

Add Contact Only

Perform the following steps to add only a contact to the Raptor system:

1. In the navigation menu, select **Admin > Users/Contacts**.
2. On the **All Users/Contacts** tab, click **Add User/Contact**.
3. Select the **Contact Only** option.

The screenshot shows the 'All Users/Contacts > User/Contact Detail' page. At the top, there are three radio button options: 'User and Contact', 'User Only', and 'Contact Only' (which is selected). Below these are several input fields: a profile picture placeholder, 'First Name *', 'Last Name *', 'Email Address/Username *', 'Primary Building *' (a dropdown menu), and 'Title *' (a dropdown menu).

4. On the **User/Contact Detail** workspace, enter the following user information in the fields (all fields are required):
 - **First Name** – Enter the user's first name.
 - **Last Name** – Enter the user's last name.
 - **Email Address/User Name*** – Enter the user's email address. This becomes their user name when logging in to Raptor.
 - **Primary Building*** -- Select the user's primary building from the drop-down list.
 - **Title*** – Select the user's title from the drop-down list.
5. In the **Contact Detail** area, specify the following information:

The screenshot shows the 'Contact Detail' section of the form. It includes a 'Preferred Contact Method *' dropdown menu with 'Email and Text' selected, a 'Text Messaging Phone #' text input field, and a 'Voice Phone #' text input field.

- **Preferred Contact Method*** -- Select how the user wants to be contacted from the drop-down list.
 - **Text Messaging Phone** – Enter the phone number to send text message notifications.
 - **Voice Phone** – Enter the phone number to send a voice notification.
6. Click **Save**.