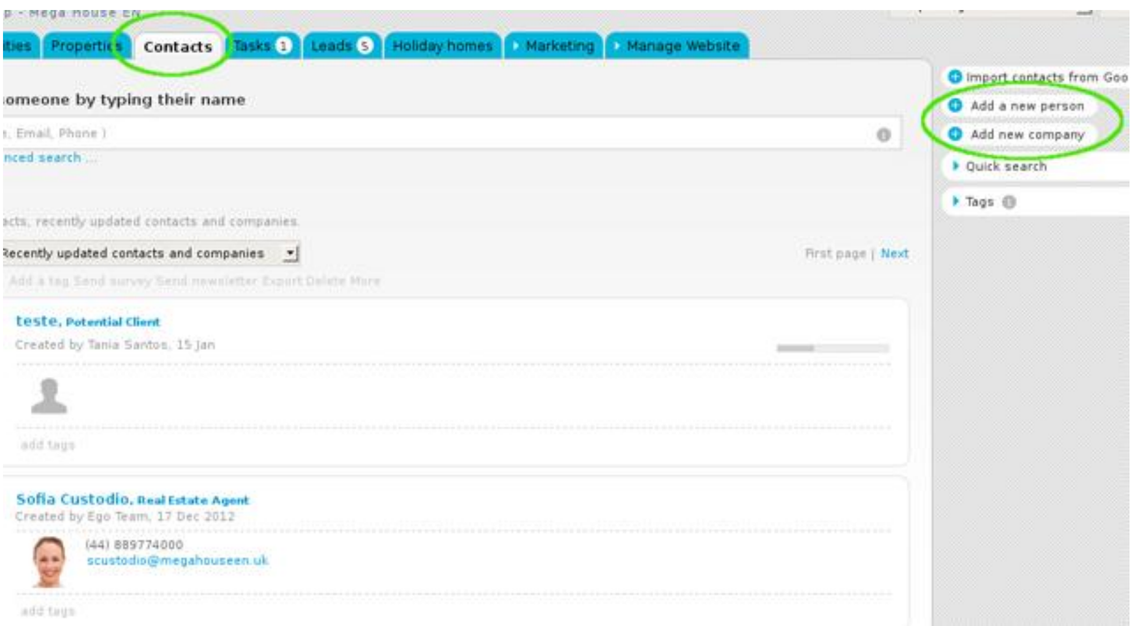
How to manually add Contacts

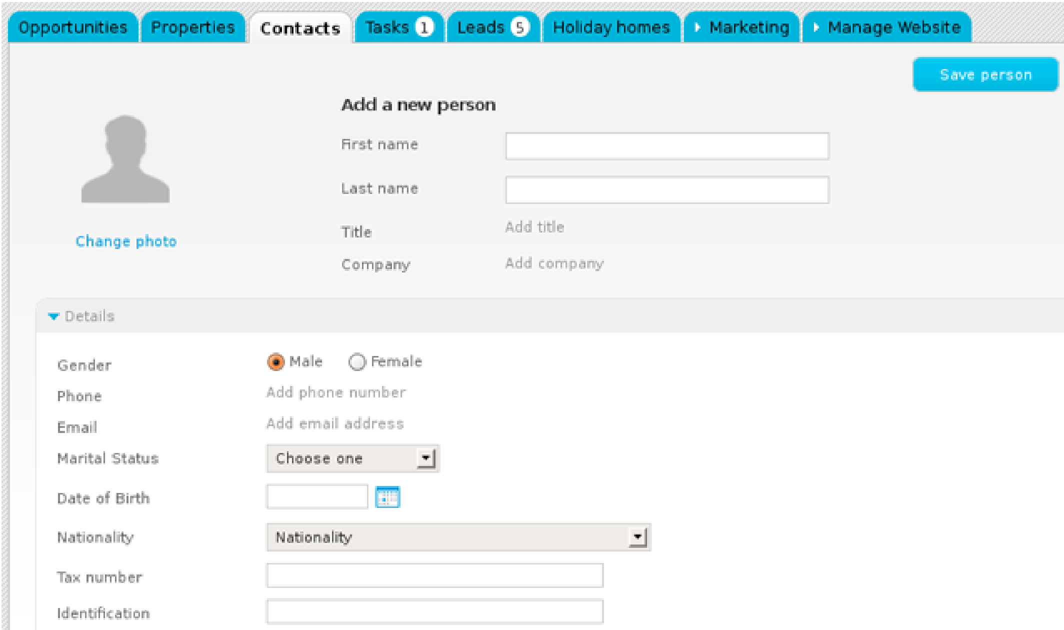
Contacts are basically a record of an individual or company. Contacts can be a lead, a customer, a partner, a staff member, etc.
Contacts can be added in one of two ways: manually or from leads.

To manually add a contact, take the following steps:

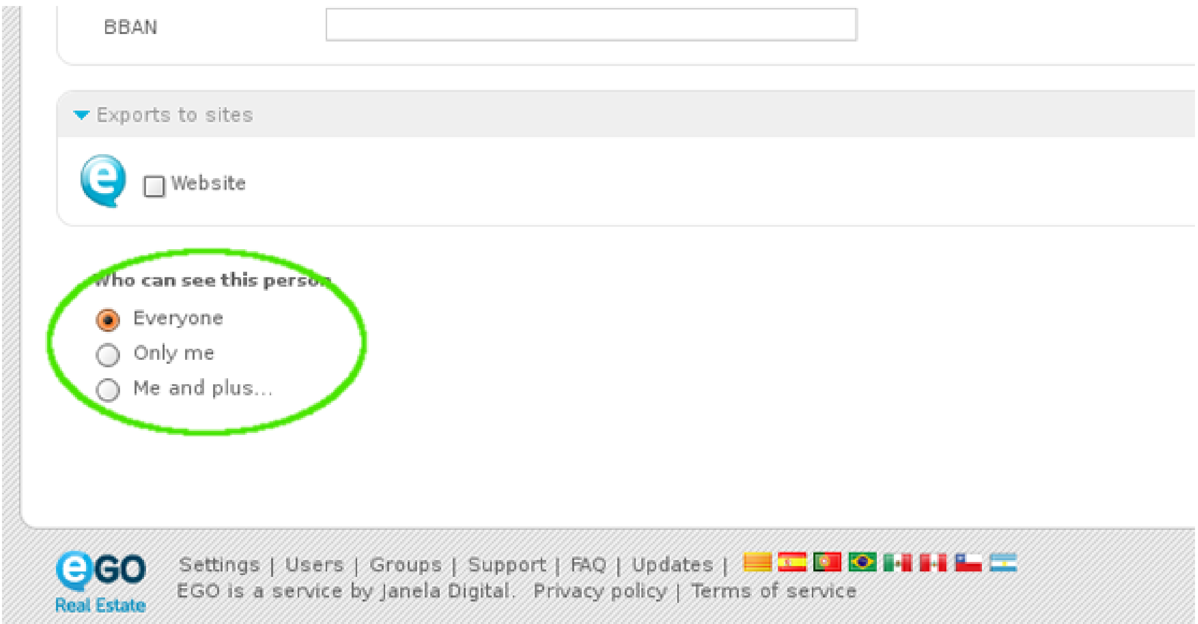
1. Click the '**Contacs**' tab. Then on the right sidebar, click '**Add new person**' or '**Add new company**';



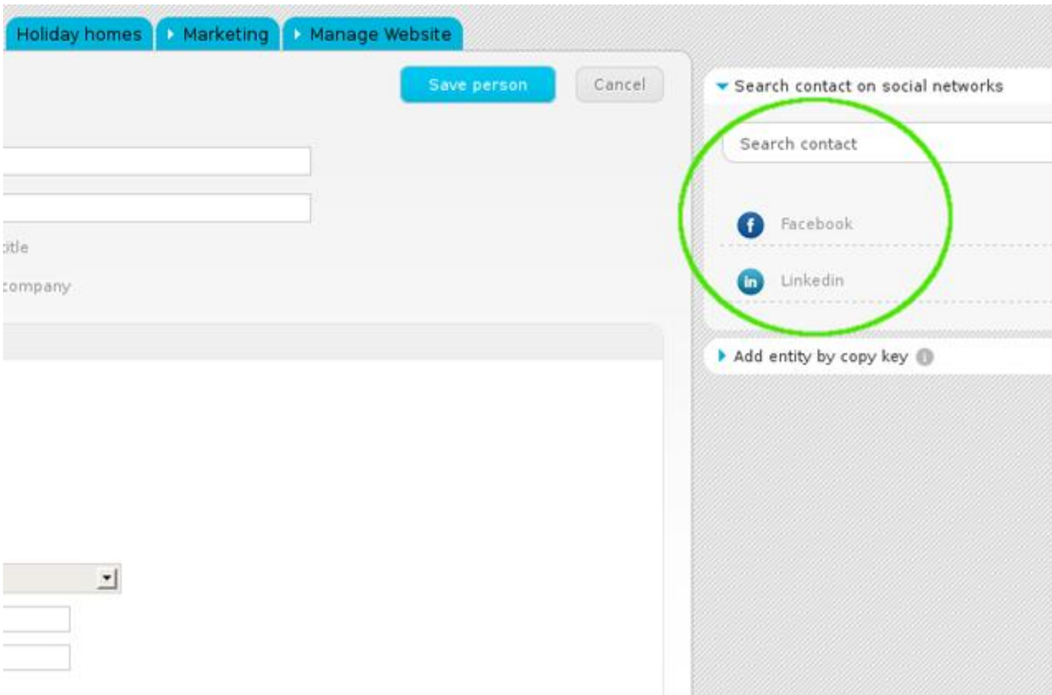
2. Complete the new contact form with all information details (first and last name, phone, email, date of birth, etc.);



3. Set permissions for who can see this contact;



4. Another option available is '**Search contact on social networks**' (For a detailed explanation, see 'View profile on Social Media');



5. Finally, click the '**Save**' button.

6. After completing these steps, the application manager is redirected to the form of the contact recently added. Other actions can be done to fully complete each contact, such as:

- Add notes, files and/or tags;
- Send surveys, add tasks, view properties associated;
- View notifications created and received, etc.