

# Managing Your Phonebooks

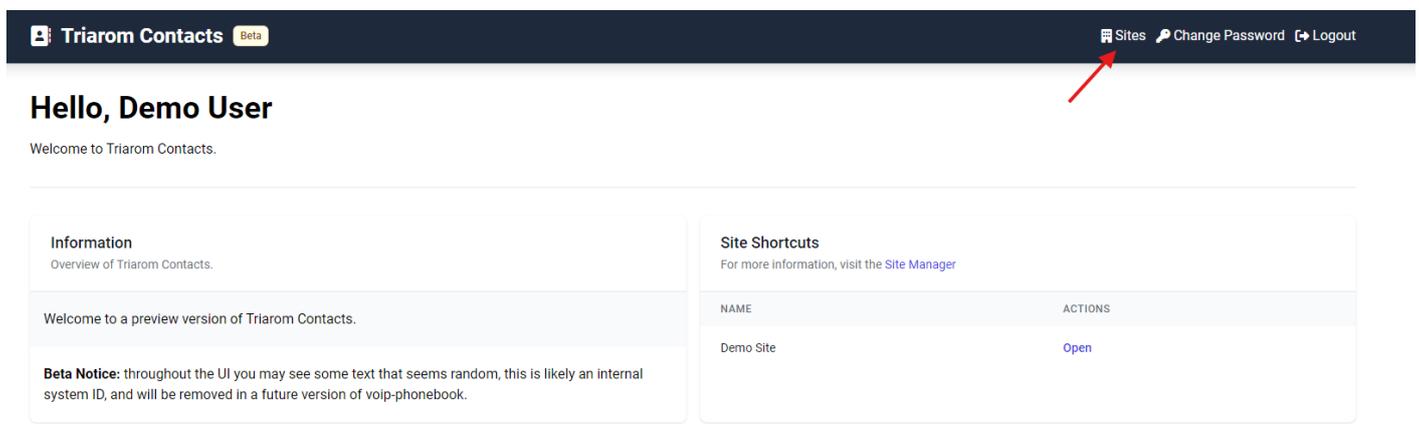
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# Access Your Phonebook

To begin, login to Triarom Contacts. Instructions for this can be found at [Introduction to Triarom... | Triarom Knowledge Base](#)

## Access Your Site

You'll be taken to the home page, at the top, select "Sites"



**Triarom Contacts** Beta

Sites Change Password Logout

### Hello, Demo User

Welcome to Triarom Contacts.

**Information**  
Overview of Triarom Contacts.

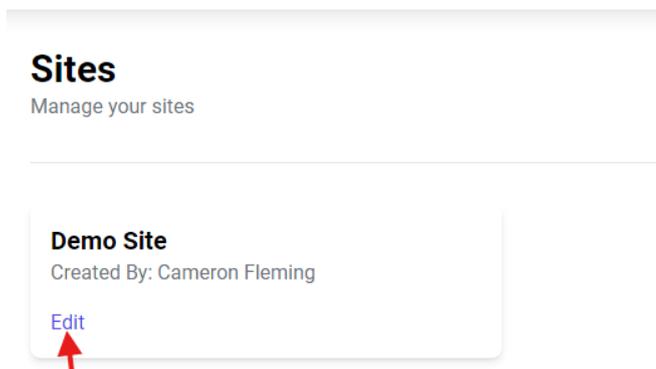
Welcome to a preview version of Triarom Contacts.

**Beta Notice:** throughout the UI you may see some text that seems random, this is likely an internal system ID, and will be removed in a future version of voip-phonebook.

**Site Shortcuts**  
For more information, visit the [Site Manager](#)

NAME	ACTIONS
Demo Site	<a href="#">Open</a>

You'll now see a list of your sites, select "Edit" on the site you wish to access.



## Sites

Manage your sites

**Demo Site**  
Created By: Cameron Fleming

[Edit](#)

Locate the phonebook you wish to access, and select **View/Edit**

[← Back to Site Management](#)

## Demo Site

**Phonebooks**  
Phonebooks for this site.

[New Phonebook](#)

NAME	CREATED AT	ACTIONS
Demo Phonebook 1	01/08/2024, 12:49:06	<a href="#">View/Edit</a>

You can now use this page to make changes to your phonebook records.

# View, Add, Update and Delete Phonebook Records

This guide covers adding, updating and removing records from your phonebook. You'll need to access the correct phonebook first, please see [Access Your Phonebook | Triarom Knowledge Base](#) for more information.

**NOTE: Phonebook fields are defined per-site.** Because of this, the fields you see in this document may not match the fields setup in your site. Triarom Engineering can help with adding or modifying fields in your phonebook.

## View your Current Records

Your list of phonebook records is shown at the top of the page.

The screenshot shows the Triarom Contacts interface. At the top, there is a navigation bar with "Triarom Contacts" and a "Beta" badge. On the right, there are links for "Sites", "Change Password", and "Logout". Below the navigation bar, there is a "Back to Site (Demo Site)" link. The main heading is "Demo Site / Demo Phonebook 1" with a sub-heading "Manage the Demo Phonebook 1 phonebook on Demo Site". The main content area is titled "Entries" and shows a table of phonebook entries. The table has columns for "NAME", "MOBILE", "HOME", and "ACTIONS". The first entry is "Cameron" with a mobile number "0712345678" and a home number "01539444639". Below the table, there are input fields for "Name", "Mobile", and "Home", and an "Add" button. A legend at the bottom indicates that "R" stands for "Required Field" and "S" stands for "System Field".

NAME	MOBILE	HOME	ACTIONS
GRDBPTFBWD <span>R</span> <span>S</span>	XD1RFHDFKJ	74BPOPGT-C	
Cameron	0712345678	01539444639	<a href="#">Edit</a> <a href="#">Delete</a>

[Add](#)

R - Required Field S - System Field

In the table, you'll see a list of fields, some of them may have extra information flags.

**R** **Required Field** - This flag indicates the field must be specified when creating a new entry.

**S** **System Field** - This flag indicates the field was created automatically by the phonebook software, and can't be modified.

# Add a new Record

To add a new record, scroll to the bottom of the records list, and fill in the boxes with the information for your new records, **you must specify any fields with the R flag**. However, you can leave non-required fields blank.

Demo Record	07693489167	Home	Add
R - Required Field   S - System Field			

In this demo, the "Name" is set to "Demo Record", a mobile number is defined, but the home number field is left blank. Click **Add**.

Demo Record	07693489167		Edit Delete
Name	Mobile	Home	Add

The record has now been added to the system, and will be available on your phone.

**NOTE:** You may need to refresh the directory listing on your phone, please see the guide for your phone model on how to do this.

# Update an Existing Record

To update an existing record, locate it in the list and select **Edit**.

NAME	MOBILE	HOME	ACTIONS
GRDBPTFBWD <b>R</b> <b>S</b>	XD1RFHDFKJ	74BPOPJT-C	
Cameron	0712345678	01539444639	Save

Text boxes will appear in the row, modify the record as necessary. Note that you must ensure all required fields are entered.

When you're done, click **Save**.

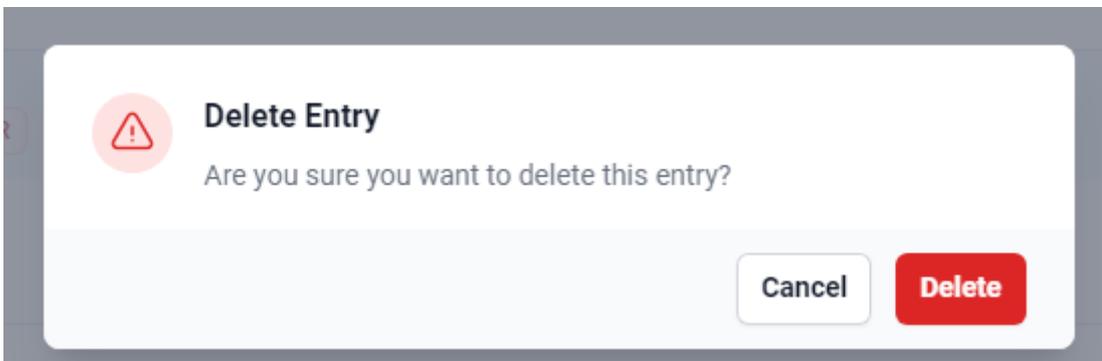
The record will be updated on your phones.

**NOTE:** You may need to refresh the directory listing on your phone, please see the guide for your phone model on how to do this.

## Delete a Phonebook Record

**NOTE:** Deleted records cannot be recovered.

To delete an existing record, locate it in the list and select **Delete**.



A confirmation box will appear, confirm you wish to delete the entry by selecting **Delete**.

The record will be removed, and will no-longer appear on your phones.

**NOTE:** You may need to refresh the directory listing on your phone for it to disappear from the screen, please see the guide for your phone model on how to do this.