

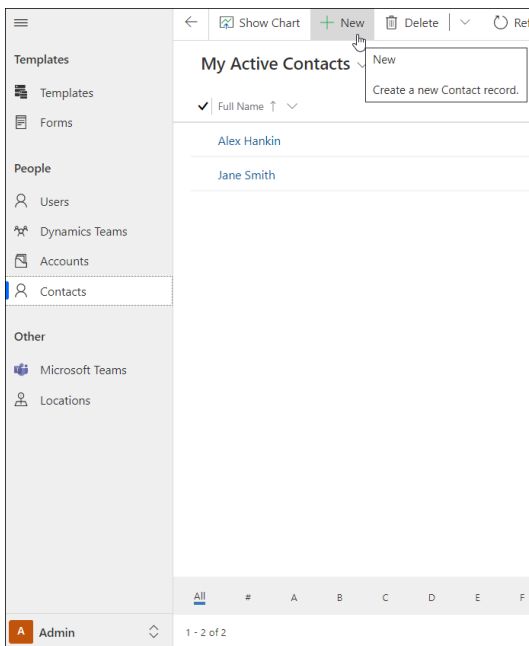
Contacts

Located in the Admin Area > People section of the app, the **Contacts** feature provides a location to store information about people external to your organization such as vendors and contractors. These contacts can also be used to assign primary contacts to [Accounts](#).


Contacts can be added, edited and deleted by the BrightWork Project Manager and BrightWork PMO Manager.

Add a Contact

1. Click into Admin Area > Contacts.
2. Click + New.



3. Fill in the relevant contact information.

 **New Contact**
Contact · Contact ▾

Summary Details

CONTACT INFORMATION

First Name	+ ...
Last Name	* ...
Job Title	...
Account Name	...
Email	...
Business Phone	...
Mobile Phone	...
Fax	...
Preferred Method of Contact	Any
Address 1: Street 1	...
Address 1: Street 2	...

Add a Primary Contact to an Account

If you assign a contact to an account and the contact has an email address attached to its record, you will be able to email the account by using the email feature of a project's [Communications](#) module.

To assign a Primary Contact to an Account, in the Contact's **Account Name** field choose the relevant Account.
