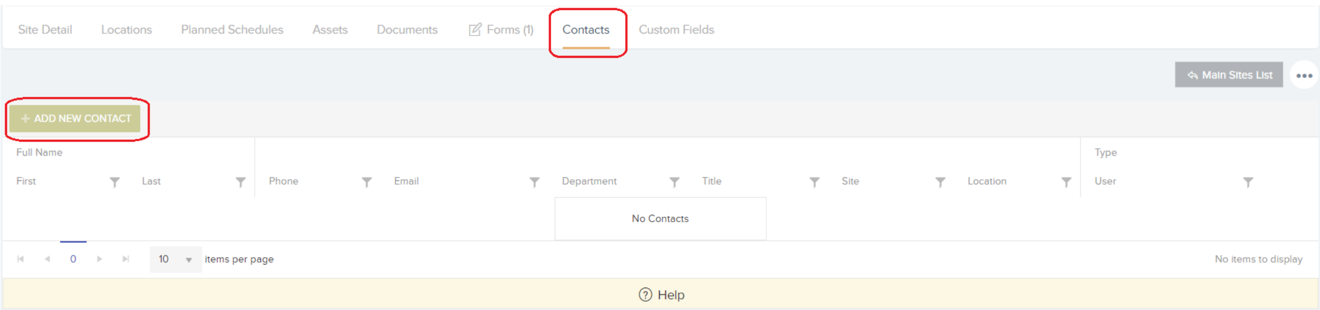
Site Contacts

The *Site Contacts* list displays the contact information for each site.

The grid can be arranged by site, contact name, individual contact information, or user type. The grid can also be exported as an excel sheet from the top-right of the page as shown below:

Selecting a Site from this list will take you to the *Site Details* page. From here you can select the *Contacts* tab in order to view, add, or edit contact information:

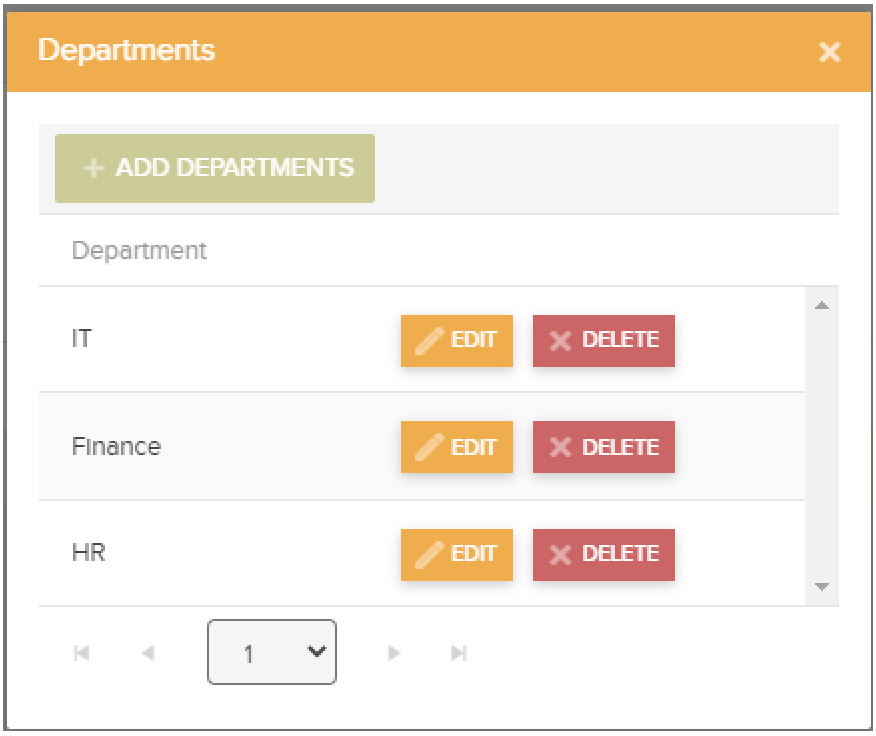
Selecting the *Add New Contact* button at the top-left of the *Contacts* grid will create a new row for you to populate with details for your new Contact:



The *Main Sites List* button will return you to the *Sites* list view. Next to this button are three dots which, when selected, will display additional options:

- **Excel Export** – This allows you to export the contact list to an Excel sheet
- **Departments** – This will display a pop-up showing a list of available Departments to help categorise site

contacts. You can add, edit, or delete departments from this pop-up:



- **Titles** – This will display a pop-up showing a list of available Titles to help categorise site contacts. You can add, edit, or delete titles from this pop-up: