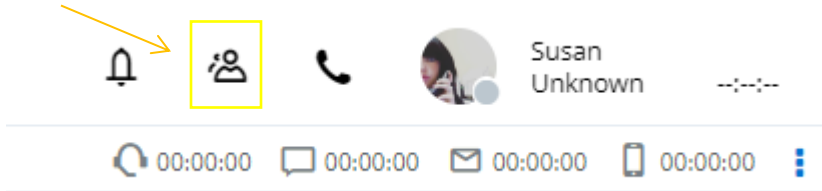
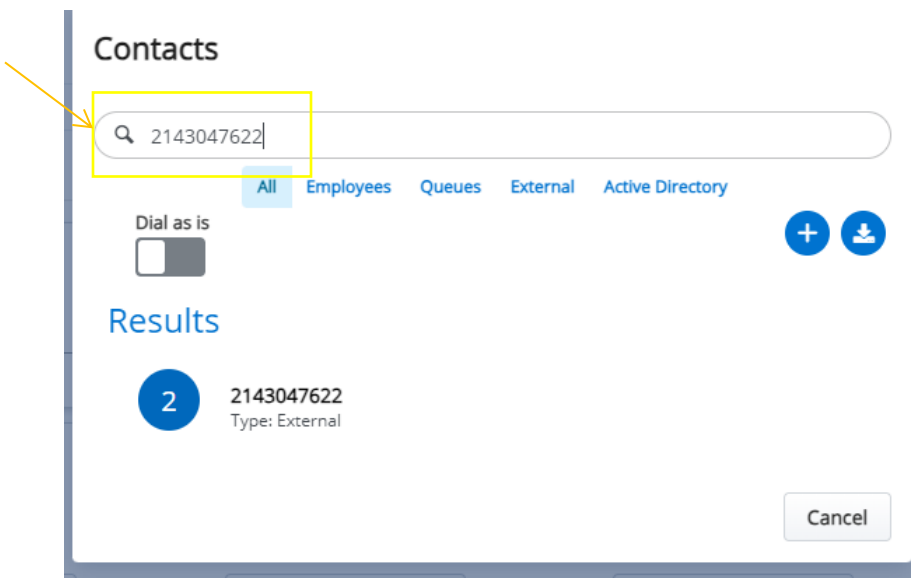


Editing / Adding Contact to Ignite

1. Click on the Contacts Button in the Upper Right Corner of your Ignite Client



2. In the Contact Screen, search for the Name or Phone Number of the Call you would like to Edit.



3. Select the Name or Phone Number you would like to Edit by Clicking on it
4. When the Contact is Open, Click Edit Contact

Contacts

2143047622

All Employees Queues External Active Directory

Dial as is

Contact Details

< Back

Type: External

2143047622
Dialed as: 812143047622

Cases

Edit Contact

Merge

5. When the Contact Card is Open, you can edit the Name and Add Additional Details (if available)

Edit Contact

Details History

Name*
Name

Email
Email

Phone
2143047622

Extension
Extension

Mobile Phone
Mobile Phone

Cancel Update

Edit Contact

Details History

Name*
Executive Image Llc

Email
executiveimagellc@gmail.com

Phone
2143047622

Extension
2001

Mobile Phone
Mobile Phone

Cancel Update