

Managing Your Phonebooks

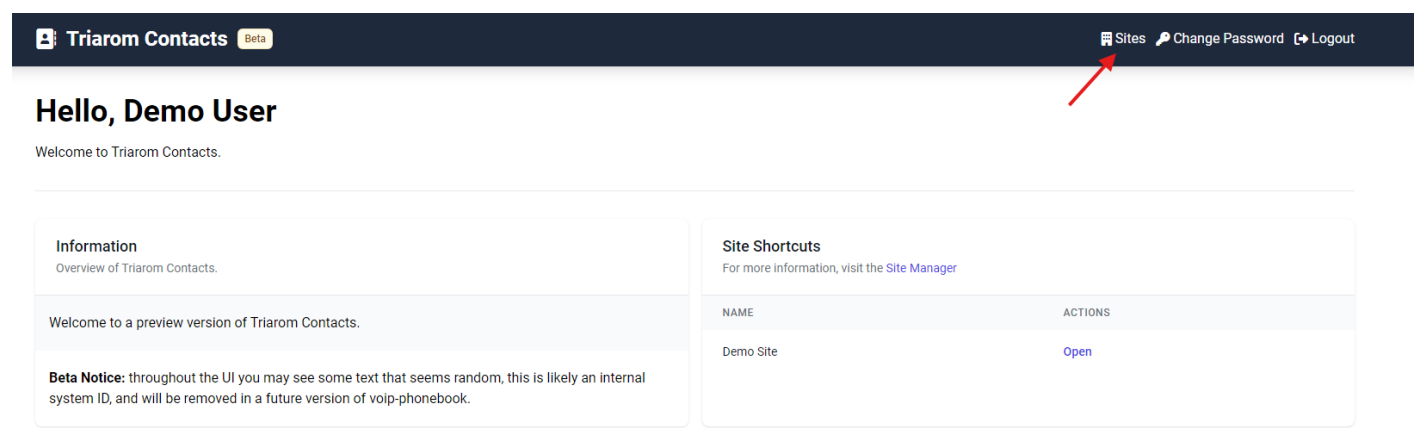
- [Access Your Phonebook](#)
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Access Your Phonebook

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.

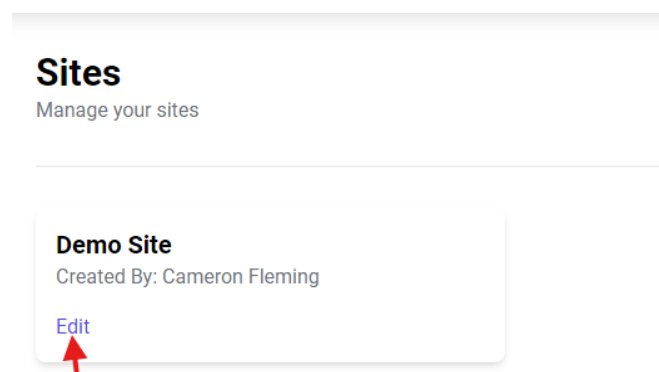
Beta Notice: throughout the UI you may see some text that seems random, this is likely an internal system ID, and will be removed in a future version of voip-phonebook.

Site Shortcuts

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

NAME	ACTIONS
Demo Site	Open

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	View/Edit

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.

 Triarom Contacts Beta

 Sites  Change Password  Logout

[← Back to Site \(Demo Site\)](#)

Demo Site / Demo Phonebook 1

Manage the Demo Phonebook 1 phonebook on Demo Site

Entries
Entries in this Phonebook.

NAME	MOBILE	HOME	ACTIONS
GRDBPTFBWD R S	XD1RFHDFKJ	74BPOPJT-C	
Cameron	0712345678	01539444639	Edit Delete
<input type="text" value="Name"/>	<input type="text" value="Mobile"/>	<input type="text" value="Home"/>	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.

<input type="text" value="Demo Record"/>	<input type="text" value="07693489167"/>	<input type="text" value="Home"/>	<input type="button" value="Add"/>
<div><div>R</div> - Required Field <div>S</div> - System Field</div>			

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	<div>Edit</div> <div>Delete</div>
<input type="text" value="Name"/>	<input type="text" value="Mobile"/>	<input type="text" value="Home"/>	<input type="button" value="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 <div>R</div> <div>S</div>	XD1RFHDFKJ	74BP0PGT-C	
<input type="text" value="Cameron"/>	<input type="text" value="0712345678"/>	<input type="text" value="01539444639"/>	<input type="button" value="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**.

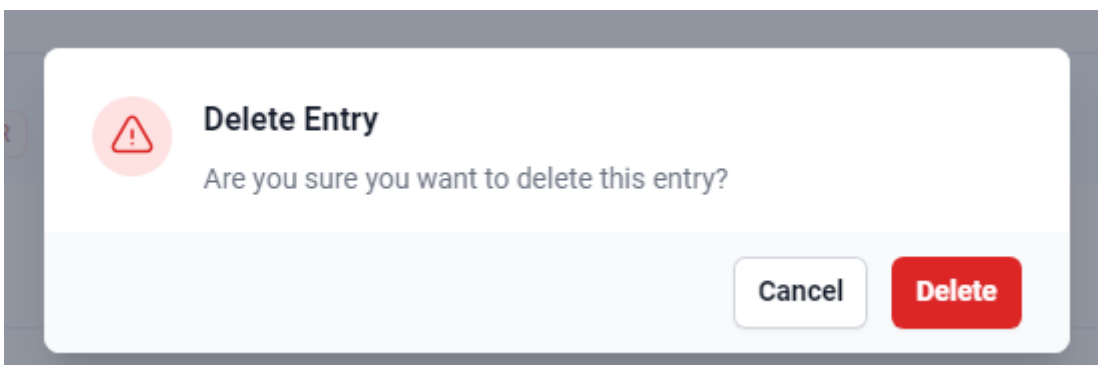
The record will be updated on your phones.

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.