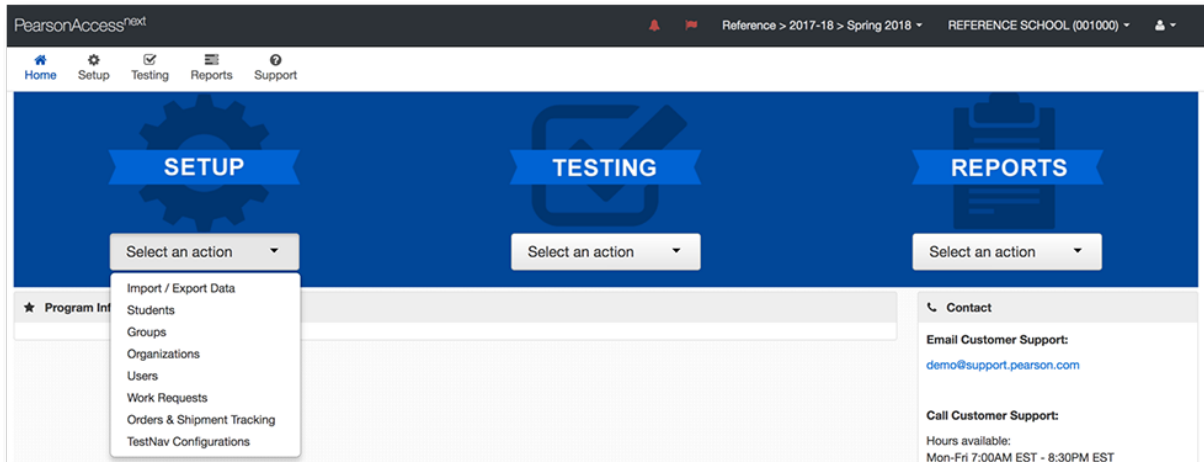


# Manage Contacts

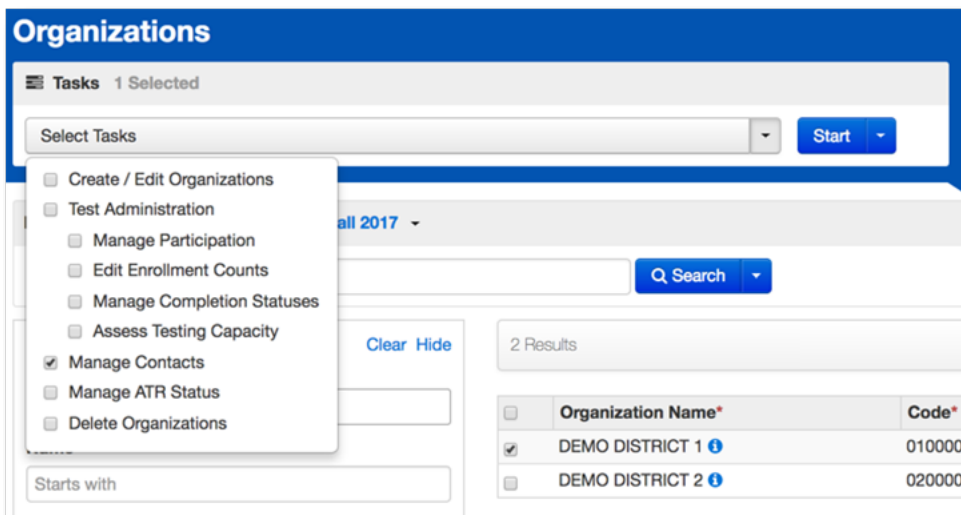
You can manage contacts to designate the contact person(s) for paper-testing activities and materials shipments. Contact information often varies by testing program — the most common contacts provided are a shipping contact (*street address* for UPS, FedEx, etc.) and a mailing contact (*mailing address*).

## Step-by-Step

1. Select **Setup**, select **Organizations**.



2. Click **Select Tasks**, select **Manage Contacts**, and click **Start**.



3. Type/select the contact details.

Manage Contacts

CONTACTS (1)

Create Contacts

CONTACT DETAILS

New Contact

Save Reset

Organization\* DEMO DISTRICT 1 Contact Type\*

Name\* NAME Email

Title Phone

Address 1 ADDRESS Phone Extension

Address 2 Fax

City

State

Zip

\* Required

Save Reset

- Click **Save**.

## What's Next? (Optional)

- From **Setup**, select **Organizations**.
- Type an organization into the search field, and click **Search**.

Organizations

Tasks 0 Selected Start

Organizations 0 Selected Clear

Manage

Find Organizations Participating in Fall 2017

Demo District Search

Filters Clear Hide

Parent Organization

Select one or more

Name

Starts with

Code

Starts with

Toggle secondary filters

No Results

Displaying 25 Manage Columns

Organization Name*	Code*	Type	Parent Organization	ATR Status
Search or select a filter to view results.				

- Click the checkbox next to the organization.

Organizations

Tasks 0 Selected Start

Organizations 1 Selected Clear

Manage

Find Organizations Participating in Fall 2017

Demo District Search

Filters Clear Hide

Parent Organization

Select one or more

Name

Starts with

Code

Starts with

Toggle secondary filters

2 Results

Displaying 25 Manage Columns

Organization Name*	Code*	Type	Parent Organization	ATR Status
<input checked="" type="checkbox"/> DEMO DISTRICT 1	010000	District	Reference State(ref)	Not Authorized to Report
<input type="checkbox"/> DEMO DISTRICT 2	020000	District	Reference State(ref)	Not Authorized to Report

- Click **Select Tasks**, select **Manage Contacts**, and click **Start**.
- Type/select the contact details.

6. Click **Save**.

CONTACTS (2)

[Create Contacts](#)

0 (7777-66-561)

Assessment Shipping Address

CONTACT DETAILS

Assessment Shipping Address

SaveDeleteReset

Show Organization Details

Name\*

Phone Number\*

INT-ORG

Address

Address 1\*

City\*

INT-ADDRESS

INT-CITY\* SPACE.

Address 2

State\*

INT-ADDRESS

Zip\*

555124444

\* Required

SaveDeleteReset

1. From **Setup**, select **Organizations**.
2. Type an organization into the search field, and click **Search**.
3. Click the checkbox next to the organization.
4. Click **Select Tasks**, select **Manage Contacts**, and click **Start**.
5. Click **Delete**

CONTACTS (2)

[Create Contacts](#)

0 (7777-66-561)

Assessment Shipping Address

CONTACT DETAILS

Assessment Shipping Address

SaveDeleteReset

Show Organization Details

Name\*

Phone Number\*

INT-ORG

Address

Address 1\*

City\*

INT-ADDRESS

INT-CITY\* SPACE.

Address 2

State\*

INT-ADDRESS

Zip\*

555124444

\* Required

SaveDeleteReset