

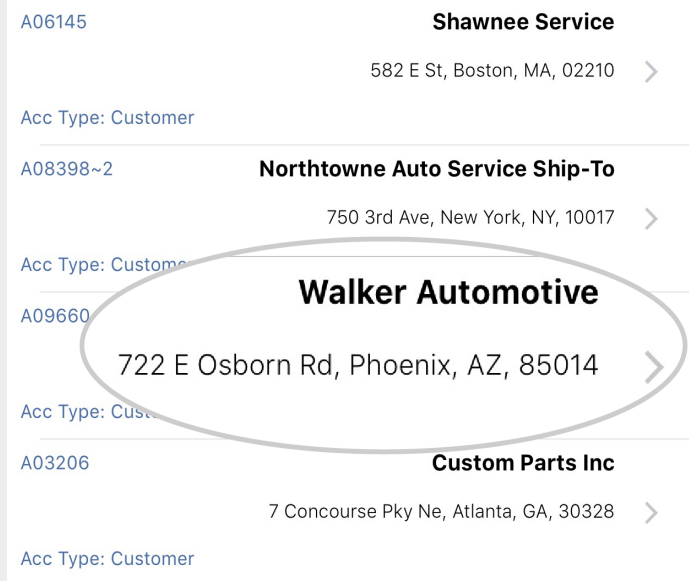
HOW TO IMPORT CONTACTS INTO YOUR SALES-I APP FROM YOUR APPLE DEVICE

This guide will explain how to import your saved contact details from your device's Contacts directly to the sales-i app. Information such as a contact's name, phone, email & address can be copied across - this will save valuable time so you can focus on selling.

01 From the sales-i home screen, use the **Quick Search bar** to search for the account you would like to add a contact to.

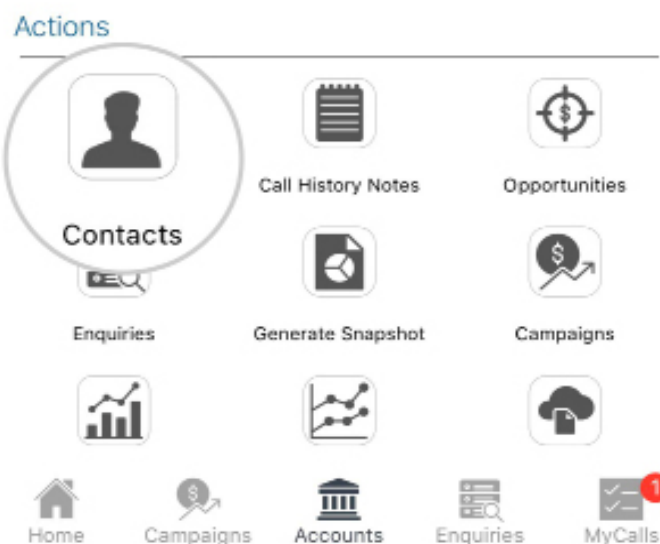


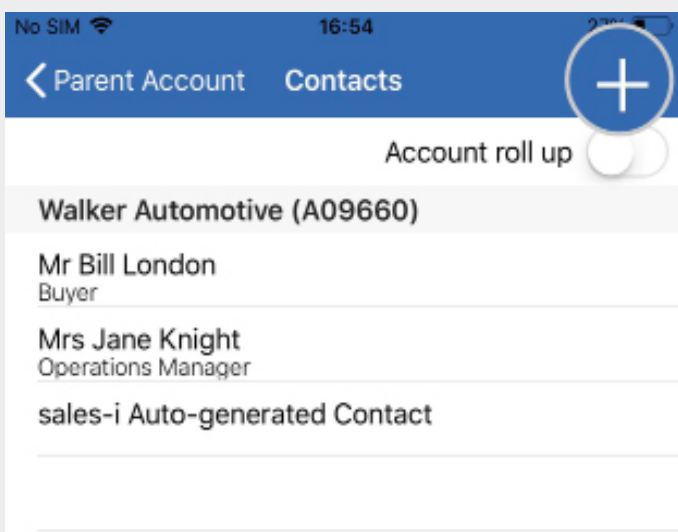
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02 Select the desired Account from the results list.

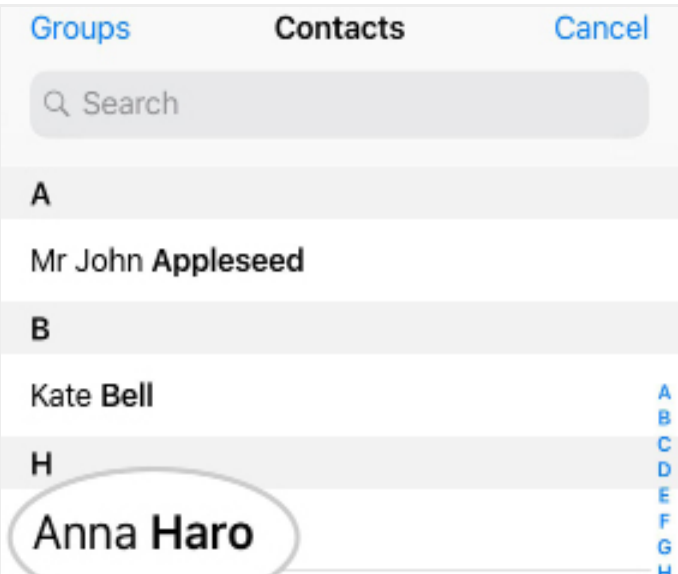
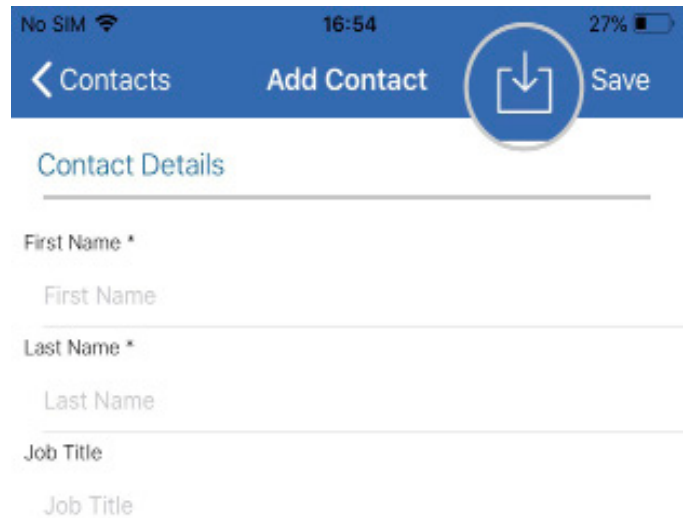
03 Scroll down to the **Actions** section and tap **Contacts**.





04 Tap the **+** symbol in the top right hand corner of your screen

05 To import a contact, tap the **Import icon** in the top right hand corner.



06 Next, tap on the contact you would like to import from your device's Contacts.

Please Note: You will need to allow sales-i to access your contacts.

07 You will now see the details being added against the contact's name.

You can add and amend information as required.

Once ready, tap **Save** in the top right hand corner.

