



## Managing Contacts

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The Smart+Connected PS mobile application allows you to view the location of your contacts within the enterprise. After you search for a contact, you either initiate a telephonic call, or send an e-mail or a text message.

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## Searching and Viewing Contacts

To search for all contacts in the enterprise, perform the following steps:

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- Step 1** Login in to the Smart+Connected PS mobile application.  
The Smart+Connected home screen appears.
- Step 2** Tap **People**. The following tabs appear:
- All—Displays the People search page that allows you to search for people.
  - Favorite—Displays all contacts that have been marked as favorites.
- Step 3** In the Search field, enter any one of the following options:
- part of or full username
  - part of or full first name
  - part of or full last name
  - complete first name and second name



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**Note** To search for a contact, you must enter minimum three characters.

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- Step 4** Tap **Search**.

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A list of contacts that share either the first name or the last name or the username appears.

**Step 5** Alternatively, tap the **Favorites** tab to view the listed favorite contacts.

The following details appear along with the first and last name of the user:

- Profile picture. If the profile picture is not available, then the default silhouette image is displayed.
- Location details if the contact has checked in to a workspace
- The favorite icon against each contact detail.

**Step 6** Tap **Show More** if there are more than 25 results.

**Step 7** Tap the contact whose details you want to view.

**Step 8** The user details screen is displayed with the following information.

- Profile picture. If the profile picture is not available, then the default silhouette image is displayed.
- Location details if the contact has checked in to a workspace.
- The favorite icon against each contact detail.
- Contact details such as the mobile number, office number, and e-mail Id of the associate.

## Saving Contacts on your Smartphone

The Smart+Connected PS mobile application allows you to save the contacts available within your enterprise to your smartphone.

You can save a contact to your smartphone, perform the following steps:

**Step 1** Login in to the Smart+Connected PS mobile application.

**Step 2** Tap **People**.

**Step 3** In the Search field, enter any one of the following options:

- part of or full username
- part of or full first name
- part of or full last name
- complete first name and second name



**Note** To search for a contact, you must enter minimum three characters.

**Step 4** Tap **Search**.

A list of contact(s) appear.

**Step 5** Alternatively, tap the **Favorites** tab to view the listed favorite contacts.

**Step 6** Tap the contact for which you want to view details.

The user details screen displays the contact details.

**Step 7** Tap **Add to Contacts** to add the contact details to the existing list of phone contacts.

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**Step 8** Tap **Back** to navigate to the previous screen.

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## Marking Favorites - Contacts

To mark a contact as a favorite, perform the following steps:

**Step 1** Login in to the Smart+Connected PS mobile application.

The Smart+Connected home screen appears.

**Step 2** In the Search field, enter any one of the following options:

- part of or full username
- part of or full first name
- part of or full last name
- complete first name and second name



**Note** To search for a contact, you must enter minimum three characters.

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**Step 3** Tap **Search**.

A list of contact(s) appear.

**Step 4** Tap the contact for which you want to view details.

The user details screen displays the contact details.

**Step 5** Tap the star icon against the contact to add the contact to the list of favorites.



**Note** If you unmark a contact as a favorite, it is instantaneously removed from the list of favorites.

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**Step 6** Tap **Back** to navigate to the previous screen.

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## Initiating a Phone Call

To initiate a phone call, perform the following steps:

**Step 1** Login in to the Smart+Connected PS mobile application.

The Smart+Connected home screen appears.

**Step 2** Tap **People**.

**Step 3** In the Search field, enter any one of the following options:

- part of or full username
- part of or full first name

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- part of or full last name
- complete first name and second name



**Note** To search for a contact, you must enter minimum three characters.

- Step 4** Tap **Search**.  
A list of contact(s) appear.
- Step 5** Alternatively, tap the **Favorites** tab to view the listed favorite contacts.
- Step 6** Tap the contact for which you want to view details.  
The user details screen displays the contact details.
- Step 7** Tap the appropriate telephone number to initiate a telephonic conversation.
- Step 8** (Optional) Tap **Back** to navigate to the previous screen.

## Sending a Text Message

To send a text message to a contact, perform the following steps:

- Step 1** Login in to the Smart+Connected PS mobile application.
- Step 2** Tap **People**.
- Step 3** In the Search field, enter any one of the following options:
- part of or full username
  - part of or full first name
  - part of or full last name
  - complete first name and second name



**Note** To search for a contact, you must enter minimum three characters.

- Step 4** Tap **Search**.  
A list of contact(s) appear.
- Step 5** Alternatively, tap the **Favorites** tab to view the listed favorite contacts.
- Step 6** Tap the contact to whom you want to send a text message.  
The user details screen displays the contact details.
- Step 7** Tap **Text Message** to create and send the text message.
- Step 8** (Optional) Tap **Back** to navigate to the previous screen.

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## Sending an E-mail

To send an e-mail to a contact, perform the following steps:

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**Step 1** Login in to the Smart+Connected PS mobile application.

**Step 2** Tap **People**.

**Step 3** In the Search field, enter any one of the following options:

- part of or full username
- part of or full first name
- part of or full last name
- complete first name and second name



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**Note** To search for a contact, you must enter minimum three characters.

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**Step 4** Tap **Search**.

A list of contact(s) appear.

**Step 5** Alternatively, tap the **Favorites** tab to view the listed favorite contacts.

**Step 6** Tap the contact to whom you want to send an e-mail.

The user details screen displays the contact details.

**Step 7** Tap **Email** to create and send the text message.

**Step 8** (Optional) Tap **Back** to navigate to the previous screen.

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