

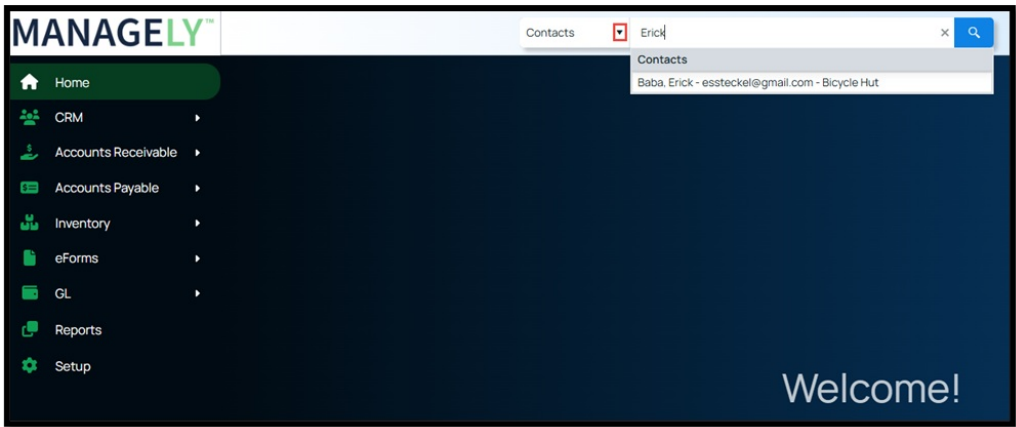
Multiple ways of looking up a contact (Managely)

11/18/2024 8:47 am EST

In Managely a contact can be looked up in multiple ways.

There are multiple ways of looking up contact in Managely by the name or customer.

1. Switch the search criteria from the top drop-down from Customers to Contacts (then type the contact's name or the customer's name in the search area and push the Enter key or click the magnifying glass icon):



2. Access the contact from the customer's account by accessing the Contacts tab (on the customer's account):

