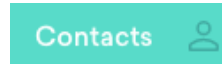


How to Attach an Address Book entry to a Contact Record

The Address Book tool enables users to record useful contacts for people in their database. This could include medical or emergency contact information. To attach an address book entry to a Contact record:

- Hover over **Contacts** and select the relevant database, such as **Participants**

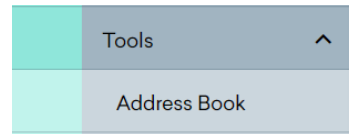


- Search for the record using the **Search** box

- Click on the **Eye** icon to the right of the record



- Click on the **Tools** tab

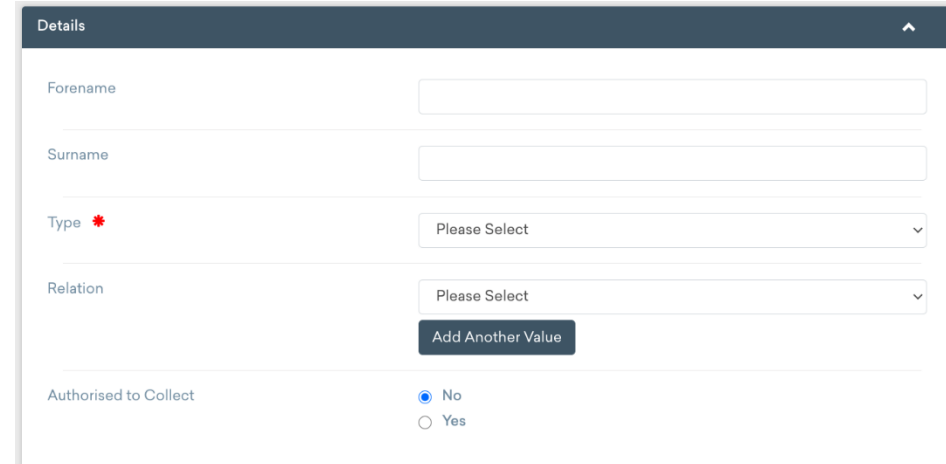


- Select **Address Book** from the sections on the left-hand side

- Click on the **Plus** icon



icon



Details

Forename

Surname

Type *

Relation

Authorised to Collect No Yes



- Complete the form and click **Save**