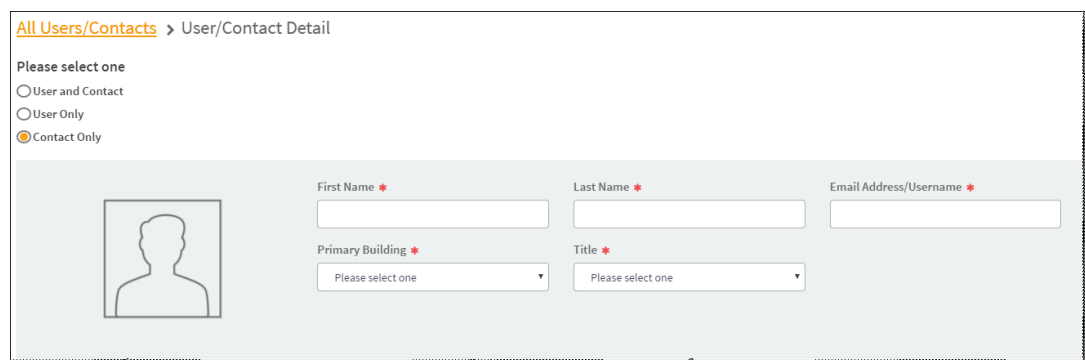


Drill Manager

Add Contact Only

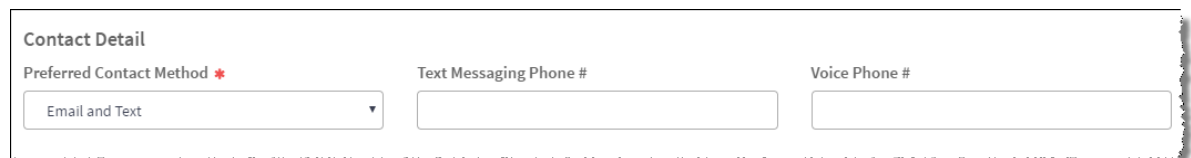
Perform the following steps to add only a contact to the Raptor system:

1. In the navigation menu, select **Admin > Users/Contacts**.
2. On the **All Users/Contacts** tab, click **Add User/Contact**.
3. Select the **Contact Only** option.



The screenshot shows the 'User/Contact Detail' form. At the top, there is a breadcrumb trail: 'All Users/Contacts > User/Contact Detail'. Below this, there is a section titled 'Please select one' with three radio button options: 'User and Contact', 'User Only', and 'Contact Only'. The 'Contact Only' option is selected. Below the radio buttons, there is a form with several fields: a profile picture placeholder, 'First Name *', 'Last Name *', 'Email Address/Username *', 'Primary Building *', and 'Title *'. Each of these fields has a red asterisk indicating it is required. The 'Primary Building' and 'Title' fields are dropdown menus with 'Please select one' as the current selection.

4. On the **User/Contact Detail** workspace, enter the following user information in the fields (all fields are required):
 - **First Name** – Enter the user's first name.
 - **Last Name** – Enter the user's last name.
 - **Email Address/User Name*** – Enter the user's email address. This becomes their user name when logging in to Raptor.
 - **Primary Building*** -- Select the user's primary building from the drop-down list.
 - **Title*** – Select the user's title from the drop-down list.
5. In the **Contact Detail** area, specify the following information:



The screenshot shows the 'Contact Detail' form. It has three fields: 'Preferred Contact Method *', 'Text Messaging Phone #', and 'Voice Phone #'. The 'Preferred Contact Method *' field is a dropdown menu with 'Email and Text' selected. The 'Text Messaging Phone #' and 'Voice Phone #' fields are text input boxes.

- **Preferred Contact Method*** -- Select how the user wants to be contacted from the drop-down list.

- **Text Messaging Phone** – Enter the phone number to send text message notifications.
 - **Voice Phone** – Enter the phone number to send a voice notification.
6. Click **Save**.