

Contacts Gadgets

Contacts Gadgets

Contact gadgets display contact information for the current resource, or link to contacts specified in the [Contact Manager](#).

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Contact Info

This gadget is used on the Resource Holder section type. In the Contact Info Gadget, you can track information such as mailing / billing addresses, phone number, and fax number for that resource. You may also add a separate GEO IP address, if desired.

Contact Info

Phone:

(800) 555-5555

Fax:

(800) 555-5556

Mailing Details:

123 Main Street

#300

Anytown, CA 12345

US

Billing Details:

123 Main Street

#301

Anytown, California

US

GeoIP Details:

Same as mailing details

Edit

Contacts

The Contacts Gadget may be used on any section type to assign a contact (from the [Contact Manager](#)) to a resource.

To assign a contact, search for and select the desired contact in the search box, then click "Assign". The contact will show in the list below.

Contacts

Select Contact: (or import via LDAP)

Jane Doe [test@test.com] [#39876]

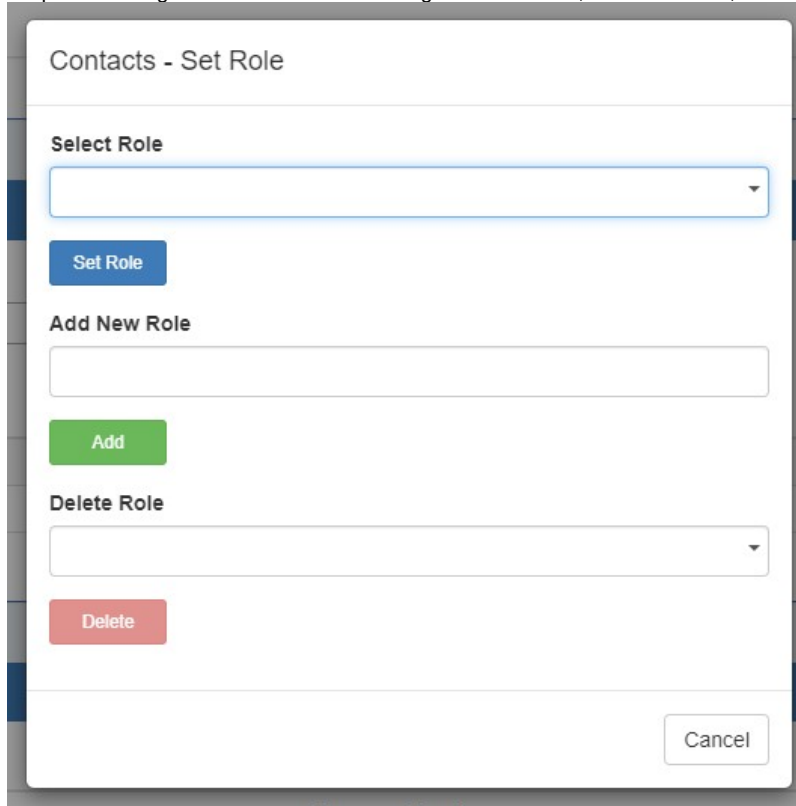
Assign

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

Contacts Action Menu:

The Action Menu (gear icon) in the Contacts Gadget has three options:

- **Set Role:** Opens a dialog box to select a role to assign to the contact, add a new role, or delete an existing role.



Contacts - Set Role

Select Role

Set Role

Add New Role

Add

Delete Role

Delete

Cancel

- **Unassign:** Unassigns the contact from the resource.
- **View:** Redirects to the contact's detail page in the Contact Manager.

Refer to the [Contact Manager](#) page in the documentation for more detail on working with the Contacts Gadget and the Contact Manager.

A Note on Permissions

The ability to view and assign a contact to a resource is restricted by the parent assigned to the contact upon creation. If a user does not have permissions for a contact's parent resource, that contact will not be able to be viewed / assigned via the gadget.