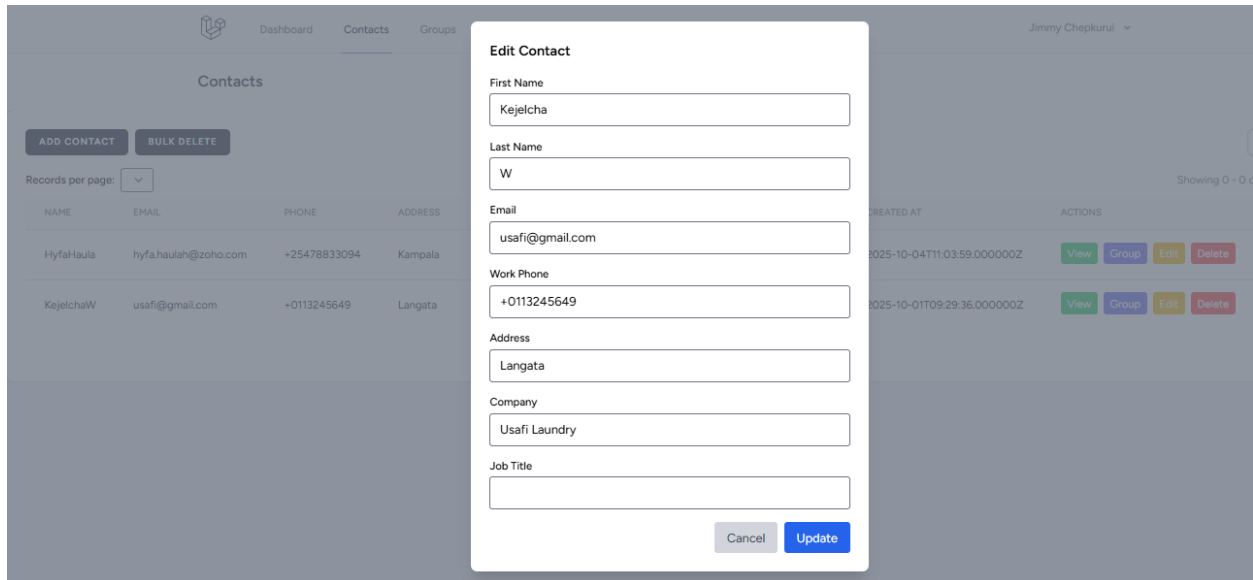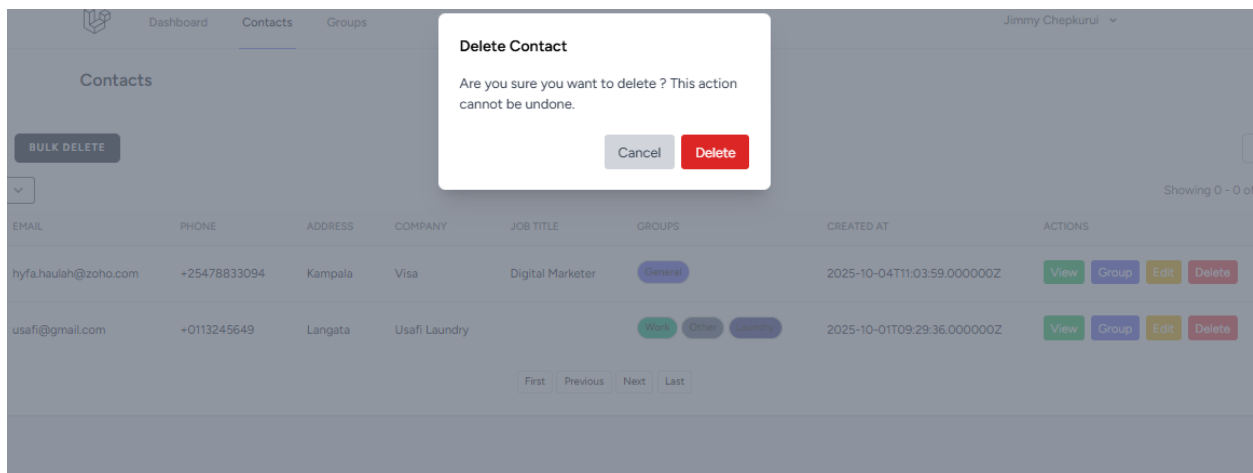

4.5 Adding Contacts to a Group

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
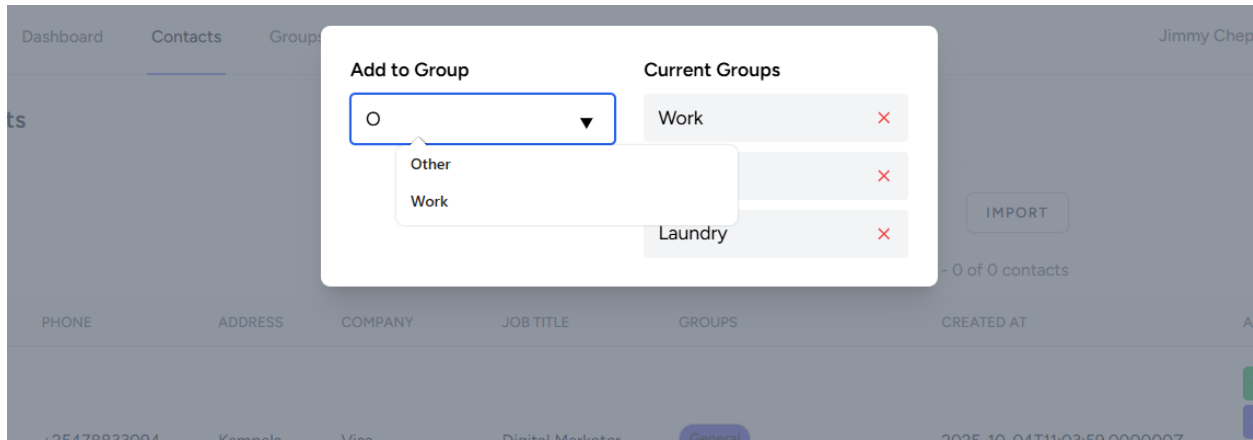
5. Grouping Contacts

5.1 Creating a New Group

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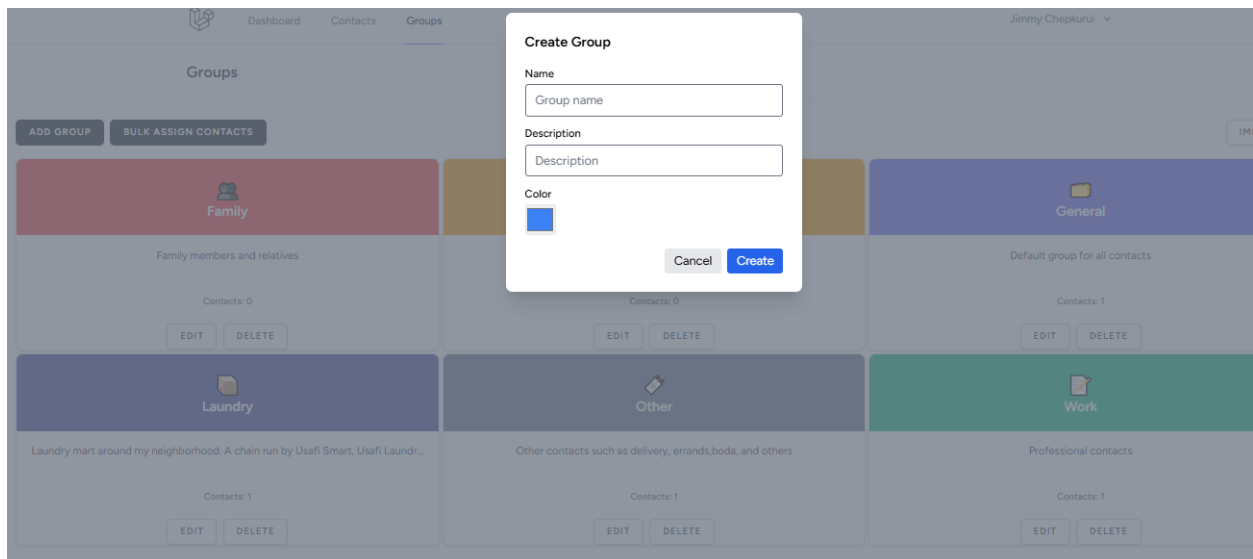
5.3 Viewing and Managing Groups

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

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.