

Contact Manager

Contacts

View the Contacts List by clicking "Contacts" from the [Resource](#) Tab, or from the Resource Tab dropdown menu, under "Contacts". The Contacts List displays existing contacts and provides options to import new contacts. You can create new contacts manually, or import contacts from RIR. Contacts may then be assigned to resources through the Contacts Gadget.

Resources

Entries

Sections

Categories

Contacts

Customers

Add Contact

Clone

Settings

Resource list

16

Contacts

export

Import from RIR

Import from LDAP

show filters +

items per page 100

Search by name...

Q

match name

☐	Id	Slug	Name	Parent Id	Parent Name	Category Id	Category Name	Created	Modified	
☐	3612	abuse-	abuse	1	TLR	-	-	2015-10-14 23:38:15	2015-10-14 23:38:15	✖
☐	3611	admin-	admin	1	TLR	-	-	2015-10-14 23:37:56	2015-10-14 23:37:56	✖
☐	3599	comcast-cable-com...	Comcast Cable Co...	1	TLR	-	-	2015-08-07 00:28:51	2015-08-07 00:28:51	✖
☐	3596	dc-operations-	DC Operations	1	TLR	-	-	2015-08-06 23:34:36	2015-08-06 23:34:36	✖
☐	3615	ipadmin-	IPAdmin	1	TLR	-	-	2015-10-22 17:22:00	2015-10-22 17:22:00	✖
☐	3600	keller-ted	Keller, Ted	1	TLR	-	-	2015-08-26 21:21:14	2015-08-26 21:21:14	✖
☐	3595	leroy-jenkins-4	Leroy Jenkins	1	TLR	-	-	2015-08-06 23:33:18	2018-07-20 00:54:55	✖
☐	3641	leroy-jenkins-5	Leroy Jenkins	1	TLR	-	-	2016-03-05 01:11:10	2016-03-05 01:11:10	✖
☐	3598	network-abuse-and...	Network Abuse and ...	1	TLR	-	-	2015-08-07 00:28:20	2015-08-07 00:28:20	✖
☐	3610	tech-	tech	1	TLR	-	-	2015-10-14 21:41:49	2015-10-14 21:41:49	✖
☐	3591	test-again	Test Again	1	TLR	-	-	2015-07-08 18:56:24	2017-01-05 20:10:19	✖
☐	4495	test-contact	Test Contact	1	TLR	-	-	2019-02-07 01:11:08	2019-02-07 01:11:08	✖
☐	4171	test-fancy	Test Fancy	1	TLR	-	-	2018-05-07 19:45:37	2019-08-01 20:45:59	✖
☐	4564	test-fancy-2	Test Fancy	1	TLR	-	-	2019-08-01 20:45:07	2019-08-01 20:45:07	✖
☐	4561	test-johnny	Test Johnny	1	TLR	-	-	2019-08-01 20:44:53	2019-08-01 20:44:53	✖
☐	4170	test-jonny	Test Jonny	1	TLR	-	-	2018-05-07 19:44:58	2019-08-01 20:45:59	✖

Displaying 1 to 16 of 16 items.

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Working with Contacts

View Contact Details

To view the contact details, click on the contact's name in the Resource Contact List. You will be taken to the contact details page.

A local contact will have modules shown for Address, Email/Phone, and Comments, as well as a list of any resources that contact is assigned to via the Contacts Gadget.

You may edit or delete a Local contact by clicking the "Edit" button at the bottom of the page.

Resources / Contacts / Jane Doe

View Contact

Jane Doe

Information

Contact Type:
Local
Contact ID:
39876
Parent:
[QA Test Resource](#)

Address

Street
Some Address
#42
City
Anytown
State
Alabama
Postal Code
12345
Country
United States

Contact

Email
test@test.com
Phone
123-456-7890

Comment

Some Comment Here

This Contact is Assigned to:

Name	Section	ID
MyNewEntry	New Section	50281

Edit

A contact imported from a RIR will have its details shown as determined by the imported RIR module - this data is not editable in ProVision.

You may delete the contact by clicking the "Delete" button at the bottom of the page.

Resources / Contacts / Google Corp Network

View Contact

Google Corp Network (GOOG2-RIPE)

Contact Type:
RIPE

Contact Sub-type:
Role

Point of Contact

role:	Google Corp Network
address:	Brandschenkestrasse 110, Zurich 8002, Switzerland
nic-hdl:	GOOG2-RIPE
mnt-by:	MNT-GOOG-CORP

Delete

Create New Contact

You can manually create a new contact by clicking on "Add Contact" from the Contacts List View.

Resources Entries Sections Categories **Contacts** Customers

Add Contact Clone Settings

Resource list 16

Contacts export Import from RIR Import from LDAP show filters + items per page 100 Search by name... match name

☐	Id	Slug	Name	Parent Id	Parent Name	Category Id	Category Name	Created	Modified	
☐	3612	abuse-	abuse	1	TLR	-	-	2015-10-14 23:38:15	2015-10-14 23:38:15	
☐	3611	admin-	admin	1	TLR	-	-	2015-10-14 23:37:56	2015-10-14 23:37:56	
☐	3599	comcast-cable-com...	Comcast Cable Co...	1	TLR	-	-	2015-08-07 00:28:51	2015-08-07 00:28:51	
☐	3596	dc-operations-	DC Operations	1	TLR	-	-	2015-08-06 23:34:36	2015-08-06 23:34:36	
☐	3615	ipadmin-	IPAdmin	1	TLR	-	-	2015-10-22 17:22:00	2015-10-22 17:22:00	

Fill in the contact's information for Name, Parent Resource (if desired), Phone, Custom ID, Email, Address, and Comments if desired.

Resources / Contacts / Create

Create Contact

☒ Global Contact ?

Name ⓘ

Parent

Select a Resource

Permissions (and visibility) are inherited from the resource the contact is created under (not the resource it is assigned to).

Phone Number

Email

Another Custom ID

Country

Select a country

Address 1

Street address, P.O. box, company name, etc.

Address 2

Apartment, suite, unit, building, floor, etc.

City

State / County

Postal Code

Notes / Comments

Create

When done filling out the information fields, hit the "Create" button to save your contact.

Parent

The parent field relates the contact to a resource's permissions structure, only allowing users with permissions for that resource to view and assign the affiliated contact(s). To allow the contact to be viewed globally, check the "Global Contact" box above the Parent Field.

Import Contact from RIR

To import a contact from ARIN or RIPE, click the "Import from RIR" button from the contacts page.

Resources	Entries	Sections	Categories	Contacts	Customers	Add Contact	Clone	Settings
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Resource list 16									
Contacts export Import from RIR Import from LDAP show filters items per page 100 Search by name... match name									
☐	Id	Slug	Name	Parent Id	Parent Name	Category Id	Category Name	Created	Modified
☐	3612	abuse-	abuse	1	TLR	-	-	2015-10-14 23:38:15	2015-10-14 23:38:15
☐	3611	admin-	admin	1	TLR	-	-	2015-10-14 23:37:56	2015-10-14 23:37:56
☐	3599	comcast-cable-com...	Comcast Cable Co...	1	TLR	-	-	2015-08-07 00:28:51	2015-08-07 00:28:51
☐	3596	dc-operations-	DC Operations	1	TLR	-	-	2015-08-06 23:34:36	2015-08-06 23:34:36
☐	3615	ipadmin-	IPAdmin	1	TLR	-	-	2015-10-22 17:22:00	2015-10-22 17:22:00
☐	3600	keller-ted	Keller, Ted	1	TLR	-	-	2015-08-26 21:21:14	2015-08-26 21:21:14
☐	3595	leroy-jenkins-4	Leroy Jenkins	1	TLR	-	-	2015-08-06 23:33:18	2018-07-20 00:54:55

1) Select RIR / Type

Once on the the Import from RIR page, on the left hand side of the page select the RIR from which you wish to import - ARIN or RIPE.

Select RIR

ARIN

Search ARIN

Enter Point of Contact handle...

Search

If you select RIPE, you will also be prompted to choose whether you are importing a "Person" or "Role".

Select RIR

RIPE

Select Type

Person

Search RIPE

Enter Point of Contact handle...

Search

2) Enter Point of Contact Handle

After selecting the RIR / Type (if applicable), enter the ARIN or RIPE Point of Contact Handle for the contact you are importing, then click "Search".

Point of Contact Handle is the only search term that is valid. Attempting to search by name or keyword is not valid, and will return an error.

Select RIR

RIPE

Select Type

Role

Search RIPE

GOOG2-RIPE

Search

3) Verify and Add

If the search is successful, the found contact information will display at the bottom of the screen. If this is the information you wish to add, click the "Yes" button on the right hand side of the page under "Would you like to add this RIPE contact?". Otherwise, you may hit "No" to decline adding, or cancel and return to the index.

The screenshot shows a web interface for searching RIPE contacts. On the left, there are dropdowns for 'Select RIR' (set to RIPE) and 'Select Type' (set to Role). In the center, the 'Search RIPE' box contains 'GOOG2-RIPE' and a 'Search' button. On the right, a 'Correct result?' dialog asks 'Would you like to add this RIPE contact to 6Connect?'. It has 'No' and 'Yes' buttons, with 'Yes' highlighted in green and circled in red. Below the dialog is a link 'Cancel and return to index'. At the bottom, a 'Results' section displays contact details: role: Google Corp Network, address: Brandschenkestrasse 110, Zurich 8002, Switzerland, nic-hdl: GOOG2-RIPE, and mnt-by: MNT-GOOG-CORP.

Import Contact from LDAP

Import LDAP Contact requires that an LDAP authentication server is enabled and setup in [Admin Settings](#), and access credentials to be provided prior to import.

First, ensure that the LDAP authentication server is enabled and setup in [Admin Settings](#), and access credentials provided.

Then, from the Resource Tab **Contacts List**, click the "Import from LDAP" button at the top of the list.

The screenshot shows the 'Resource list' interface. At the top, there are tabs for 'Contacts', 'export', 'Import from RIR', 'Import from LDAP' (circled in red), and 'show filters +'. Below the tabs is a table with columns: Id, Slug, Name, Parent Id, Parent Name, Category Id, Category Name, Created, and Modified. Two rows of contact data are visible.

Use the search box to find an LDAP contact and click the "Import Contact" button.

The screenshot shows the 'Import Contact from LDAP' dialog. It has a search box labeled 'Search for LDAP Contact' with a red arrow pointing to it. To the right of the search box is a blue button labeled 'Import contact', which is circled in red.

You may also access LDAP Import from the Contacts Gadget, if preferred.

The screenshot shows the 'Contacts' gadget. At the top, there is a dropdown menu labeled 'Select Contact (or import via LDAP)' with 'Import via LDAP' circled in red. Below the dropdown is a search box labeled 'Search for a Contact' and an 'Assign' button. At the bottom, there is a table with columns: Name, Role, Email, and ID. One row of contact data is visible.

Once imported, the LDAP contact will be available to add to the Contacts Gadget and will show in the Users List.

Note: The Scheduler task "LDAP - Sync LDAP Contacts" must be manually created at the desired interval in order to automatically update the LDAP user based on the server information. This task updates imported LDAP users with any changes made on the LDAP server.

Edit or Delete Contact

To Edit or Delete a base contact, click on the contact's name in the contact list to go to its detail view page. From there, click "Edit".

Resources / Contacts / Jane Doe

View Contact

Jane Doe

Information
Contact Type:
Local
Contact ID:
39876
Parent:
QA Test Resource

Address
Street
Some Address
#42
City
Anytown
State
Alabama
Postal Code
12345
Country
United States

Contact
Email
test@test.com
Phone
123-456-7890

Comment
Some Comment Here

This Contact is Assigned to:

Name	Section	ID
MyNewEntry	New Section	50281

Edit

This will take you to the detail information page, where you may edit fields as desired. When done editing, hit "Save" to save your changes, or "View" to cancel without saving and view the contacts list.

Edit Contact
☐ Global Contact ⓘ

Name ⓘ
Jane Doe

Phone Number
123-456-7890

Another Custom ID

Country
United States (US)

Address 1
Some Address
Street address, P.O box, company name, c/o

Address 2
#42
Apartment, suite, unit, building, floor, ect.

City
Anytown

State
Alabama
Postal Code
12345

Notes / Comments
Some Comment Here

Delete View Save

Parent
Select a Resource
Email
test@test.com

To delete the contact, click the "Delete" button while in the contact details page.

City
Anytown

State
Alabama
Postal Code
12345

Notes / Comments
Some Comment Here

Delete View Save

Working with the Contacts Gadget

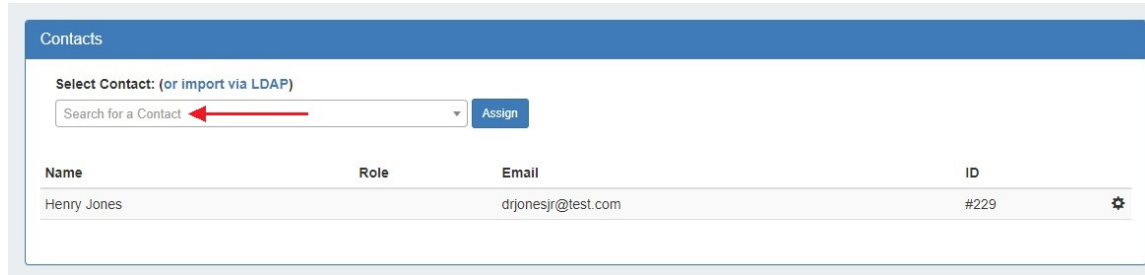
Assigning a Contact to a Resource

Contacts may be assigned to a resource through the [Contacts Gadget](#). To add a gadget to a Resource's Entry page, see [Customizing Sections and Gadgets](#).

Once the Contacts Gadget has been added to the desired section, go to the resource entry page for the resource you wish to assign the contact to, and navigate to the Contacts Gadget.

Assign the Contact

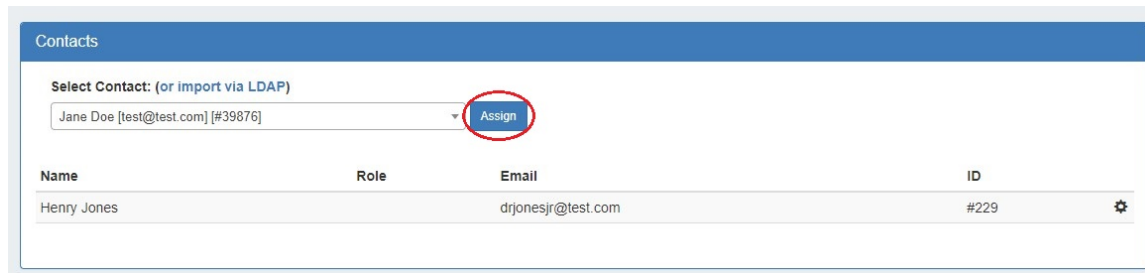
In the Contacts Gadget, search for a contact by typing the first few letters of the contact name in the search box, then click on the desired contact.



The screenshot shows the 'Contacts' gadget interface. At the top, there is a section titled 'Select Contact: (or import via LDAP)'. Below this, there is a search box with the placeholder text 'Search for a Contact' and a red arrow pointing to it. To the right of the search box is a blue 'Assign' button. Below the search section is a table with the following columns: Name, Role, Email, and ID. The table contains one entry: Henry Jones, with email drjonesjr@test.com and ID #229. There is a gear icon to the right of the ID.

Name	Role	Email	ID
Henry Jones		drjonesjr@test.com	#229

Then hit "Assign".

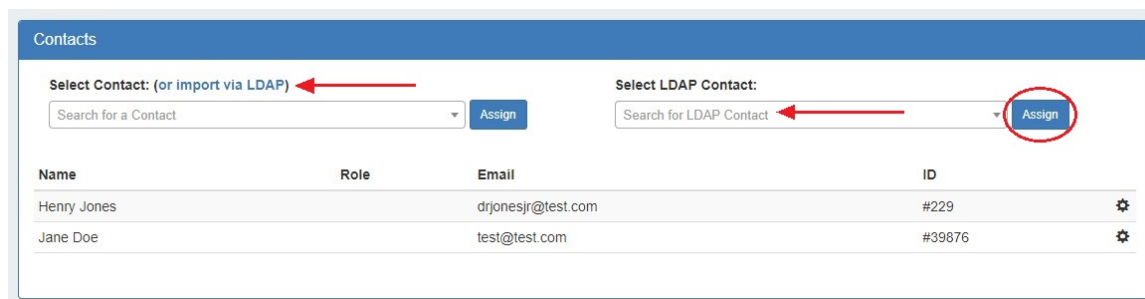


The screenshot shows the 'Contacts' gadget interface. The search box now contains the text 'Jane Doe [test@test.com] [#39876]'. The blue 'Assign' button is circled in red. The table below still shows the entry for Henry Jones.

Name	Role	Email	ID
Henry Jones		drjonesjr@test.com	#229

The contact will show in the list below.

You can also import and assign a contact via LDAP from the Contacts Gadget. Click on "import via LDAP" and a separate search box will appear. Search for an LDAP contact and hit "Assign".



The screenshot shows the 'Contacts' gadget interface. The 'Select Contact: (or import via LDAP)' section is highlighted with a red arrow. Below it, there is a search box with the placeholder text 'Search for a Contact' and a blue 'Assign' button. To the right, there is a new section titled 'Select LDAP Contact:'. Below this, there is a search box with the placeholder text 'Search for LDAP Contact' and a blue 'Assign' button, which is circled in red. The table below now contains two entries: Henry Jones and Jane Doe.

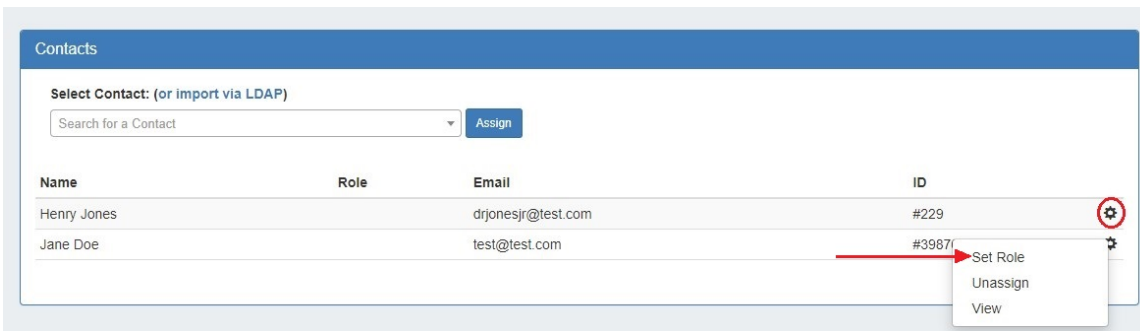
Name	Role	Email	ID
Henry Jones		drjonesjr@test.com	#229
Jane Doe		test@test.com	#39876

The contact will be imported and assigned to the resource. If a contact has already been imported, a notification will appear and the gadget will assign the contact to the resource, but the contact will not be imported again.

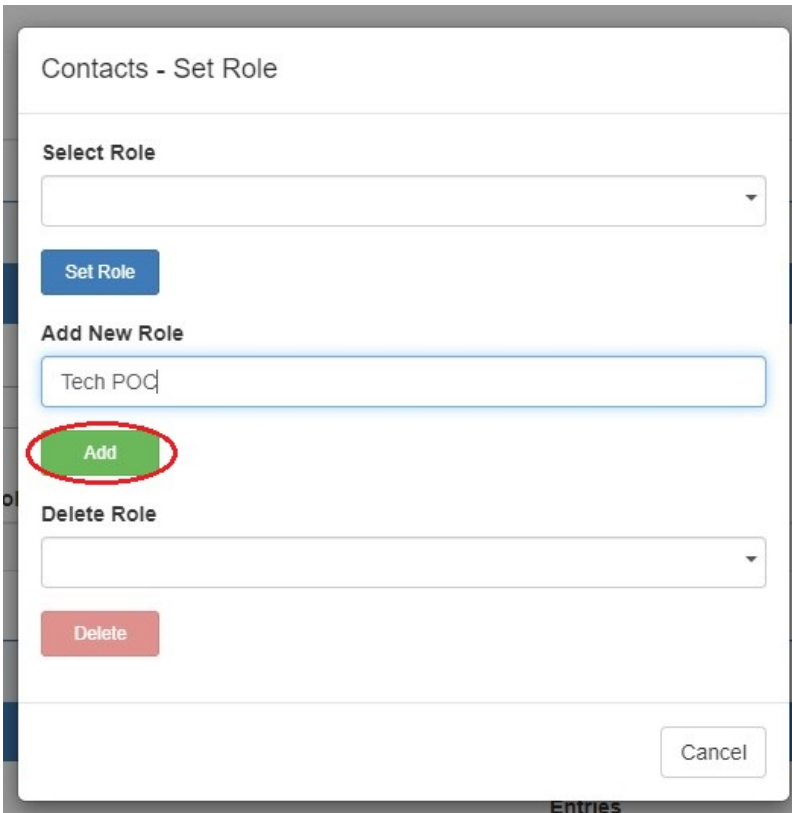
Create a Contact Role

Once a contact has been assigned, you can create and set a role for the contact by clicking on the Action Menu (gear icon).

Then, select "Set Role".



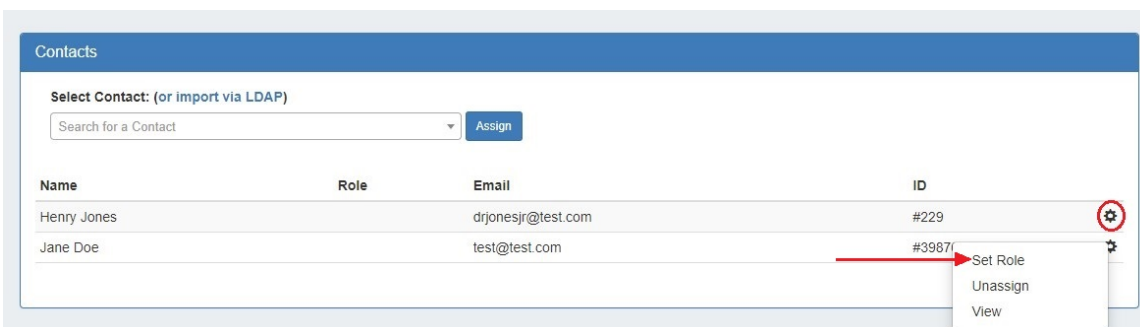
Under the "Add New Role" section, type in the desired role name and click the "Add" button.



Assign a Role to a Contact

Once a contact has been assigned, you can set a role for the contact by clicking on the Action Menu (gear icon).

Then, select "Set Role".



Under the "Select Role" section, choose the desired role from the dropdown list, and click the "Set Role" button.

Contacts - Set Role

Select Role

Tech POC

Set Role

Add New Role

Add

Delete Role

Delete

Cancel

Entries

Delete a Role from the Roles List

Select "Set Role"

Contacts

Select Contact: (or import via LDAP)

Search for a Contact

Assign

Name	Role	Email	ID
Henry Jones		drjonesjr@test.com	#229
Jane Doe		test@test.com	#3987

Set Role
Unassign
View

Under the "Delete Role" section, choose the desired role from the dropdown list, and click the "Delete" button.

Contacts - Set Role

Select Role

Set Role

Add New Role

Add

Delete Role

Tech POC

Delete

Cancel

Entries

This removes the role from the "Select Role" list.

Unassign a Contact

To unassign a contact from a resource, in the Contacts Gadget click the Action Menu, then select "Unassign".

Contacts

Select Contact: (or import via LDAP)

Search for a Contact

Assign

Name	Role	Email	ID
Henry Jones		drjonesjr@test.com	#229
Jane Doe		test@test.com	#3987

Set Role

Unassign

View

View the Contact Details Page

To view the contact's details, click the Action Menu, then select "View". You will be redirected to the contact's detail page.

Contacts

Select Contact: (or import via LDAP)

Assign

Name	Role	Email	ID
Henry Jones		drjonesjr@test.com	#229
Jane Doe		test@test.com	#3987

Set Role
Unassign
View