

Contact Management System

Screenshot User Manual

Generated on 2026-02-11

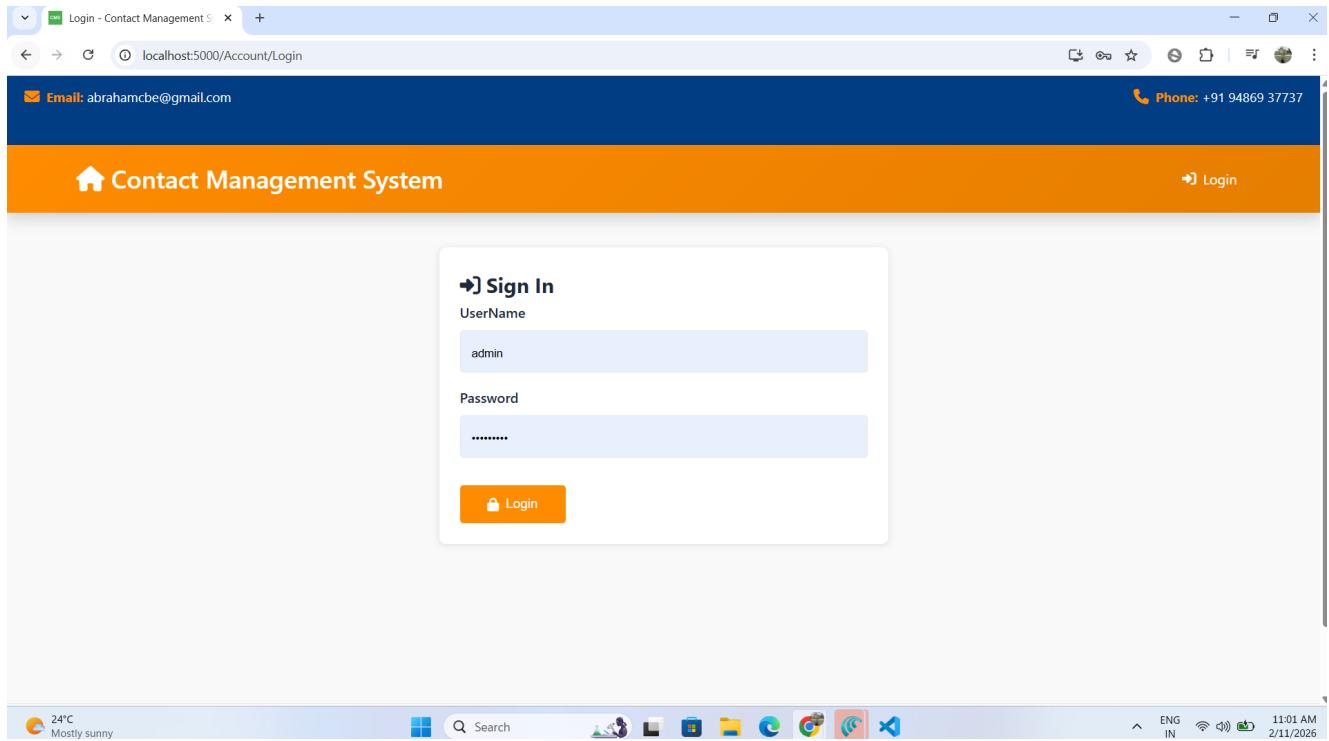
This manual explains each major screen and shows the corresponding screenshot.

1) Login

Secure access to the system.

Steps:

1. Enter your username.
2. Enter your password.
3. Click Login to continue.



2) Dashboard

Overview of totals, shortcuts, and recent activity.

Steps:

1. Review summary cards for quick status.
2. Use shortcut buttons for common actions.
3. Scroll to review recent contacts or updates.

The screenshot shows a web-based contact management system dashboard. At the top, there's a header bar with a user email (abrahamcbe@gmail.com), a phone number (+91 94869 37737), and navigation links for 'All Contacts', 'Add New Contact', 'Users', 'Groups', 'admin', and 'Logout'. Below the header is a main content area titled 'Contact Dashboard' with a last updated timestamp (2026-02-11 11:03:35). It features four summary cards: 'TOTAL CONTACTS' (25, All active contacts), 'ACTIVE CONTACTS' (25, Currently enabled), 'WITH EMAIL' (25, 100% of total), and 'WITH PHONE' (25, 100% of total). Below these are two charts: a donut chart for 'Contacts by Group' showing Unassigned (green), Family (blue), Others (orange), School (red), and Business (dark green) categories, and a bar chart for 'Top Cities' showing Chicago (2), Houston (2), Phoenix (2), San Antonio (1), and San Diego (1).

3) All Contacts - Main List

View all contacts and access common actions.

Steps:

1. Use search to find contacts by name, phone, or email.
2. Use action buttons to view, edit, or delete.
3. Use pagination to move through pages.

The screenshot shows the 'All Contacts' page of the Contact Management System. At the top, there is a header bar with the title 'Contact Management System' and navigation links for 'All Contacts', 'Add New Contact', 'Users', 'Groups', 'admin', and 'Logout'. Below the header is a search bar with placeholder text 'Search by name, email, or p' and a 'Search' button. To the right of the search bar are buttons for 'Dashboard', 'Find Duplicates', 'Add New Contact', 'Import' (with options for Excel, CSV, and PDF), and 'Export' (with options for Excel, CSV, and PDF). The main area displays a table of contacts with columns for Photo, Name, Email, Phone, WhatsApp, City, Group, and Actions. Each contact row includes a checkbox, a photo thumbnail, the contact's name and description, their email address, phone number, WhatsApp number, city, group assignment, and a set of three small action icons. At the bottom of the page, there is a weather widget showing '24°C Mostly sunny', a system tray with various icons, and a status bar indicating '11:02 AM 2/11/2026'.

	Photo	Name	Email	Phone	WhatsApp	City	Group	Actions
<input type="checkbox"/>		Abraham Ponnuraj (Abu)	abrahamcbe@gmail.com	09486937737	9486937737	Coimbatore	Family	
<input type="checkbox"/>		Barbara Garcia (Barb)	barbara.garcia@example.com	+1-555-1801	+1-555-1801	Seattle	Unassigned	
<input type="checkbox"/>		Christopher Anderson	chris.anderson@example.com	+1-555-1101	+1-555-1101	Austin	Unassigned	

The screenshot shows the 'All Contacts' page of the Contact Management System, displaying a list of seven contacts. The interface is similar to the first screenshot, with a header bar, search bar, and table of contacts. The contacts listed are: Matthew Harris (Matt), Michael Johnson (Mike), Michael Johnson (Mike), Patricia Taylor (Pat), Robert Miller (Bob), Sarah Edit Smith Last Name (Sara Nick), and Sarah Williams (Sarah W). Each contact row includes a checkbox, a photo thumbnail, the contact's name and description, their email address, phone number, WhatsApp number, city, group assignment, and a set of three small action icons. At the bottom of the page, there is a weather widget showing '24°C Mostly sunny', a system tray with various icons, and a status bar indicating '11:03 AM 2/11/2026'.

	Photo	Name	Email	Phone	WhatsApp	City	Group	Actions
<input type="checkbox"/>		Matthew Harris (Matt)	matthew.harris@example.com	+1-555-1501	+1-555-1501	Charlotte	Unassigned	
<input type="checkbox"/>		Michael Johnson (Mike)	michael.j@example.com	+1-555-0301	+1-555-0301	Chicago	Unassigned	
<input type="checkbox"/>		Michael Johnson (Mike)	michael.j@email.com	+1-555-0301	+1-555-0301	Chicago	Business	
<input type="checkbox"/>		Patricia Taylor (Pat)	patricia.taylor@example.com	+1-555-1001	+1-555-1001	San Jose	Unassigned	
<input type="checkbox"/>		Robert Miller (Bob)	robert.miller@example.com	+1-555-0701	+1-555-0701	San Antonio	Unassigned	
<input type="checkbox"/>		Sarah Edit Smith Last Name (Sara Nick)	sarah.smith_new@email.com	+1-555-0202	+1-555-0205	Los Angeles1	Others	
<input type="checkbox"/>		Sarah Williams (Sarah W)	sarah.williams@example.com	+1-555-0401	+1-555-0401	Houston	Unassigned	

4) Add New Contact

Create a new contact record.

Steps:

1. Enter First Name and/or Last Name (required).
2. Fill email and phone numbers as needed.
3. Add address and notes for more context.
4. Click Create Contact to save.

The screenshot shows a web browser window for 'Create New Contact - Contact'. The URL is 'localhost:5000/home/create'. The page has a blue header bar with the text 'Email: abrahamcbe@gmail.com' and 'Phone: +91 94869 37737'. Below the header is an orange navigation bar with links for 'All Contacts', '+ Add New Contact', 'Users', 'Groups', 'admin', and 'Logout'. The main content area has a green gradient header bar with the text '+ Create New Contact'. The form starts with a 'Profile Photo' section, which includes a file input field labeled 'Choose File' with 'No file chosen' and a note 'Accepted formats: JPG, PNG, GIF, BMP (Max 5MB)'. Below this is a 'Basic Information' section with fields for 'First Name *' (empty), 'Last Name' (empty), 'Nick Name' (empty), and 'Contact Group' (a dropdown menu with '... Select Group ...'). The bottom of the screen shows a Windows taskbar with various icons and system status information.

This screenshot shows the same 'Create New Contact' page after some fields have been populated. In the 'Basic Information' section, the 'Nick Name' field contains 'John' and the 'Contact Group' dropdown now shows 'Family'. In the 'Contact Details' section, the 'Email Address' field contains 'john.doe@example.com'. In the 'Mobile' section, 'Mobile 1' contains '9876543210' and 'Mobile 2' contains '9876543211'. The 'WhatsApp Number' field is empty. In the 'Address Information' section, the 'Street Address' field contains '123 Main Street'. The bottom of the screen shows a Windows taskbar with various icons and system status information.

Screenshot of the Contact Management System - Create New Contact page (localhost:5000/home/create).

The page has an orange header bar with the title "Contact Management System".

Navigation links in the header include:

- All Contacts
- + Add New Contact
- Users
- Groups
- admin
- Logout

The main content area is titled "Address Information". It contains four input fields:

- Street Address
- City
- State
- Postal Code
- Country

Below this is a section titled "Additional Information" with a single input field for "Other Details / Notes".

At the bottom of the form are two buttons: "Create Contact" (orange) and "Cancel".

The browser status bar shows the following information:

- Weather: 24°C Mostly sunny
- System: ENG IN
- Date and Time: 11:12 AM 2/11/2026

Screenshot of the Contact Management System - Create New Contact page (localhost:5000/home/create).

The page has an orange header bar with the title "Contact Management System".

Navigation links in the header include:

- All Contacts
- + Add New Contact
- Users
- Groups
- admin
- Logout

The main content area is titled "Additional Information". It contains a single input field for "Other Details / Notes".

At the bottom of the form are two buttons: "Create Contact" (orange) and "Cancel".

A blue callout box labeled "Note" provides instructions:

Photo Albums: After creating the contact, you can add multiple photos to their album from the contact details page.
Documents: You can attach documents (PDF, Word, Excel, etc.) from the contact details page after creation.

The browser status bar shows the following information:

- Weather: 24°C Mostly sunny
- System: ENG IN
- Date and Time: 11:12 AM 2/11/2026

5) Edit Contact Details

Update an existing contact.

Steps:

1. Modify fields that changed.
2. Review contact numbers and email for accuracy.
3. Update address and optional fields if needed.
4. Click Update Contact to save changes.

The screenshot shows a web browser window titled "Edit Contact - Abraham Ponnuraj". The URL is "localhost:5000/home/edit/6". The page has a header with the "Contact Management System" logo and navigation links for "All Contacts", "Add New Contact", "Users", "Groups", "admin", and "Logout". On the left, there's a sidebar with a "Profile Photo" section showing a current photo of a man in a red shirt and blue jeans. Below it is a "Upload New Profile Photo (optional)" field with a "Choose File" button. The main content area is titled "Edit Contact" and contains sections for "Basic Information" and "Contact Details". Under "Basic Information", there are fields for First Name ("Abraham"), Last Name ("Ponnuraj"), Nick Name ("Abu"), and Contact Group ("Family"). Under "Contact Details", there is an Email Address field containing "abrahamcbe@gmail.com". The status bar at the bottom shows weather information (24°C, Mostly sunny), system icons, and the date/time (11:07 AM 2/11/2026).

This screenshot shows the same "Edit Contact" page for Abraham Ponnuraj, but with a different profile photo. The photo now shows a man in a white shirt and dark pants. The rest of the interface is identical to the previous screenshot, including the "Basic Information" and "Contact Details" sections, and the status bar at the bottom.

☰ Edit Contact - Abraham Ponnuthurai +

localhost:5000/home/edit/6

Contact Management System

All Contacts Add New Contact

Users Groups admin Logout

Contact Details

Email Address

Mobile 1

Mobile 2

Mobile 3

WhatsApp Number

Address Information

Street Address

City

State

24°C Mostly sunny

Search

ENG IN

11:08 AM

Edit Contact - Abraham Ponnud

localhost:5000/home/edit/6

Contact Management System

All Contacts Add New Contact

Users Groups admin Logout

Additional Information

Other Details / Notes

My Contact Details

Update Contact Cancel

Additional Features

Photo Albums: Manage multiple photos in the [Photo Gallery](#)

Documents: Attach and manage documents in [Document Manager](#)

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6) View Contact Details

Review all information for a single contact.

Steps:

1. Review contact info at the top.
2. Scroll to see full address and details.
3. Use action buttons to edit, delete, or manage items.

The screenshot shows a web browser window for a Contact Management System. The URL is `localhost:5000/home/details/6`. The page title is "Contact - Abraham Ponnuraj". The header includes a back button, a search bar with placeholder "Email: abrahamcbe@gmail.com", and a phone number "+91 94869 37737". The main navigation bar has links for "All Contacts", "Add New Contact", "Users", "Groups", "admin", and "Logout". Below the navigation is a banner with the contact's name "Abraham Ponnuraj" and two action buttons: "Edit" (blue) and "Delete" (red). On the left, there is a thumbnail image of a man in a red shirt and blue jeans standing outdoors. The right side contains two sections: "Basic Information" (Full Name: Abraham Ponnuraj, Nick Name: Abu, Group: Family) and "Contact Information" (Email: abrahamcbe@gmail.com, Mobile 1: 09486937737, Mobile 2: 7558180592, WhatsApp: 9486937737). The bottom status bar shows weather (24°C, mostly sunny), system icons, and the date/time (11:06 AM, 2/11/2026).

This screenshot shows the same Contact Management System interface for the same contact. The layout is identical to the first screenshot, but the content in the sections is different. The "Contact Information" section now lists "Email: abrahamcbe@gmail.com", "Mobile 1: 09486937737", "Mobile 2: 7558180592", and "WhatsApp: 9486937737". The "Address Information" section lists "Address: 11th Street, No. 63/4 SS Illam, Thiruchendur Garden Ext, Coimbatore, Tamil Nadu, 641107, India". On the left, there is a section for "Documents (2)" containing two files: "Abraham_Ponnuraj_Resume.pdf" and "Abraham_Ponnuraj_Resume.docx". A "Manage Documents" button is also present. The bottom status bar remains the same as in the first screenshot.

Contact - Abraham Ponnuraj

localhost:5000/home/details/6

Contact Management System

All Contacts | Add New Contact | Users | Groups | admin | Logout

Address: 11th Street, No. 63/4 SS Illam, Thiruchendur Garden Ext,

City: Coimbatore

State: Tamil Nadu

Postal Code: 641107

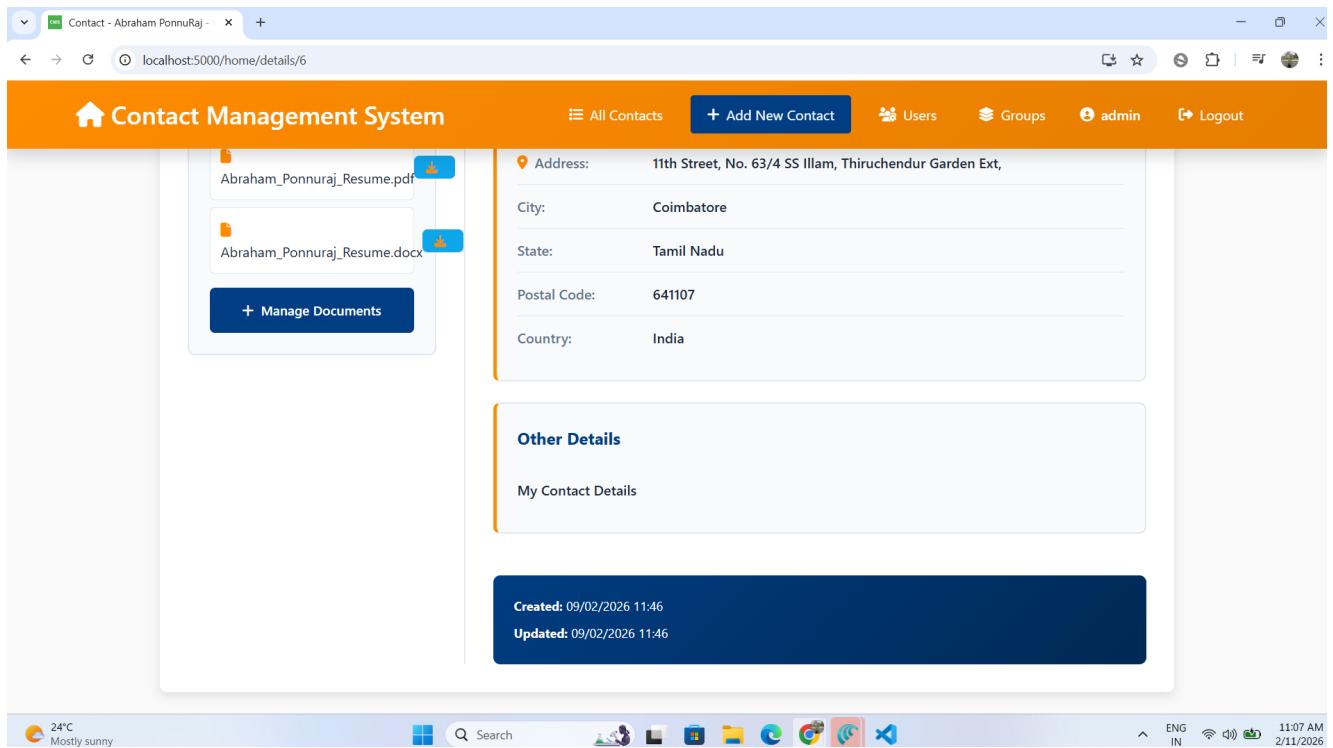
Country: India

+ Manage Documents

Other Details

My Contact Details

Created: 09/02/2026 11:46
Updated: 09/02/2026 11:46



The screenshot shows a web-based contact management system. At the top, there's a header bar with links for 'All Contacts', 'Add New Contact', 'Users', 'Groups', 'admin', and 'Logout'. Below the header, on the left, there's a sidebar with two document thumbnails: 'Abraham_Ponnuraj_Resume.pdf' and 'Abraham_Ponnuraj_Resume.docx'. A blue button labeled '+ Manage Documents' is positioned below these thumbnails. The main content area displays contact details: Address (11th Street, No. 63/4 SS Illam, Thiruchendur Garden Ext), City (Coimbatore), State (Tamil Nadu), Postal Code (641107), and Country (India). Below the contact details is a section titled 'Other Details' containing a link 'My Contact Details'. At the bottom of the page, a dark blue footer bar shows the creation and update times: 'Created: 09/02/2026 11:46' and 'Updated: 09/02/2026 11:46'. The bottom right corner of the screen shows system status icons and the date/time: '11:07 AM 2/11/2026'.

7) Import Contacts

Import contacts in bulk from Excel or CSV.

Steps:

1. Download a template (Excel or CSV).
2. Choose file type and select your file.
3. Click Import Contacts and review the result.

The screenshot shows the 'Import Contacts' page of the Contact Management System. At the top, there are download links for 'Download Excel Template' and 'Download CSV Template'. Below these, a dropdown menu labeled 'Select File Type' is set to 'Choose File Type'. A file input field labeled 'Select File to Import' shows 'No file chosen'. The supported formats are listed as '.xlsx, .csv'. Below this, a large orange bar titled 'Expected File Format' contains a table with columns for '#', 'Column Name', 'Required', and 'Example'. The table lists the following columns:

#	Column Name	Required	Example
1	FirstName	Required*	John
2	LastName	Required*	Doe

The screenshot shows the 'Import Contacts' page with an expanded list of columns. The table now includes columns 3 through 14, each with an 'Optional' status indicator. The columns and their examples are:

#	Column Name	Required	Example
3	NickName	Optional	Johnny
4	Email	Optional	john.doe@example.com
5	Mobile1	Optional	+1234567890
6	Mobile2	Optional	+0987654321
7	Mobile3	Optional	
8	WhatsAppNumber	Optional	+1234567890
9	Address	Optional	123 Main St
10	City	Optional	New York
11	State	Optional	NY
12	PostalCode	Optional	10001
13	Country	Optional	USA
14	OtherDetails	Optional	

Import Contacts - Contact Man. x +

localhost:5000/home/import

Contact Management System

All Contacts Add New Contact Users Groups admin Logout

6	Mobile2	Optional	+0987654321
7	Mobile3	Optional	
8	WhatsAppNumber	Optional	+1234567890
9	Address	Optional	123 Main St
10	City	Optional	New York
11	State	Optional	NY
12	PostalCode	Optional	10001
13	Country	Optional	USA
14	OtherDetails	Optional	Sample contact

* At least FirstName or LastName must be provided

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24°C Mostly sunny Search Weather icon File icon Folder icon Home icon Google Sheets icon Task icon 11:05 AM 2/11/2026