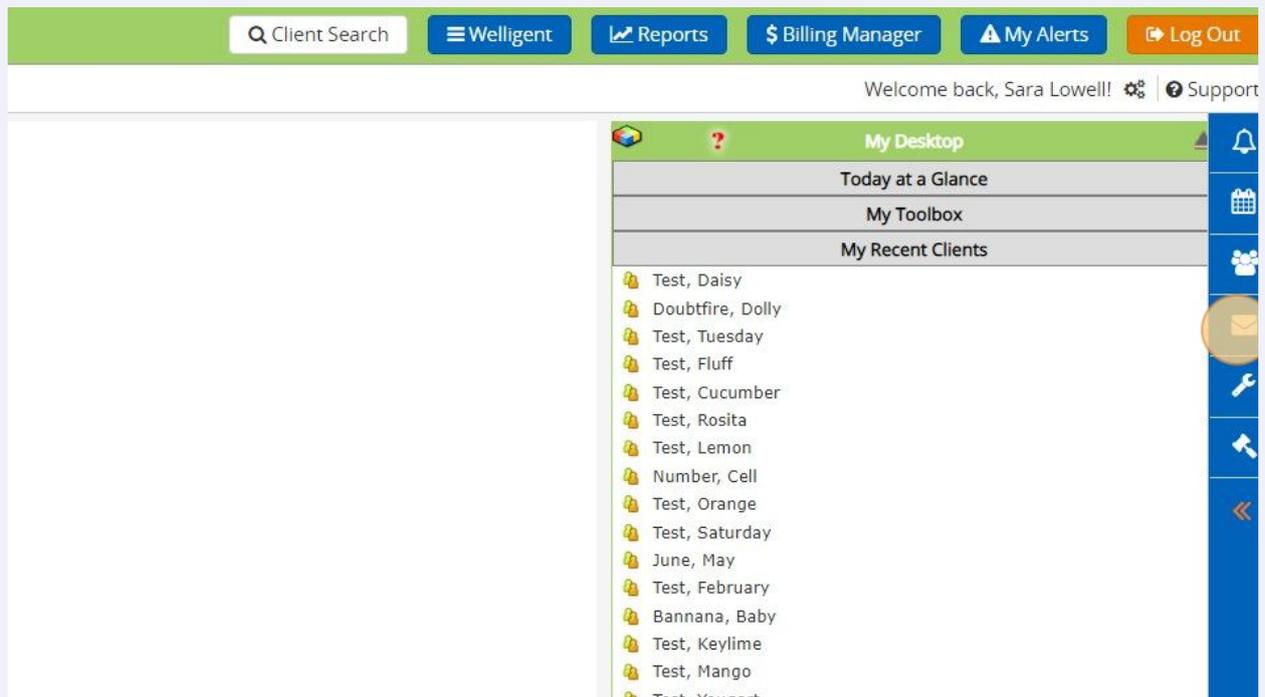


# Contact Manager - Entering a New Contact

1 Click on Communications Center (envelope icon)



## 2 Click "Contacts"

The screenshot shows a software interface with a top navigation bar containing a search box labeled 'Client Search' and buttons for 'Welligent', 'Reports', 'Billing Manager', 'My Alerts', and 'Log Out'. Below the navigation bar, a welcome message reads 'Welcome back, Sara Lowell!' followed by a gear icon and 'Support'. The main content area is divided into two panes. The left pane displays a list of test items, each with a yellow tag icon and a name: 'Test, Daisy', 'Doubtfire, Dolly', 'Test, Tuesday', 'Test, Fluff', 'Test, Cucumber', 'Test, Rosita', 'Test, Lemon', 'Number, Cell', 'Test, Orange', 'Test, Saturday', 'June, May', 'Test, February', 'Bannana, Baby', 'Test, Keylime', 'Test, Mango', and 'Test, Youqart'. The right pane is titled 'Communications Center' and contains a list of menu items: 'Mailbox', 'Announcements', 'Downloads', 'Accounts', and 'Contacts'. The 'Contacts' item is highlighted with a blue circle. A vertical toolbar on the far right contains various icons including a calendar, a group of people, an envelope, a wrench, a hand cursor, and a double arrow.

## 3 Click "New" to add a new contact

The screenshot shows the same software interface as above. The top navigation bar and welcome message are identical. The main content area now displays a table with two columns: 'Organization' and 'NPI'. The table contains the following data:

Organization	NPI
Providence Center	--
Pediatrics of RI	--
Providence Center	--
Friday Pediatrics	--
South County Pediatrics	--
Ortho	--
..	--

Below the table, there is a search bar with the text 'Search' and a 'New' button highlighted with a blue circle. The vertical toolbar on the right remains the same.

#### 4 Enter Contact information

New Outside Provider

Contact Details - New

Details

Contact Details:	
Title:	Mr. <input type="text"/>
First Name:	<input type="text"/>
Middle Initial:	<input type="text"/>
Last Name:	<input type="text"/> *
Suffix:	<input type="text"/>
Contact Type:	<input type="text"/> <input type="text"/>
Contact Status:	Active <input type="text"/>

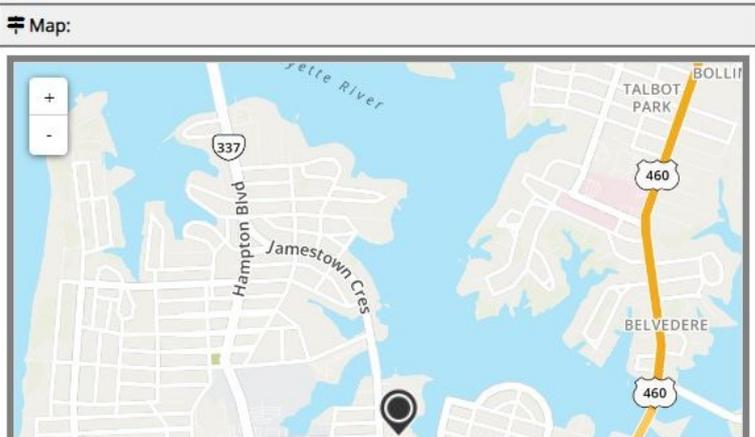
#### 5 Click 'Save' to save the contact into Contact Manager

Client Search Welligent Reports Billing Manager My Alerts

Save Print Send Email Close

Attachments

Map:



6 Click 'Close'

