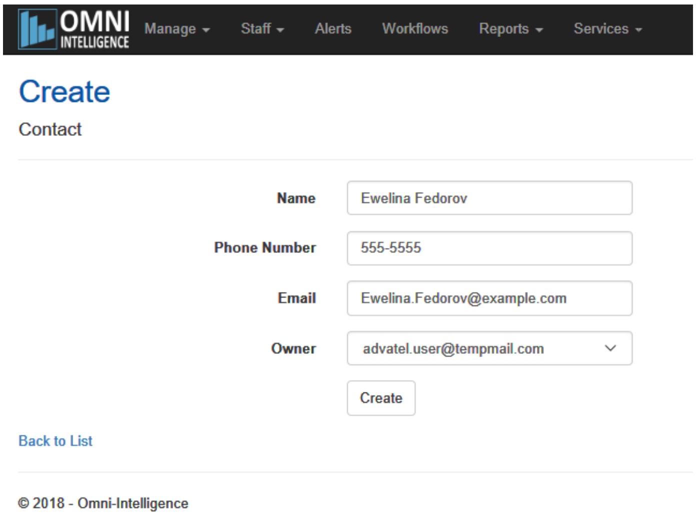
Omni Intelligence FAQ - How to set up contacts

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



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

AdvaTel (a division of Vertology Pty Ltd ABN 41 615 510 855)
133 Moray Street South Melbourne Victoria 3205 Australia
Telephone: 61 3 8695 8695
www.AdvaTel.com