



## Add a Company or Personal Contact on CloudLine

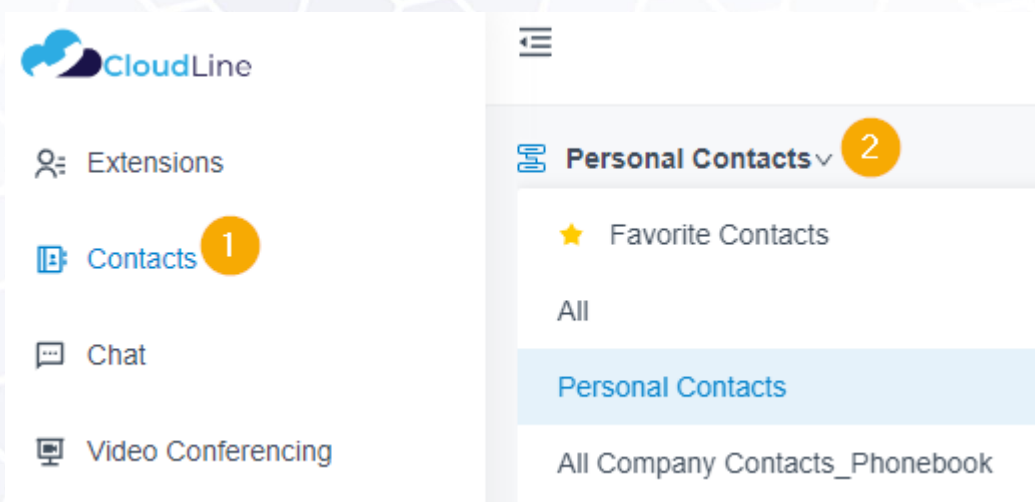
There are two types of contacts in CloudLine:

1. Company Contacts
2. Personal Contacts

The process to make these contacts is very similar, the options are explained below.

### Desktop and Web Client

1. Navigate to Contacts in the side panel
2. Choose either Personal Contacts or Company Contacts from the drop-down menu



3. Select **+ Add** in the top left corner
4. Fill in the required contact details
5. Under the Number section, select **+ Add**

## Contact Details 1

First Name

Jonk

Last Name

Doe

Company

Jonk's Beefs


Email

jonk@jonksbeefs.com.au



\* Phonebook List

All Company Contacts\_Phonebook

Remark

* Number Type	* Number	Operations
 No Data		
<a href="#">+ Add</a> <span style="background-color: #FFC107; border-radius: 50%; padding: 2px 5px;">2</span>		

6. Select the appropriate number type from the drop-down and fill in the corresponding number.
  - a. Continue to add as many numbers as required for this contact

* Number Type	* Number	Operations
Business	0712345678	
Mobile	0412345678	
<a href="#">+ Add</a>		

7. Add in Address details as required and select Save



### Address

Zip Code

1234

Street

Cable

City


Flaslight

State

NTQ

Country

Lightbulb

 Save

 Cancel

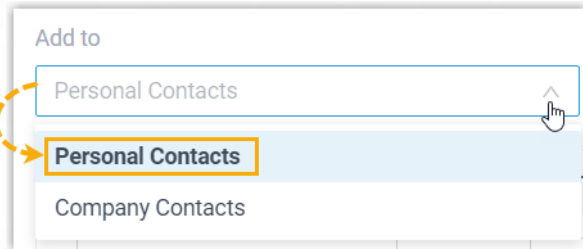
### Add a Personal or Company Contact from call logs


You can directly add an unknown number from call log to your Personal Contacts or Company Contacts

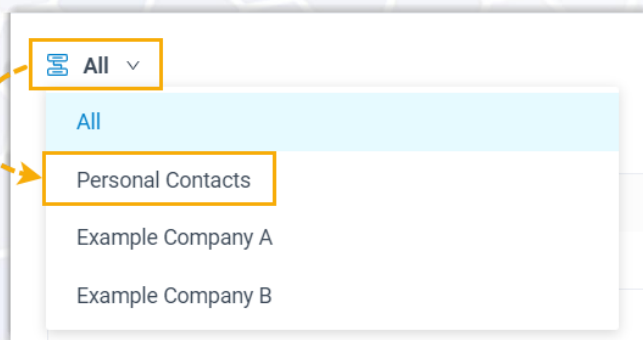
1. In either the CloudLine Desktop or Web client, go to **Call Logs**
2. Right click the desired record
3. To add the contact as a new contact, do as follows:
  - a. Click **Add New Contact**

You are redirected to a contact details page, and the number is automatically added to the number list

- b. In the Add to drop-down list, select either **Personal Contacts** or **Company Contacts**



- c. Edit the type of the number, and enter the information of the contact as needed
    - d. Click **Save**
  4. To add the contact to an existing contact, do as follows:
    - a. Click **Add to Existing Contact**
    - b. In the pop-up window, click  at the top-left corner, then select **Personal Contacts** or **Company Contacts**

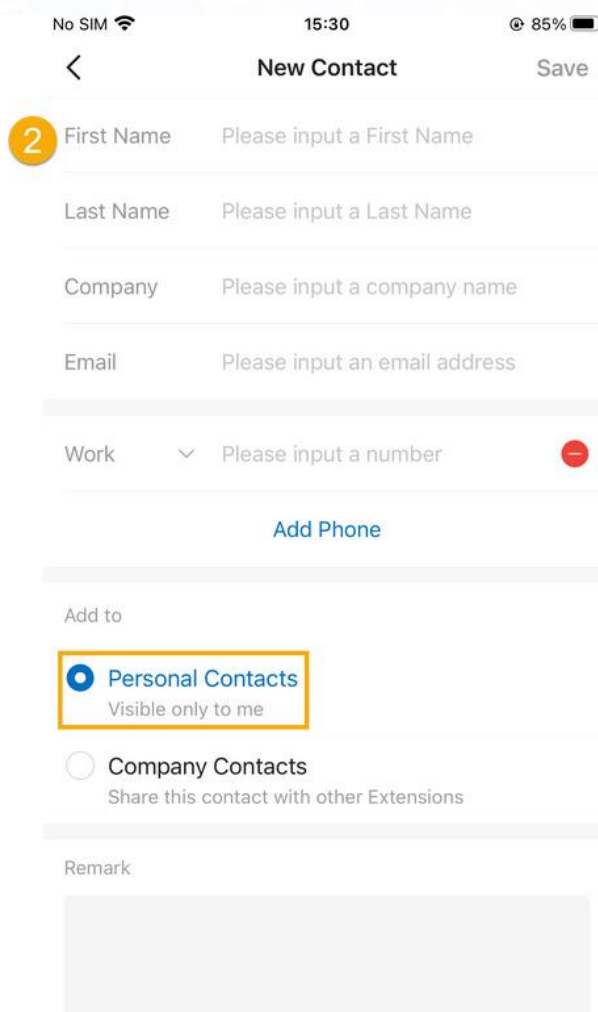
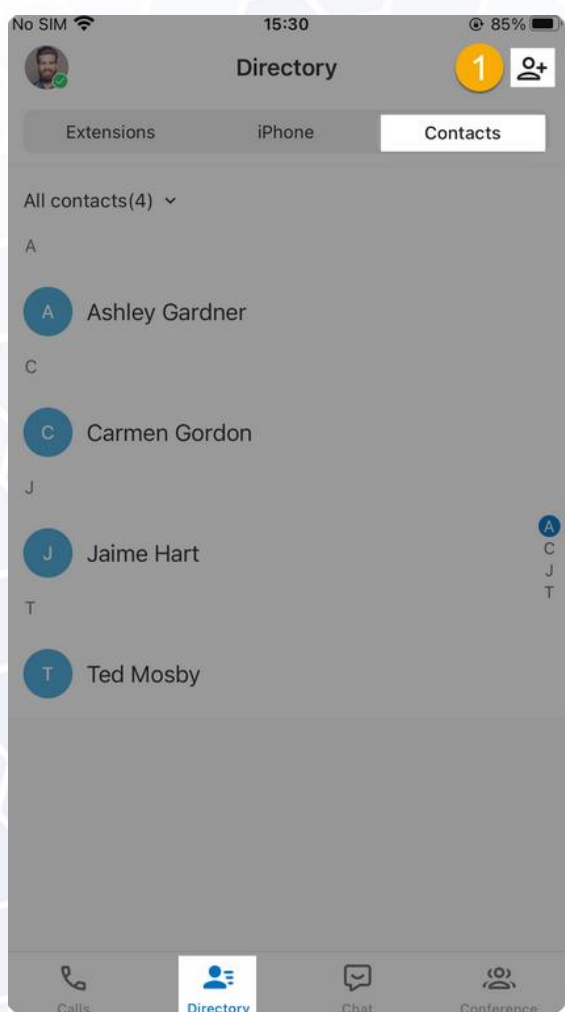



- c. Search and select an existing contact, then click **Confirm**
    - You are redirected to the contact details page, and the number is automatically added to the number list.
    - d. Edit the type of the new number, and edit the information of the contact as needed
    - e. Click **Save**

## Mobile Client

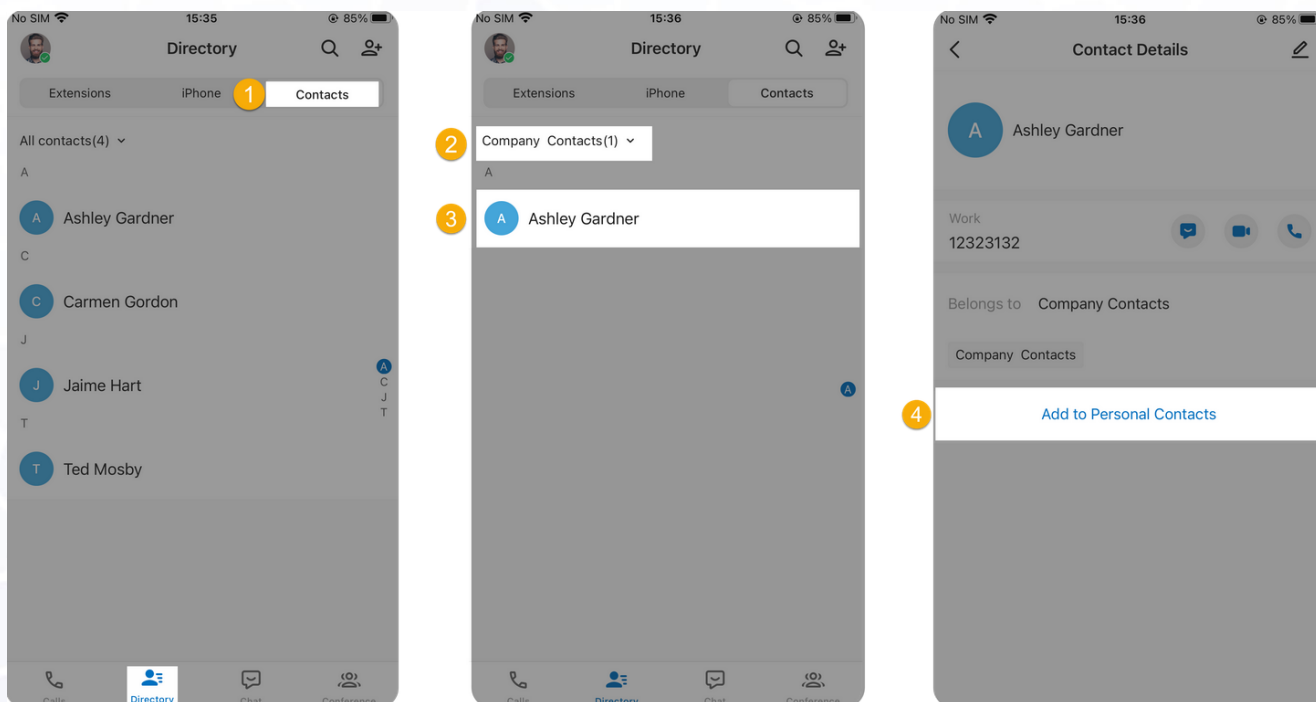
*There are a few more options for adding contacts from within the mobile client as it can tie into your personal mobile contacts as well.*

### Add a Company or Personal contact



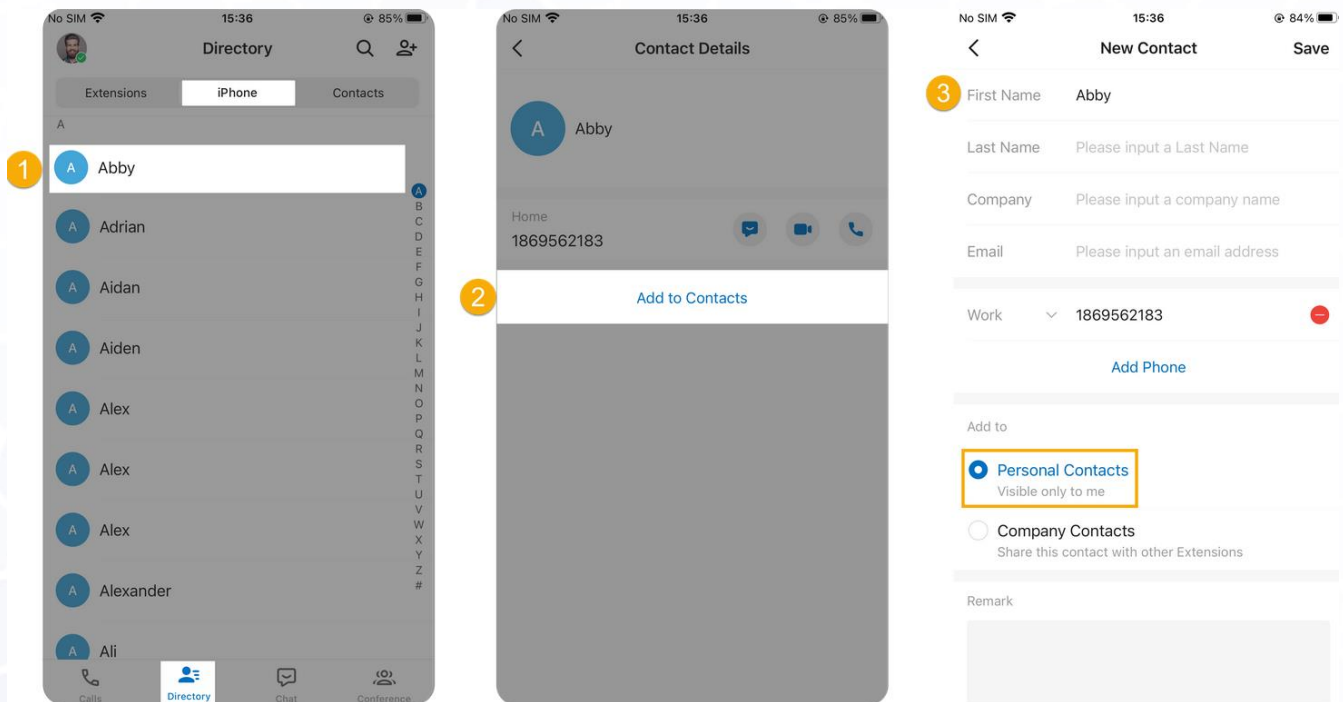
1. Within the CloudLine Mobile App, navigate to Directory > Contacts, then tap  at the top-right corner
2. In the New Contact page, do as follows:
  - a. Enter the contact information.
  - b. In the Add to section, select either Personal Contacts or Company Contacts, then select the phonebook(s) where you want to store the contact
  - c. **Optional:** In the Remark field, enter a short description about the contact
  - d. At the top-right corner, tap to save the information

## Add a Personal contact from Company Contacts



1. Within the CloudLine Mobile App, go to **Directory > Contacts**
2. At the top-left corner, select **Company Contacts** or the phonebook where the company contact is stored
3. Tap the desired company contact
4. In the **Contact Details** page, tap **Add to Personal Contacts**
  1. The page prompts "Added successfully", which indicates that the company contact is added to your Personal Contacts directory

## Add a Company or Personal contact from phone contacts





1. Within the CloudLine Mobile App, go to **Directory > Phone**, then tap the desired contact
2. In the **Contact Details** page, tap **Add to Contacts**
3. In the New Contact page, do as follows:
  - a. Edit the contact information as needed
  - b. In the **Add to** section, select **Personal Contacts** or **Company Contacts**
  - c. **Optional:** In the Remark field, enter a short description about the contact.
  - d. At the top-right corner, tap to save the information



### Add a contact from call history

You can directly add an unknown number from Linkus call history to your Personal Contacts or Company Contacts directory

1. Within the CloudLine Mobile App, go to Calls > Call Logs, then tap  beside the desired record.
2. In the Call History Details page, tap .
3. In the pop-up window, tap Add to Contacts, then decide how to add the contact.

Note: If you select Add to Phone, the contact will be added to native contacts on your mobile phone.

- To add the contact as a new contact, do as follows:
  - a. Tap New Contact
  - b. Enter the contact information
  - c. In the **Add to** section, select **Personal Contacts** or **Company Contacts**
  - d. **Optional:** In the Remark field, enter a short description about the contact
  - e. At the top-right corner, tap to save the information
- To add the contact to an existing contact, do as follows:
  - a. Tap **Add to Existing Contact**
  - b. At the top-left corner of the Add to Contact page, select **Personal Contacts** or **Company Contacts**
  - c. Tap the desired contact
  - d. In the Edit page, edit the contact's information and remark as needed
  - e. At the top-right corner, tap to save the information