AWAREMANAGER

Contact Groups allow you to link several Contact records together. Once these groups are created, you can utilize them as a reference for locating important information such as telephone, organization and email addresses.

Creating Contact Groups will also give you the ability to send correspondence (letters and emails) to all of the contacts within a group.

You can create Contact Groups by manually adding a new record to the Contact Groups capsule or from within the Contacts capsule. Bring up the list of contacts you want to group and go to **Operations→Create Contact Group**.

Contact Group

| Code: | FIREWARDEN | 100BE | | | | ☐ Inactive |

Alias: alias

Description: 100 Beacon: Fire Wardens as of 2009.02.01

Contact	Name	Organization	Phone	Email	Notes
ALLEN.JIM	Jim Allen	STADIUM	617-977-6455	jallen@stadiumpar...	
BARLEY.BILL	Bill Barley	MAPKBRWNG	617-544-1234	billbarley@masspi...	
BLACK.ELIVRA	Elvira Black	SALEMCOST	617-978-7034	elvirablack@sale...	
BUFF.DWIGHT	Dwight B. Buff	MUSCLES	617-533-4957	d.buff@musclesr...	
FISK.CARL	Carl Fisk	PESKYSPOLES	617-398-2990	cfisk@peskyspol...	
COPPER.PETE	Pete Copper	PETESPIPES	617-420-0645	pete.copper@pet...	

Hint: Use the chooser field to select a contact to add to the Contact Group.

Notes:

- You can move a contact line within the list while in New or Change mode. Click once on the line you want to move so it is highlighted, then right-click and choose the option that best fits your need to move the line. Remember these changes will not be saved until you click the save button.

- To remove a line from the list, click on it once to highlight it. Right-click and choose the **Delete Line** option from the menu. Remember to click the blue save button.

| Insert Line |
| Add Line |
| Move Line To Top |
| Move Line Up |
| Move Line Down |
| Move Line To Bottom |
| Delete Line |
| Remove Empty Lines |

Contact Group Operations

There are several operations to make creating and maintaining your contact groups simple and efficient. These Contact Group Operations are found under the Operations buttons.

Note: Contacts in different Divisions may not occupy the same contact list, unless the user has global access.
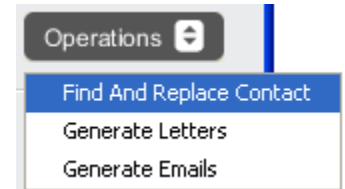
Find and Replace Contact

The 'Find and Replace Contact' feature allows you to replace a **Contact** with a new or different Contact throughout the entire **Contact Group** file. This is a helpful tool to use when new employees are replacing past employees, you can replace their name with the old contact to be sure the right person remains in the Contact Group.

AwareManager will make the substitutions and will let you know when the operation has completed.

Generate Letters

This operation will create a letter for a Contact Group

Generate Emails

This operation will create an email for a Contact Group

Please see AwareManager's Quick References for full instructions on using the Generate Letters and Generate Emails features.