

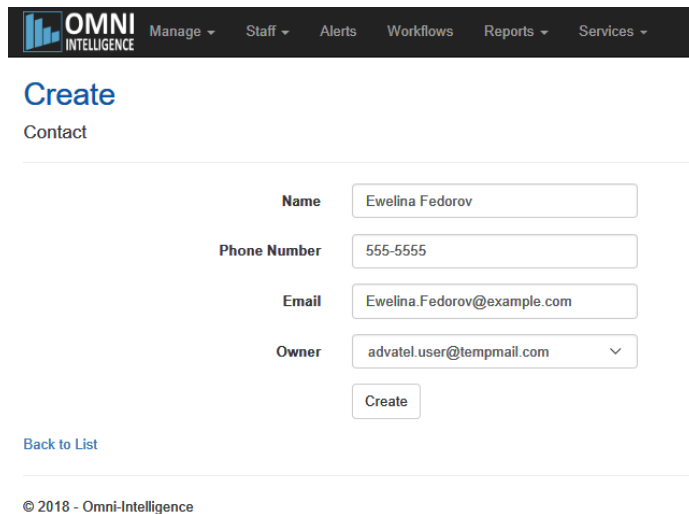
Omni Intelligence FAQ - How to set up contacts

Introduction

Before reports can be emailed to people, the people need to be entered as contacts.

Instructions

1. Log onto the website
2. Click Staff -> Contacts
3. Click "Create New" (top left corner)
4. Fill in the details in the form. Here's an example



The screenshot shows the 'Create Contact' form in the Omni Intelligence system. At the top, there is a navigation bar with the 'OMNI INTELLIGENCE' logo and menu items: 'Manage', 'Staff', 'Alerts', 'Workflows', 'Reports', and 'Services'. Below the navigation bar, the page title is 'Create Contact'. The form contains the following fields:

- Name:** Ewelina Fedorov
- Phone Number:** 555-5555
- Email:** Ewelina.Fedorov@example.com
- Owner:** advatel.user@tempmail.com (with a dropdown arrow)

At the bottom of the form is a 'Create' button. Below the form, there is a 'Back to List' link. At the very bottom of the page, there is a copyright notice: '© 2018 - Omni-Intelligence'.

5. Once the details are filled in, click "Create"
6. To cancel, click "Back to List"