



PROJECT CONTACT QUICK ADD

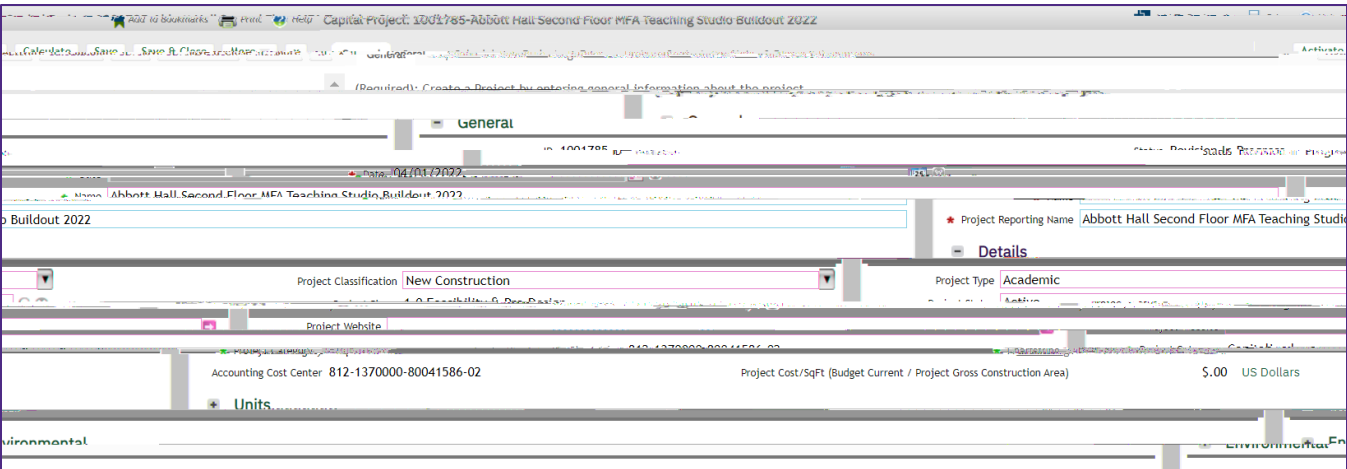
Provides guidance for quickly adding or editing Contacts in the Capital Project Record in Facilities Connect.

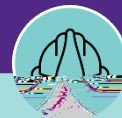
DIRECTIONS:

1

From the Project Record,

Click on the **Contacts** tab.

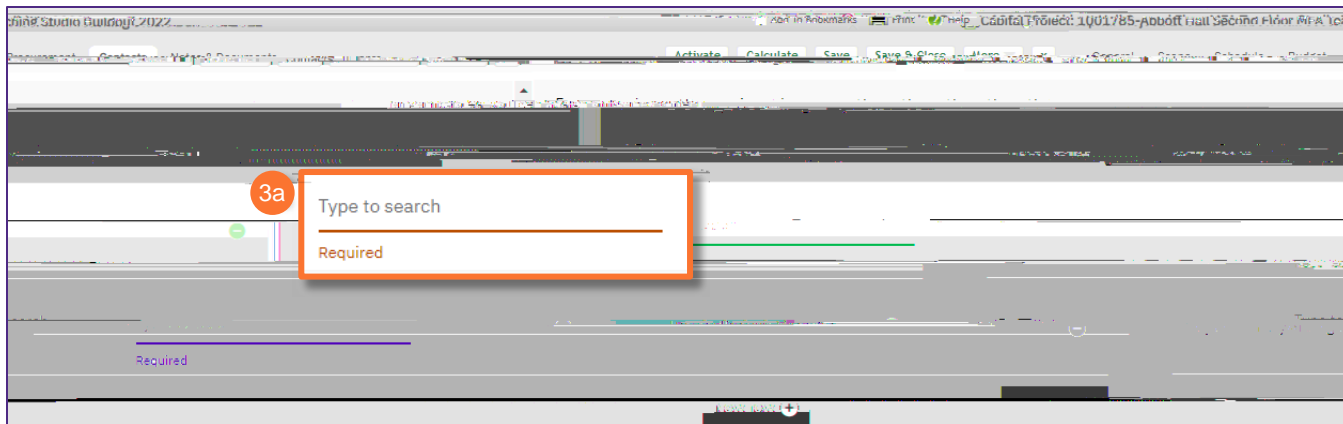




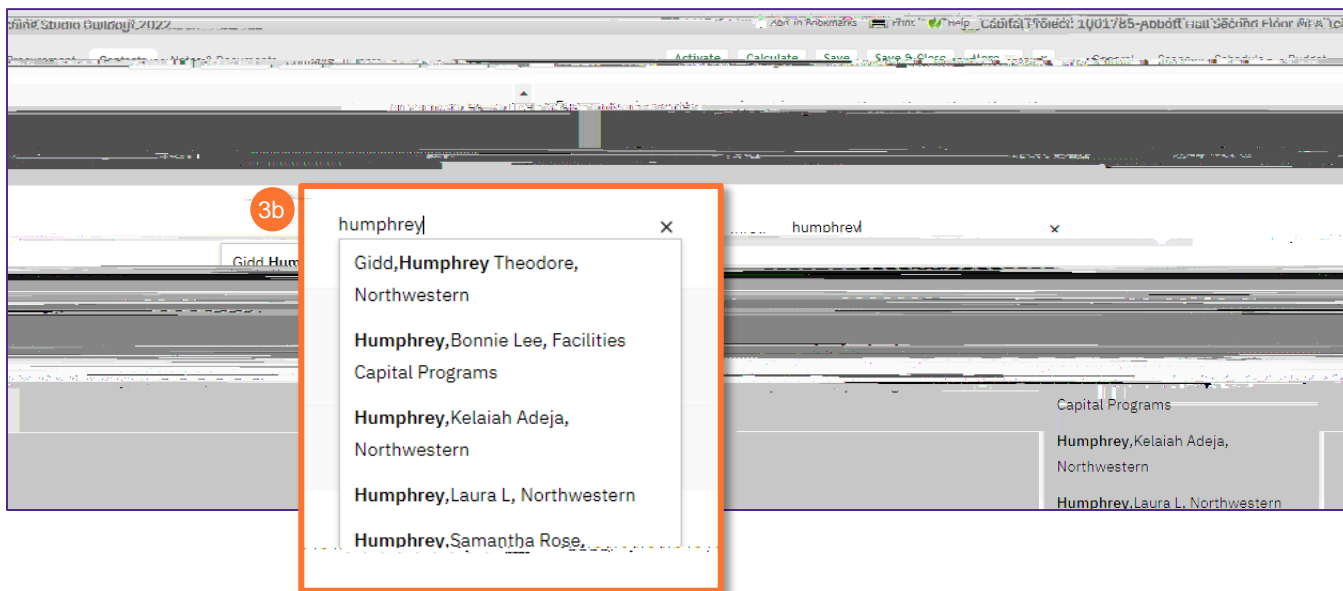
DIRECTIONS:

3 For the required Contacts, the **Role** field has been added by default.

3a Click on the Name field.



3b Begin typing the name of the Contact you wish to add. The names will filter and narrow as you type.



The Contact must exist in Facilities Connect **BEFORE** adding it through the QuickIn2.5 function. If the Contact is External, create the



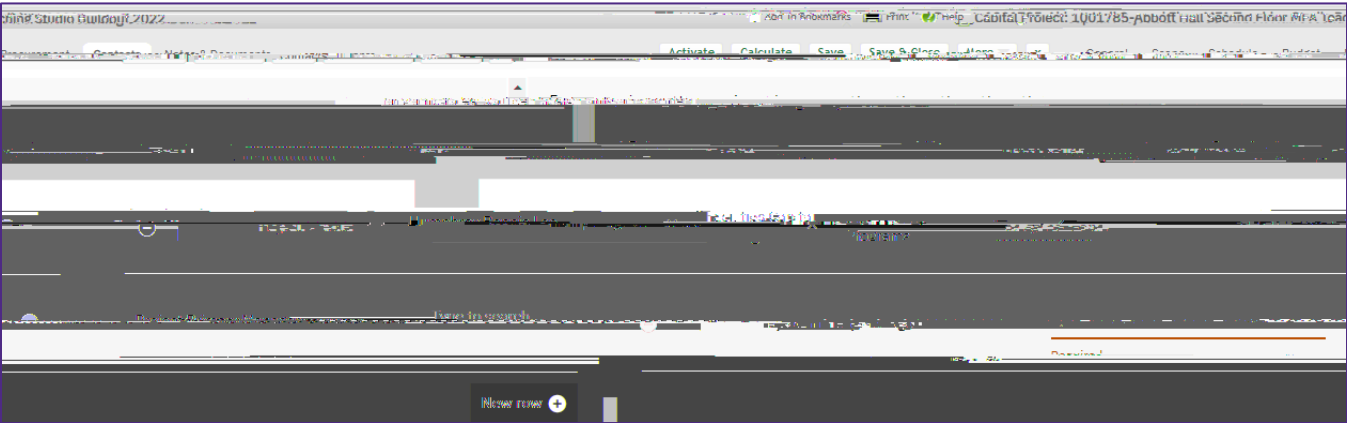
DIRECTIONS:

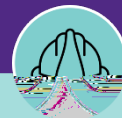
3

Continued. For the required Contacts, the Role field has been added by default.

Click on the Name of the Contact when it appears.

Repeat 43 0 Td [(g1_1 t)]TJ -0.0141alwEa635 Tc -0.0c t.g19 (d)3.9 (e.6675 6 (k)3.6 (k)-6.1 t)0.5 (s.6675 d43 0 Tdd43 0 Td (



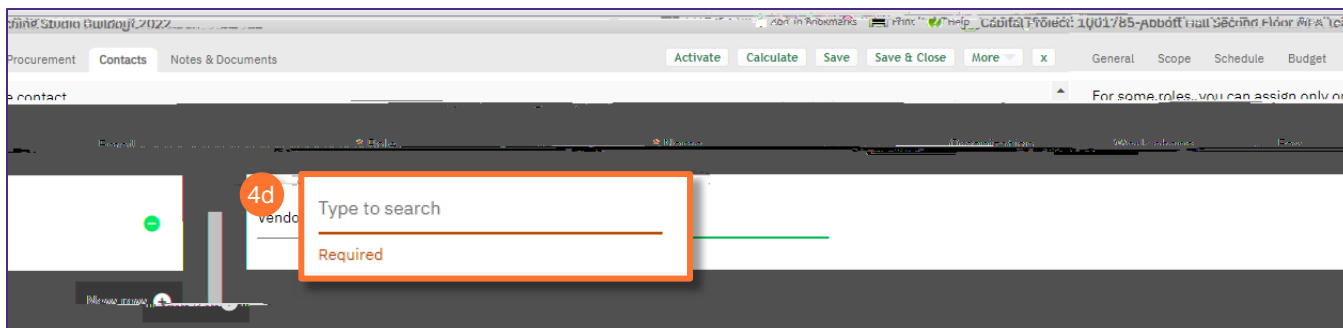


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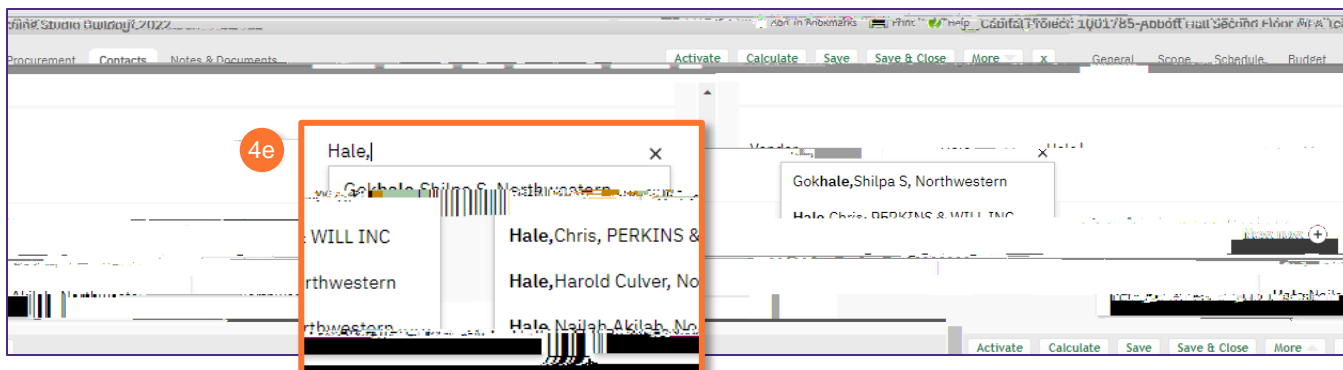
DIRECTIONS:

4 Continued. To add additional Roles,

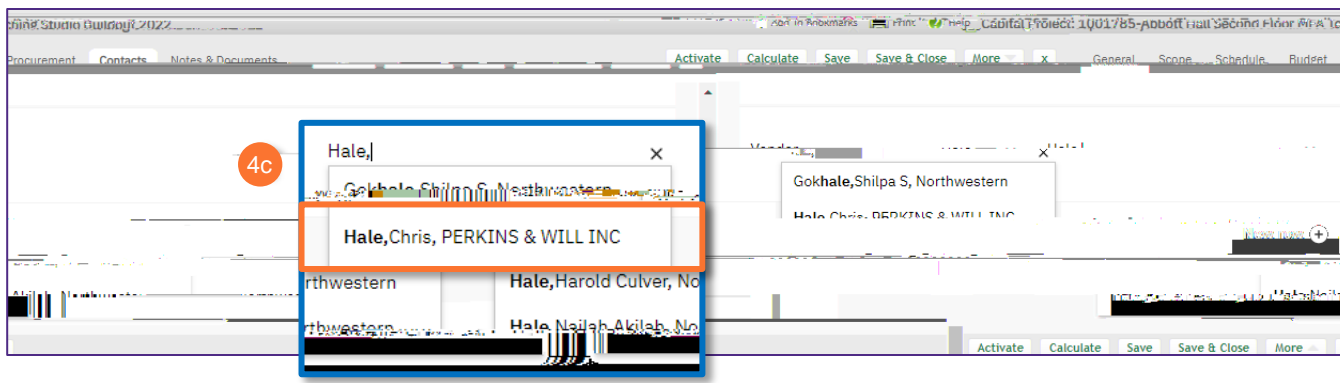
4d Click on the Name field.



4e Begin typing the name of the Contact you wish to add. The names will filter and narrow as you type.



4c Click on the Name of the Contact when it appears.



d IMPORTANT

The Contact must exist in Facilities Connect **BEFORE** adding it through the Quick Add function. If the desired Contact is External, create the [Contact Record](#) first, using the [Manage External Contacts](#) reference guide.



DIRECTIONS:

- 5 Once you have all the desired Contacts added,
- 5 Click on Save or Save & Close button to save the new Contacts.

