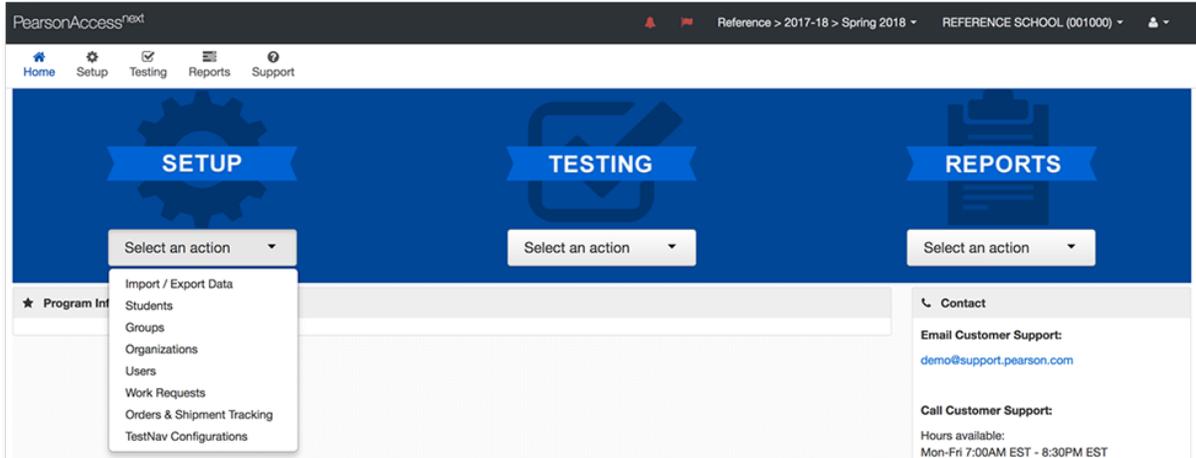


Manage Contacts

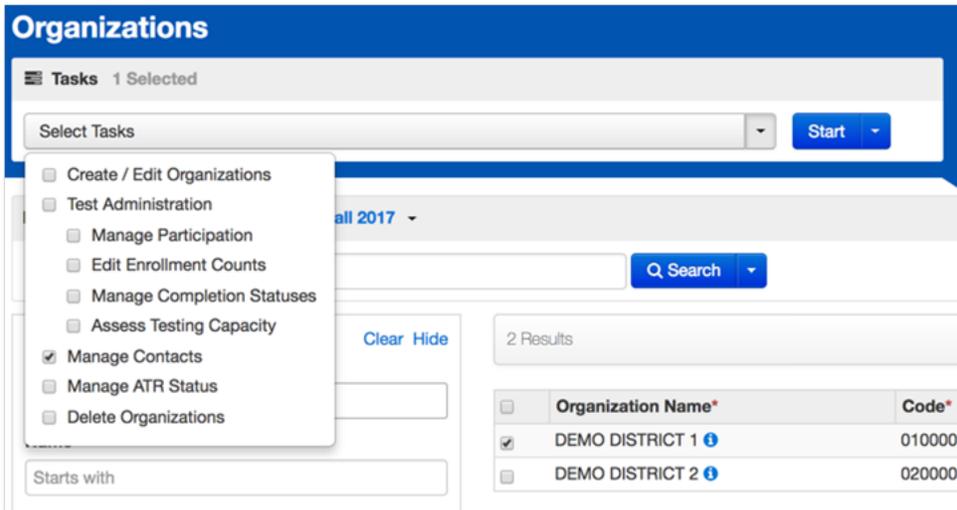
You can manage contacts to designate the contact person(s) for paper-testing activities and materials shipments. Contact information often varies by testing program — the most common contacts provided are a shipping contact (*street address* for UPS, FedEx, etc.) and a mailing contact (*mailing address*).

Step-by-Step

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



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



3. Type/select the contact details.

CONTACTS (1)
 Create Contacts

CONTACT DETAILS
 New Contact

Organization* DEMO DISTRICT 1 Contact Type*

Name* NAME Email

Title Title Phone

Address 1 ADDRESS Phone Extension

Address 2 Address 2 Fax

City City

State State

Zip Zip

* Required

Save Reset

4. Click **Save**.

What's Next? (Optional)

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

Organizations

Tasks 0 Selected Start

Organizations 0 Selected Clear

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

<input type="checkbox"/>	Organization Name*	Code*	Type	Parent Organization	ATR Status
Search or select a filter to view results.					

3. Click the checkbox next to the organization.

Organizations

Tasks 0 Selected Start

Organizations 1 Selected Clear

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

<input type="checkbox"/>	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

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

6. Click **Save**.

The screenshot shows a web interface for managing contacts. On the left, a sidebar titled 'CONTACTS (2)' contains a 'Create Contacts' link and a list of contacts, with 'Assessment Shipping Address' selected. The main area is titled 'CONTACT DETAILS' and shows the details for the selected contact. The form includes fields for Name (INT-ORG), Phone Number, Address 1 (INT-ADDRESS), City (INT-CITY SPACE), Address 2 (INT-ADDRESS), State (a dropdown menu), and Zip (55512444). A 'Required' asterisk is shown below the fields. At the top right and bottom of the form are buttons for 'Save', 'Delete', and 'Reset'. A 'Show Organization Details' link is also present.

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**

This screenshot is identical to the one above, showing the 'CONTACT DETAILS' form for 'Assessment Shipping Address'. The form fields and buttons are the same, including the 'Save', 'Delete', and 'Reset' buttons at the top right and bottom.