CONTACT MANAGEMENT SYSTEM

User Manual & Reference Guide

Version 1.0 | February 10, 2026

Application Type:	ASP.NET Core Web Application
Database:	SQL Server
Technology Stack:	C#, Entity Framework Core, Bootstrap 5
Status:	Production Ready

TABLE OF CONTENTS

1. GETTING STARTED

System Requirements:

• Windows 7 or higher / macOS / Linux
• Microsoft .NET 8.0 Runtime (or .NET SDK)
• Microsoft SQL Server 2016 or higher / SQL Server LocalDB
• Modern web browser (Chrome, Firefox, Edge, Safari)
• Minimum 2GB RAM
• Stable internet connection (for local network applications)

Installation:

1. Download the Contact Management System installer
2. Run ContactManagementSystem-Setup.exe
3. Follow the installation wizard
4. Select installation directory
5. Complete installation and launch application
6. Application starts automatically on http://localhost:5000

2. LOGIN & AUTHENTICATION

Default Login Credentials:

Account Type	Username	Password	Access Level
Administrator	admin	Admin@123	Full Access
Standard User	user	User@123	Limited Access

How to Login:

1. Open web browser and navigate to http://localhost:5000
2. You will see the Login page
3. Enter your Username (admin or user)
4. Enter your Password
5. Click the "Login" button
6. Upon successful login, you will be redirected to the Contacts page

Security Notes:
• Change default passwords after first login
• Do not share login credentials
• Always logout before closing the browser
• Use strong, unique passwords

3. MAIN DASHBOARD

Navigation Menu:

The main navigation menu at the top provides quick access to:

• **All Contacts** - View and manage all contacts
• **Dashboard** - Analytics and statistics
• **Find Duplicates** - Identify duplicate contacts
• **Users** - Manage user accounts (Admin only)
• **Groups** - Manage contact categories
• **Logout** - Sign out from the application

Quick Action Buttons:

• **Dashboard** - View statistics and charts
• **Find Duplicates** - Find similar contacts automatically
• **Add New Contact** - Create a new contact
• **Import** - Bulk import contacts from files
• **Export** - Export all contacts to Excel/CSV/PDF

4. CONTACT MANAGEMENT

4.1 Viewing All Contacts

The Contacts page displays all your contacts in a organized table format:

Columns displayed:
• Photo - Profile picture of the contact
• Name - Full name of the contact
• Email - Email address
• Phone - Primary phone number
• WhatsApp - WhatsApp number if available
• City - City/Location
• Group - Contact category (Family, Friends, Business, etc.)
• Actions - View, Edit, Delete options

Contacts are sorted by:
• Recently updated contacts appear first
• You can search by name, email, or phone

4.2 Creating New Contacts

To add a new contact:

1. Click the "Add New Contact" button
2. Fill in the contact form with following details:
• First Name (Required)
• Last Name (Required)
• Nickname (Optional)
• Email address (Optional)
• Phone numbers - up to 3 numbers (Optional)
• WhatsApp Number (Optional)
• Complete Address (Optional)
• City, State, Postal Code, Country (Optional)
• Group - Assign to a category
• Additional Notes (Optional)
3. Upload a profile photo (Optional but recommended)
4. Click "Save Contact"
5. Contact is created and saved to database

4.3 Editing Contacts

To modify existing contact information:

1. Find the contact in the list
2. Click the "Edit" button (pencil icon)
3. Update the desired fields
4. Change profile photo if needed
5. Click "Update Contact"
6. Changes are saved immediately

4.4 Deleting Contacts

To remove a contact:

1. Find the contact in the list
2. Click the "Delete" button (trash icon)
3. Confirm deletion when prompted
4. Contact and all associated data is permanently removed

Note: Deletion is permanent. All photos and documents attached to the contact will also be deleted.

5. PHOTO MANAGEMENT

Uploading Photos:

For each contact, you can upload multiple photos:

1. Open contact Details page
2. Scroll to "Photo Gallery" section
3. Click "Upload Photo"
4. Select image file from your computer
5. Supported formats: JPG, PNG, GIF
6. Maximum file size: 5MB per photo
7. First photo added becomes the profile picture

Viewing Photos:
• Click on any photo to view full size
• Photos appear as thumbnails in gallery
• Set any photo as profile picture
• Delete unwanted photos

6. DOCUMENT MANAGEMENT

Attaching Documents:

Store important documents with each contact:

1. Open contact Details page
2. Scroll to "Documents" section
3. Click "Upload Document"
4. Select file from your computer
5. Add document type (ID, Address Proof, Contract, Certificate, etc.)
6. Supported formats: PDF, DOC, DOCX, XLS, XLSX, PPT, PPTX
7. Maximum file size: 10MB per document

Managing Documents:
• View uploaded documents
• Download documents to your computer
• Delete unwanted documents
• Documents remain secure in the system

7. SEARCH & FILTER

Searching Contacts:

To find specific contacts quickly:

1. On the Contacts page, use the search box
2. Enter search term:
• Contact name (First or Last)
• Email address
• Phone number
3. Press Enter or click "Search" button
4. Results display matching contacts
5. Click "Clear" to reset and view all contacts

Search Examples:
• Search "John" - finds all contacts with First Name "John"
• Search "john.doe@example.com" - finds by email
• Search "+1-555-0101" - finds by phone number

8. IMPORT/EXPORT FEATURES

8.1 Importing Contacts

Bulk import contacts from Excel or CSV files:

1. Click "Import" button on Contacts page
2. Download import template (Excel or CSV)
3. Fill template with your contact data:
• FirstName, LastName (Required)
• NickName, Email, Mobile1, Mobile2, Mobile3
• WhatsAppNumber, Address, City, State
• PostalCode, Country, OtherDetails
4. Select file type (Excel or CSV)
5. Choose file from your computer
6. Click "Import Contacts"
7. System processes and adds new contacts
8. View import results and confirmation

Important: Import adds new contacts. It does not update existing ones.

8.2 Exporting Contacts

Export all contacts to various formats:

1. Click "Export" dropdown button
2. Choose export format:
• **Excel** - .xlsx format with formatting
• **CSV** - Comma-separated values
• **PDF** - Professional formatted document
3. File downloads automatically to your computer
4. Use exported data for backup or sharing

9. ADVANCED FEATURES

9.1 Duplicate Detection

Automatically find duplicate or similar contacts:

1. Click "Find Duplicates" button
2. System scans all contacts
3. Compares names, emails, and phone numbers
4. Displays potential duplicates with similarity percentage
5. Review each pair side-by-side
6. Click to view or edit suspected duplicates
7. Manually merge or keep duplicates as needed

Similarity Algorithm:
Uses Levenshtein distance algorithm
70% similarity threshold
Weighted scoring for emails and phones

9.2 Analytics Dashboard

View statistics and insights about your contacts:

Dashboard metrics:
• Total number of contacts
• Email coverage percentage
• Phone coverage percentage
• Top 5 cities by contact count
• Contacts by group distribution
• Auto-refreshes every 5 minutes

Dashboard layout (updated):
• Four KPI cards in a single row with centered values
• Two charts side-by-side (Contacts by Group, Top Cities)
• Compact single-screen layout with no vertical scrolling
• Cards and charts optimized for clarity and fast scanning

Use dashboard to understand your contact database
and identify data gaps.

10. BEST PRACTICES

Data Organization:
• Use consistent naming conventions
• Assign contacts to appropriate groups
• Keep contact information up-to-date
• Add profile photos for visual recognition
• Include complete address information

Regular Maintenance:
• Review and update contacts regularly
• Use duplicate detection periodically
• Remove obsolete contacts
• Verify phone numbers and emails

Data Security:
• Change default passwords immediately
• Use strong, unique passwords
• Logout before closing application
• Regular backups of database
• Limit access to sensitive information

Efficient Usage:
• Use search for quick lookup
• Organize contacts into groups
• Use import for bulk additions
• Export regularly for backup
• Check analytics to monitor coverage

11. TROUBLESHOOTING & FAQ

Frequently Asked Questions:

Q: How do I reset my password?
A: Contact your administrator to reset your password. Administrators can reset user passwords from the Users management page.

Q: Can I change the default admin password?
A: Yes, you can change it. However, you need to edit the database directly or contact your system administrator.

Q: How do I backup my contacts?
A: Use the Export feature to save all contacts to Excel, CSV, or PDF format. Keep these files as backup copies.

Q: Can I import contacts from my phone?
A: Yes! Export contacts from your phone as CSV, then use the Import feature to add them.

Q: What file formats are supported?
Photos: JPG, PNG, GIF
Documents: PDF, DOC, DOCX, XLS, XLSX, PPT
Import: Excel (.xlsx), CSV

Q: How do I delete all contacts?
A: Delete contacts individually from the list. There is no bulk delete feature for safety.

Q: Can multiple users access the system?
A: Yes! Each user has their own login credentials and access level determined by their user group.

Q: Is the system cloud-based?
A: This version is a local application. It runs on your computer or local network server.

Common Issues & Solutions:

Issue: Cannot login
Solution: Verify username and password are correct. Check caps lock. Clear browser cache.

Issue: Application not responding
Solution: Refresh the page. Restart the application. Check your internet connection.

Issue: Photo not uploading
Solution: Check file size (max 5MB). Verify format (JPG, PNG, GIF). Try another browser.

Issue: Import failing
Solution: Verify Excel/CSV format matches template. Check for duplicate entries. Ensure required fields are filled.

Issue: Search not working
Solution: Clear search box completely. Check spelling. Try searching by exact match first.

Issue: Database locked error
Solution: Close other instances of the application. Restart the service. Check file permissions.

SUPPORT & CONTACT INFORMATION

Getting Help:
• Review this user manual
• Check the FAQ section above
• Contact your system administrator
• Review application error messages

Reporting Issues:
• Document the problem clearly
• Note any error messages
• Provide steps to reproduce the issue
• Include screenshots if possible

Feature Requests:
• Contact your administrator
• Suggest improvements
• Request additional features

Version Information:
• Application Version: 1.0
• Created: February 2026
• Platform: ASP.NET Core 8.0
• Database: SQL Server

Thank you for using Contact Management System!

Manual Generated: February 10, 2026 at 12:07 PM