

Air4media Pilot v10 BETA
ACME Creative Agency OWNER
ACME Creative Agency
Laurent P Groult

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## Contacts

Import CSV
+ New Contact

1023  
Total Contacts

139  
New Leads

609  
Newsletter

0  
Portal Access

675  
Customers

	Name	Email	Phone	Tags	Added	Actions
<input type="checkbox"/>	<span style="background-color: #a0a0ff; border-radius: 50%; padding: 2px;">BA</span> Benjamin Adams <small>NovaPay Solutions</small>	benjamin.adams302@novapaysolutions.com	📞 (930) 555-7223	press los-angeles	8/15/2024	<span>✉</span> <span>📞</span> <span>🗑</span>
<input type="checkbox"/>	<span style="background-color: #a0a0ff; border-radius: 50%; padding: 2px;">CA</span> Carol Adams <small>Beacon Marketing</small>	carol.adams138@beaconmarketing.com	📞 (897) 555-7483	partner los-angeles	11/10/2025	<span>✉</span> <span>📞</span> <span>🗑</span>
<input type="checkbox"/>	<span style="background-color: #a0a0ff; border-radius: 50%; padding: 2px;">CA</span> Cynthia Adams <small>Atlas Ventures</small>	cynthia.adams749@atlasventures.com	📞 (269) 555-9293	press enterprise	8/6/2024	<span>✉</span> <span>📞</span> <span>🗑</span>
<input type="checkbox"/>	<span style="background-color: #a0a0ff; border-radius: 50%; padding: 2px;">DA</span> Donna Adams <small>Prism Media</small>	donna.adams550@prismmedia.com	📞 (943) 555-2417	press enterprise	9/13/2024	<span>✉</span> <span>📞</span> <span>🗑</span>
<input type="checkbox"/>	<span style="background-color: #a0a0ff; border-radius: 50%; padding: 2px;">DA</span> Dorothy Adams <small>Polaris Labs</small>	dorothy.adams400@polarislabs.com	📞 (670) 555-7334	partner startup	11/5/2024	<span>✉</span> <span>📞</span> <span>🗑</span>
<input type="checkbox"/>	<span style="background-color: #a0a0ff; border-radius: 50%; padding: 2px;">EA</span> Emily Adams <small>Onyx Studios</small>	emily.adams95@onyxstudios.com	📞 (623) 555-9486	prospect tech	10/2/2024	<span>✉</span> <span>📞</span> <span>🗑</span>
<input type="checkbox"/>	<span style="background-color: #a0a0ff; border-radius: 50%; padding: 2px;">GA</span> Gregory Adams <small>Meridian Analytics</small>	gregory.adams89@meridiananalytics.com	📞 (577) 555-5566	partner startup	4/29/2025	<span>✉</span> <span>📞</span> <span>🗑</span>
<input type="checkbox"/>	<span style="background-color: #a0a0ff; border-radius: 50%; padding: 2px;">GA</span> Gregory Adams <small>Catalyst Brands</small>	gregory.adams776@catalystbrands.com	📞 (556) 555-3253	press enterprise	10/2/2024	<span>✉</span> <span>🗑</span> <span style="background-color: #f0f0f0; border-radius: 50%; padding: 2px;">💬</span>
<input type="checkbox"/>	<span style="background-color: #a0a0ff; border-radius: 50%; padding: 2px;">JA</span> Jason Adams <small>Atlas Ventures</small>	jason.adams860@atlasventures.com	📞 (894) 555-7928	client startup	12/2/2025	<span>✉</span> <span>📞</span> <span>🗑</span>
<input type="checkbox"/>	<span style="background-color: #a0a0ff; border-radius: 50%; padding: 2px;">MA</span> Mark Adams <small>Forge Tech</small>	mark.adams778@forgetech.com	📞 (711) 555-8852	press tech	6/3/2024	<span>✉</span> <span>📞</span> <span>🗑</span>
<input type="checkbox"/>	<span style="background-color: #a0a0ff; border-radius: 50%; padding: 2px;">MA</span> Matthew Adams <small>Redwood Digital</small>	matthew.adams973@redwooddigital.com	📞 (266) 555-7229	press startup	2/4/2026	<span>✉</span> <span>📞</span> <span>🗑</span>
<input type="checkbox"/>	<span style="background-color: #a0a0ff; border-radius: 50%; padding: 2px;">NA</span> Nancy Adams <small>Prism Media</small>	nancy.adams958@prismmedia.com	📞 (961) 555-3900	client startup	6/22/2024	<span>✉</span> <span>📞</span> <span>🗑</span>
<input type="checkbox"/>	<span style="background-color: #a0a0ff; border-radius: 50%; padding: 2px;">PA</span> Patrick Adams <small>Cedar Studios</small>	patrick.adams598@cedarstudios.com	📞 (937) 555-2600	press enterprise	8/16/2024	<span>✉</span> <span>📞</span> <span>🗑</span>
<input type="checkbox"/>	<span style="background-color: #a0a0ff; border-radius: 50%; padding: 2px;">PA</span> Paul Adams <small>Summit Consulting</small>	paul.adams909@summitconsulting.com	📞 (761) 555-5686	prospect enterprise	12/6/2025	<span>✉</span> <span>📞</span> <span>🗑</span>
<input type="checkbox"/>	<span style="background-color: #a0a0ff; border-radius: 50%; padding: 2px;">SA</span> Stephanie Adams <small>Vanguard Systems</small>	stephanie.adams23@vanguardsystems.com	📞 (839) 555-2262	press startup	11/27/2025	<span>✉</span> <span>📞</span> <span>🗑</span>
<input type="checkbox"/>	<span style="background-color: #a0a0ff; border-radius: 50%; padding: 2px;">SA</span> Stephanie Adams <small>Meridian Analytics</small>	stephanie.adams226@meridiananalytics.com	📞 (863) 555-6332	prospect startup	7/23/2024	<span>✉</span> <span>📞</span> <span>🗑</span>
<input type="checkbox"/>	<span style="background-color: #a0a0ff; border-radius: 50%; padding: 2px;">AA</span> Amanda Allen <small>Redwood Digital</small>	amanda.allen59@redwooddigital.com	📞 (400) 555-7562	partner creative	5/3/2025	<span>✉</span> <span>📞</span> <span>🗑</span>
<input type="checkbox"/>	<span style="background-color: #a0a0ff; border-radius: 50%; padding: 2px;">AA</span> Anthony Allen <small>Beacon Marketing</small>	anthony.allen698@beaconmarketing.com	📞 (828) 555-9643	client los-angeles	9/15/2025	<span>✉</span> <span>📞</span> <span>🗑</span>
<input type="checkbox"/>	<span style="background-color: #a0a0ff; border-radius: 50%; padding: 2px;">LA</span> Laura Allen <small>Ironclad Systems</small>	laura.allen710@ironcladsystems.com	📞 (703) 555-5718	partner startup	2/19/2026	<span>✉</span> <span>📞</span> <span>🗑</span>
<input type="checkbox"/>	<span style="background-color: #a0a0ff; border-radius: 50%; padding: 2px;">LA</span> Lisa Allen <small>Azure Creative</small>	lisa.allen327@azurecreative.com	📞 (297) 555-6587	prospect enterprise	11/12/2025	<span>✉</span> <span>📞</span> <span>🗑</span>

Showing 1 to 20 of 1023 entries

Previous
1
2
3
...
52
Next

# Contacts

Manage your CRM contact list — add, edit, search, and organize the people and businesses you work with, all in one place.

## Key Features

- **Stats Dashboard:** Five live counters at the top show Total Contacts, New Leads, Newsletter subscribers, Portal Access users, and Customers — click any card to instantly filter the list to that segment
- **Contact List:** View all contacts in a sortable, paginated table (20 per page) showing name with avatar initials, email, phone/mobile, tags, and date added
- **Search:** Find contacts instantly by name, email, company, or notes
- **Tags:** Organize contacts with custom tags and filter the list by tag (the dropdown shows how many contacts have each tag)
- **Add & Edit:** Create or update contacts using a slide-out form
- **Bulk Delete:** Select multiple contacts and delete them all at once
- **Quick Email:** Click the email icon on any contact row to open a new message to that person
- **CSV Import:** Upload a spreadsheet to import contacts in bulk, with smart column auto-mapping

## How to Use

### Adding a Contact

1. Click **New Contact** in the top-right corner
2. Enter the contact's first and last name (required)
3. Fill in any additional details — email, mobile, phone, company, job title, address, city, state, ZIP, or notes
4. Add tags by typing a tag name and pressing **Enter**, or click any tag shown under "Popular tags"
5. Click **Save Contact**

### Editing a Contact

1. Find the contact in the list and click the **Edit** button on their row
2. Update any fields in the form

### 3. Click **Save Contact**

## Searching and Filtering

- Type in the search box to find contacts by name, email, company, or notes
- Use the **Tags** dropdown to filter to contacts with a specific tag
- Click any **stat card** at the top to filter by that segment (e.g. click **New Leads** to see only ACME Creative Agency's leads) — click it again to clear
- Click any column header to sort the list

## Deleting Contacts

- To delete one contact, click the **Delete** button on their row and confirm
- To delete multiple, check the boxes next to each one, then choose **Delete Selected**

## Importing from CSV

1. Click **Import CSV** and drag & drop your file onto the upload area, or click **Browse Files**
2. Review the column mapping — the system auto-detects common column names
3. Optionally enable **Update existing contacts** to merge data for contacts already in the system (matched by email)
4. Optionally assign default tags to apply to all imported contacts
5. Click **Import Contacts** — a summary shows how many were imported, updated, skipped, or had errors

## Tips

- Stat cards are perfect for quick segments — click **Customers** to see just your customers, click again to go back to the full list
- Tags are great for segmenting your list by status (e.g. "lead", "client"), campaign, or source — your top 10 most-used tags appear automatically as suggestions when adding or editing a contact
- Contacts are shared across your company — all team members see and manage the same list
- The email icon only appears on contacts that have an email address on file
- CSV imports recognize common column name variations automatically (e.g. `telephone`, `organisation`, `postcode`, `full_name`, `department`) — no need to rename your columns before importing
- When importing, use the **Update existing contacts** option to keep your data in sync rather

than creating duplicates