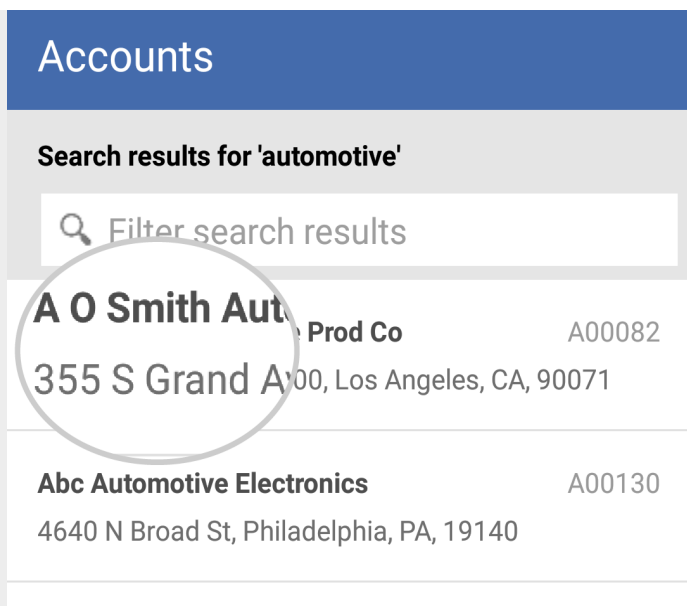
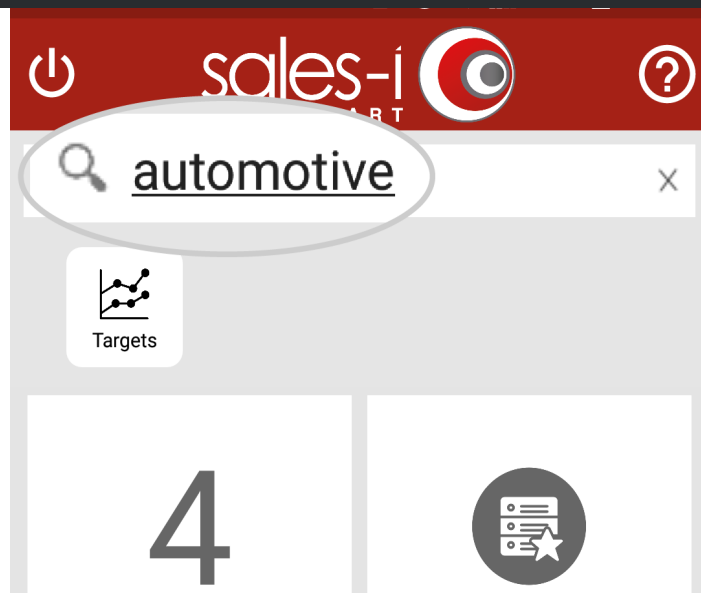


# HOW TO IMPORT CONTACTS INTO YOUR SALES-I APP FROM YOUR ANDROID DEVICE

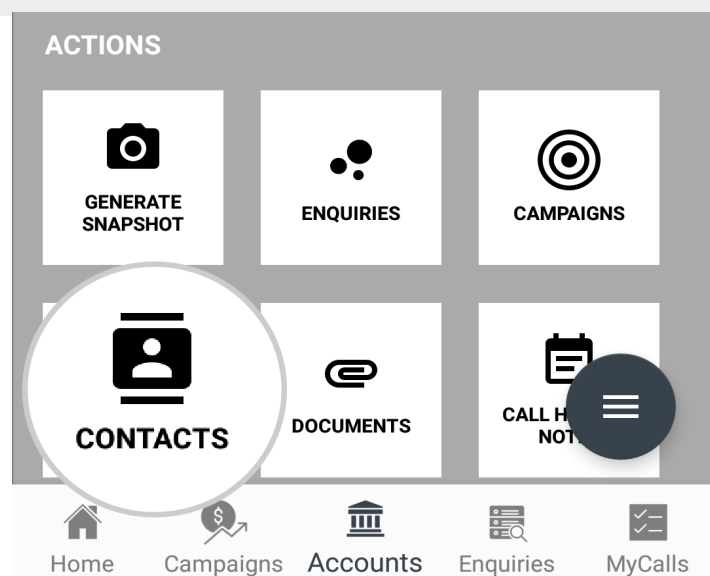
This guide will explain how to import your saved contact details from your device's Contacts directly to the sales-i app. Information such as a contact's name, phone, email & address can be copied across - this will save valuable time so you can focus on selling.

**01** From the sales-i home screen, use the **Quick Search bar** to search for the account you would like to add a contact to.

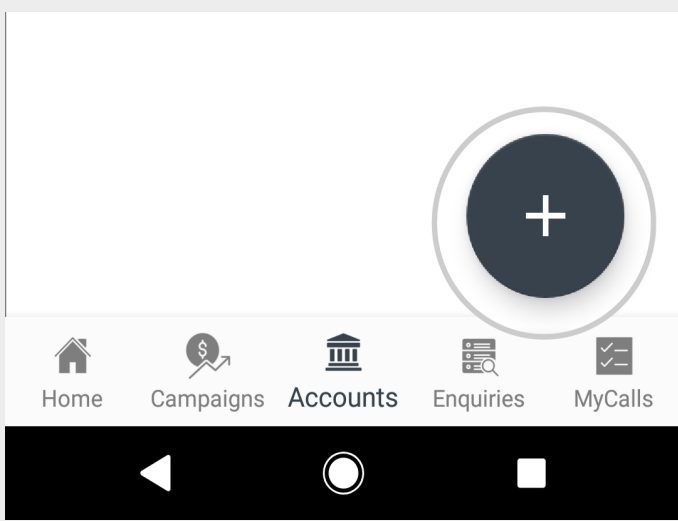


**02** Select the desired Account from the results list.

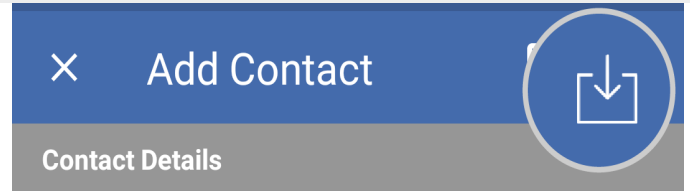
**03** Scroll down to the **ACTIONS** section and tap **CONTACTS**.



**04** Tap the **+ symbol** in the bottom right hand corner of your screen



**05** To import a contact, tap the **Import icon** in the top right hand corner.



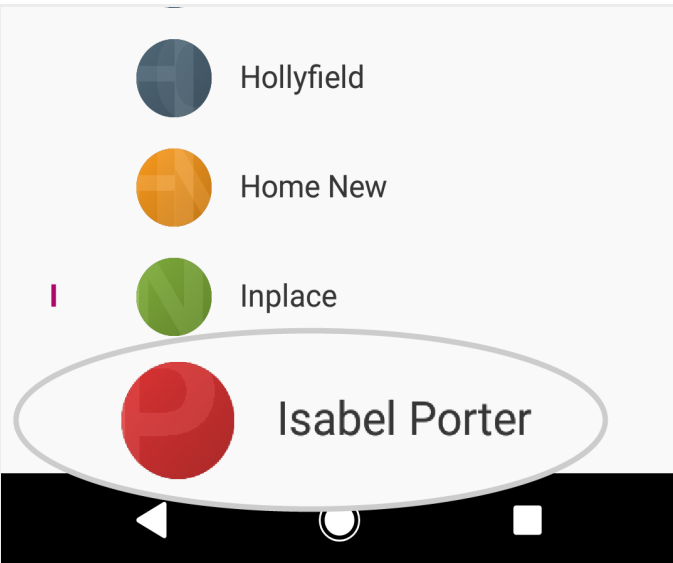
First Name\*

Last Name\*

Position

**06** Next, tap on the contact you would like to import from your device's Contacts.

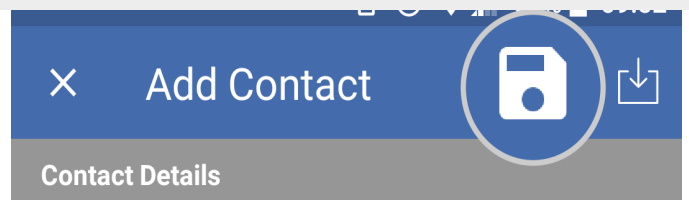
**Please Note:** You will need to allow sales-i to access your contacts.



**07** You will now see the details being added against the contact's name.

You can add and amend information as required.

Once ready, tap the **Save icon** in the top right hand corner.



Isabel

Porter

CEO