

## How to Use Contact Lookup

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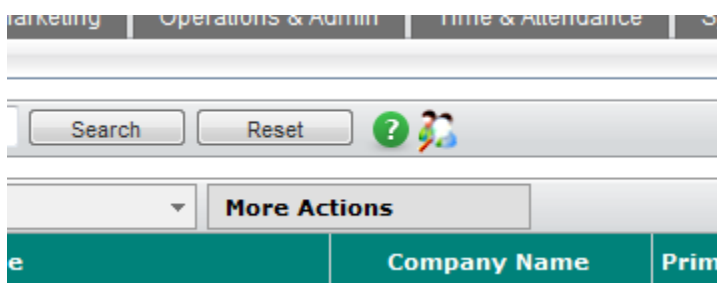
### Contact Lookup

Contact Lookup is a new feature of Contact Management module that allows the user to quickly search the list. The feature has optimized performance which can search huge number of contacts in a snap. It includes powerful filter capability using the type and search functionality.

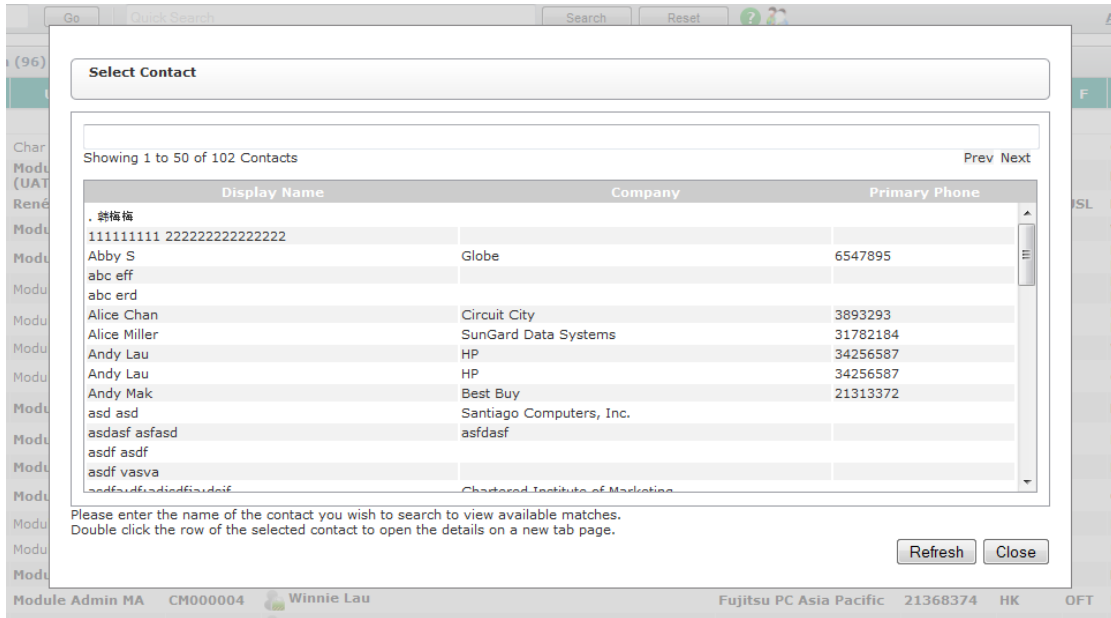
Contact lookup searches only basic fields which are Display Name, Company and Primary Phone. For a more refined and specific field search, user can use the Advanced Search feature.

### Search through Contact Lookup

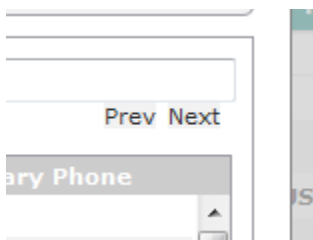
1. Click the Contact Lookup icon located in the basic search of Contact Management summary page.



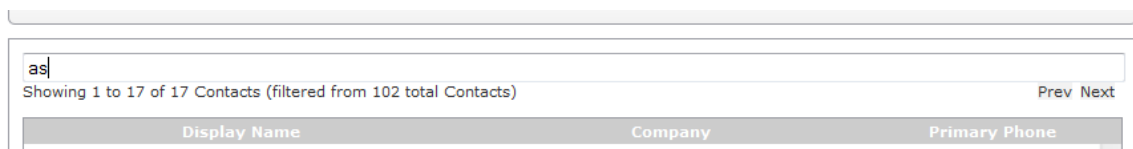
2. A modal page will pop up showing Display Name, Company and Primary Phone fields in columns.

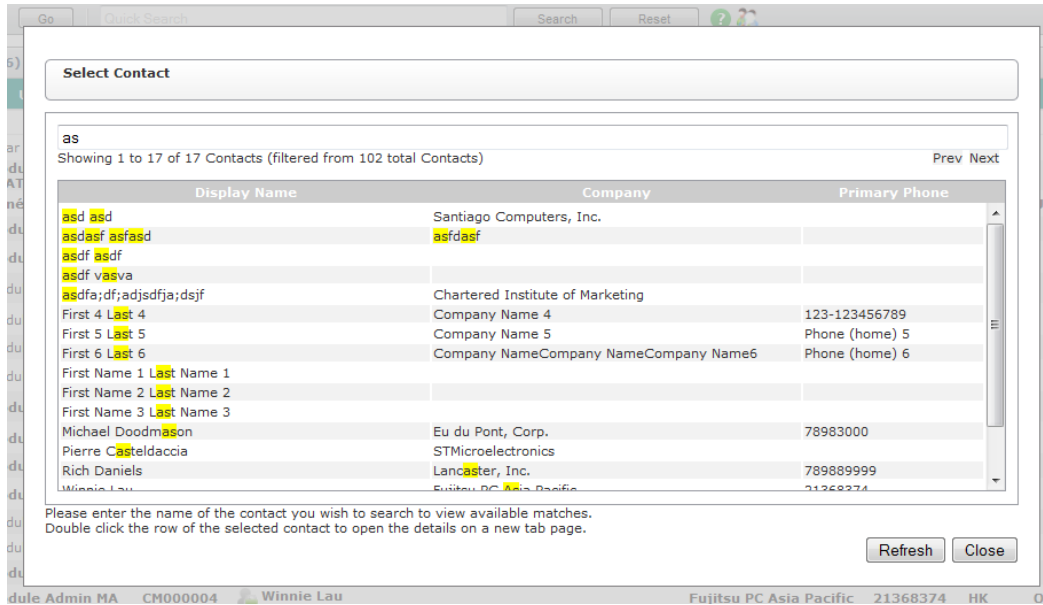


- List displays 50 contacts by default. User can use the “Prev” or “Next” button to see other pages.

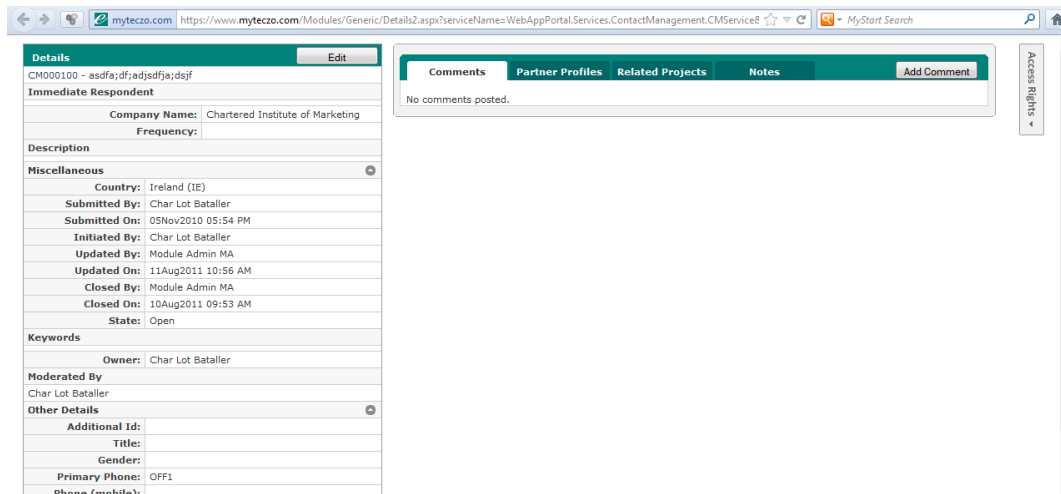


- To filter the list, user can type and search characters in the above search box.



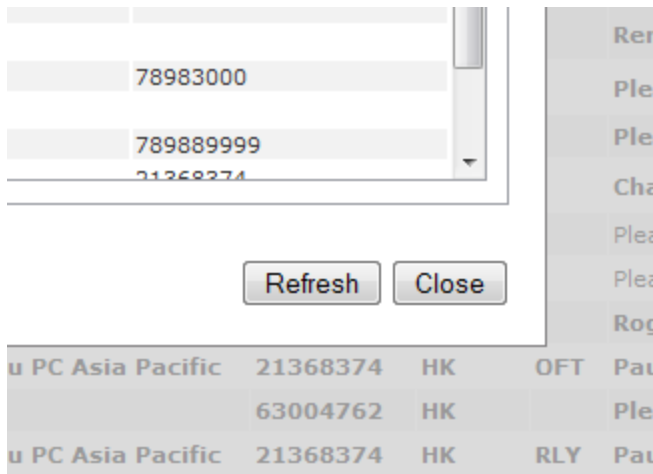


5. Double click the contact row to open the details page in new tab.



6. The page can be refreshed so that newly added contacts will be included. Simply click the Refresh button located in the lower part of the page.

# Teczo Features Quick Guide



7. Click Close to exit and go back to summary page.