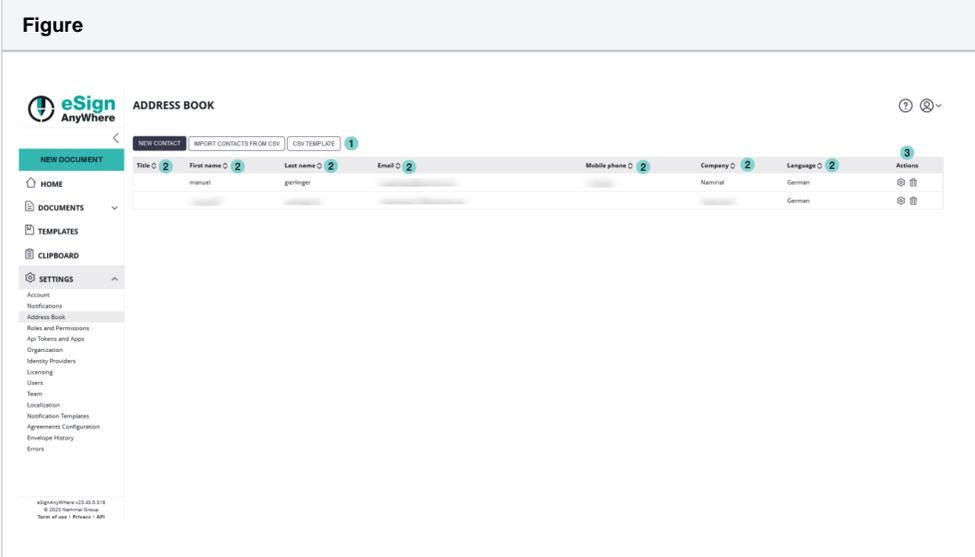


# Address Book

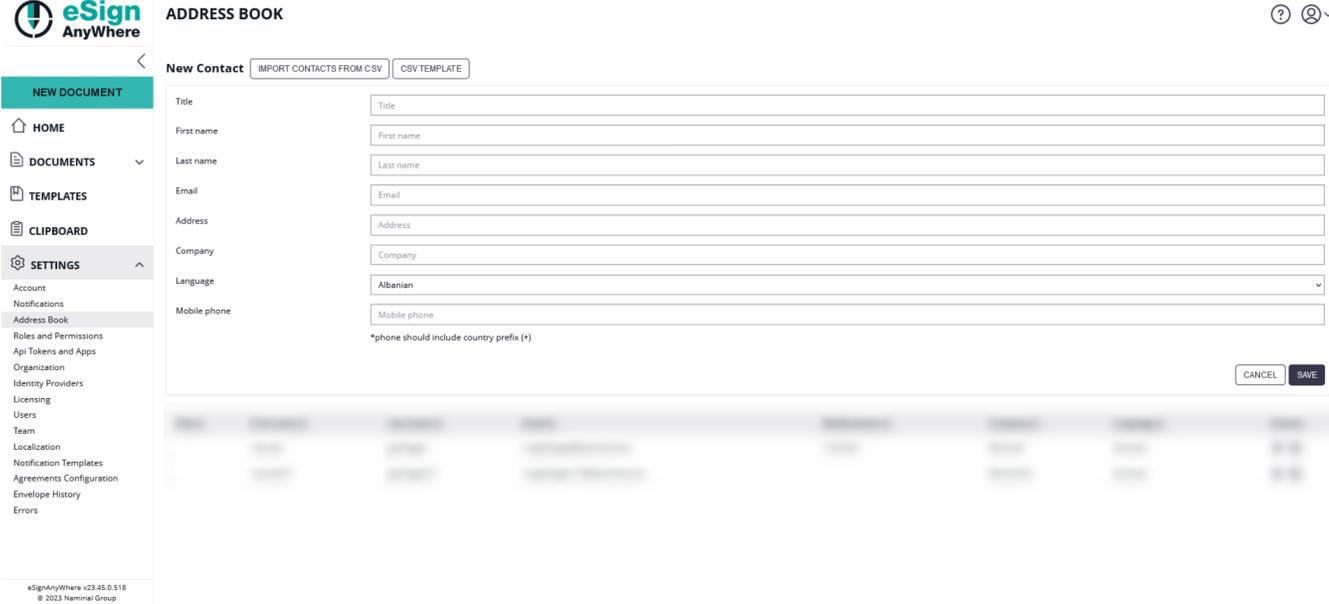
## Address Book

Here you can manage your personal address book. You can add new contacts manually or import them via CSV. Moreover you can filter the list (see highlighted filter in screenshot) and easily modify or remove a contact.

Figure	Description
 <p>The screenshot shows the 'ADDRESS BOOK' interface. At the top, there are buttons for 'NEW CONTACT', 'IMPORT CONTACTS FROM CSV', and 'CSV TEMPLATE'. Below these is a table with columns: Title, First name, Last name, Email, Mobile phone, Company, Language, and Actions. A sidebar menu on the left contains various settings options like Account, Notifications, Address Book, Roles and Permissions, etc. The table contains one visible contact with the last name 'geringer' and language 'German'.</p>	<ol style="list-style-type: none"><li>1. Add new contact</li><li>2. Sort the list</li><li>3. Actions</li></ol>

### Adding new contacts one-by-one

By pressing the "New Contact" button, an inline editor opens above the address book entries table. The editor allows defining the address book entry's values. After entering all (necessary) data fields, press the "Save" button to persist the record. The "Cancel" button allows to discharge the entry and closes the editor without adding a record. When editing an existing record, the "Save" button is used to update the existing record, while the "Cancel" button keeps the record unchanged.



The screenshot shows the 'New Contact' form in the 'ADDRESS BOOK' interface. The form has input fields for Title, First name, Last name, Email, Address, Company, Language (a dropdown menu), and Mobile phone. A note below the mobile phone field states: '\*phone should include country prefix (+)'. At the bottom right of the form are 'CANCEL' and 'SAVE' buttons. The sidebar menu is visible on the left, and the table from the previous screenshot is partially visible at the bottom.

### Adding new contacts using a CSV file

Allows to do a mass import of several address book entries, e.g. by importing a file which is the export from another application.

The import format is "comma separated values" (CSV) file format (Detailed specification: [RFC 4180](#)) and can be created using a standard text editor. Also common spreadsheet applications should be able to export CSV files.

The import CSV should have the following structure (the first row is required as column identifier, followed by one or multiple data rows):

```
first name, last name, e-mail address, primary phone, business address, company
Bob, Xyzmo, bob@xyzmo.mail, +55123551255, Companycenter 1, Namirial 1 Charly, Xyzmo, charly@xyzmo.mail,
+55123551255, Companycenter 2, Namirial2
```

The button "CSV Template" allows to download an empty CSV template which just contains the header row but no data rows.

## Field Usage

Field	Description
Title	Currently used only as reference in the address book page.
First Name	Used when adding a recipient based on an address book entry
Last Name	Used when adding a recipient based on an address book entry
Email	Used when adding a recipient based on an address book entry
Address	Currently used only as additional information in the address book.
Company	Currently used only as information in the address book, to keep evidence in which context a user was added.
Language	Used as recipient language (e.g. for sending emails,...) when selecting the recipient from the address book. Ignored when the recipient has his own user account on the eSignAnyWhere instance.
Mobile Phone	Used as recipient phone number when selecting the recipient from the address book

## Using contacts from the Address Book

Contacts entered in the address book are used as one of the data sources for auto-completion, and presented in the contacts dialog, when selecting recipients in the [Envelope Creator - Recipients Page](#).