

Manage Contacts

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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







Read It

(Click  to view image)




1. Select **Setup**, select **Organizations**. 
2. Click **Select Tasks**, select **Manage Contacts**, and click **Start**. 
3. Type/select the contact details. 
4. Click **Save**.

What's Next? (Optional)

▼ You can edit an existing contact...

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. Type/select the contact details.
6. Click **Save**. 

▼ You can delete a contact...

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**. 

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