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Editing Contacts & Distribution Lists on a Device's Address Book from the Devices tab [GPv3]

Lu Parente - 2015-11-10 - in How-To

The device **Address Book** is used to add **Contacts** and **Distribution Lists** to a device via the device specific **GeoPro Synchronization Tool**. The device **Address Book** is typically configured by the device user assuming they are provided access to the GeoPro web app. Administrators have the ability to configure this section on behalf of a device user however the Administrator also has the ability to configure the **Global Address Book** and **flag** specific **Contacts** and **Distribution Lists** to sync to the device from the **Options** menu.






For example, if your device users require a unique address book, an Administrator would configure each of the device's address books accordingly. If your device users all require the same address book, an Administrator can configure the Global Address Book and flag specific Contacts and Distribution Lists to sync to the device which will ultimately save the Administrator a significant amount of configuration.

1. To edit a **Contact** or **Distribution List** to the device Address Book, navigate to the **Devices** tab and select the desired device.

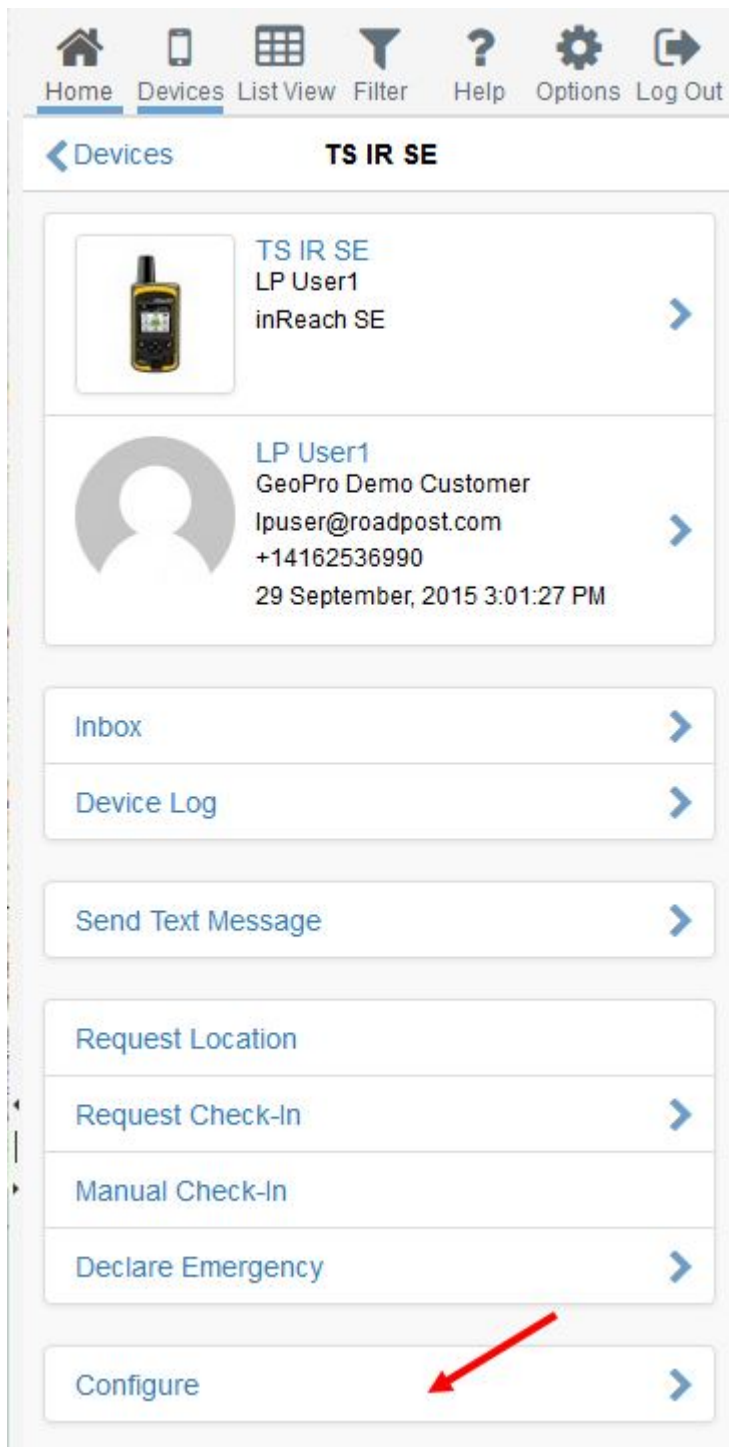
Home Devices List View Filter Help Options Log Out

Devices

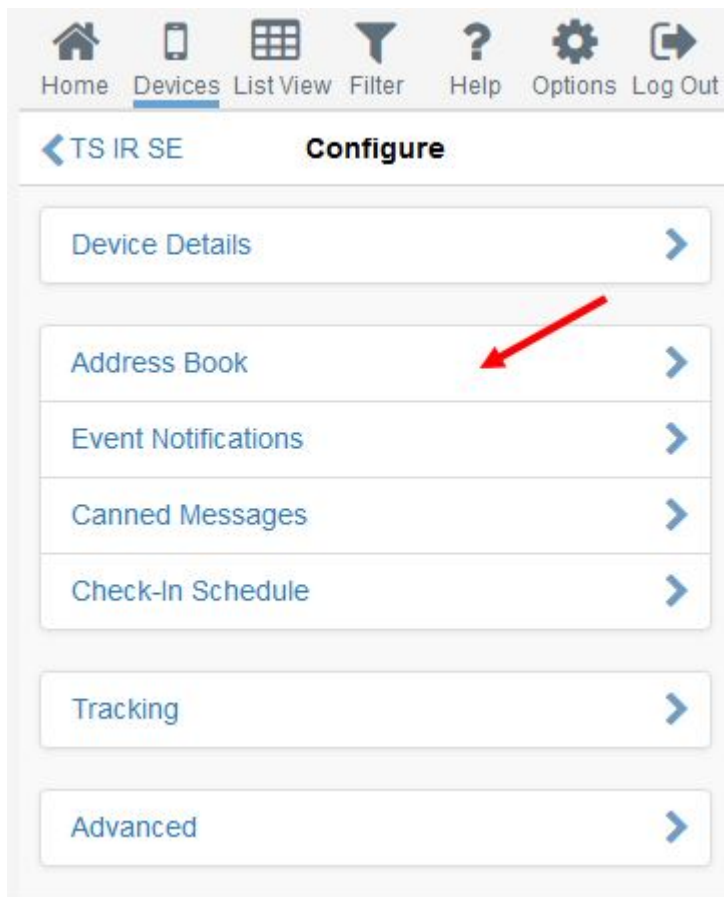
Search [] [A-Z]

-  **Lu's LW Android**
LP User1
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Lone Worker for iPhone
-  **Lu's Extreme**
LP LP
Iridium Extreme
-  **TS IR SE**
Lu Parente [USER]
inReach SE

2. The device page for the selected device will be displayed, select **Configure** from the list.

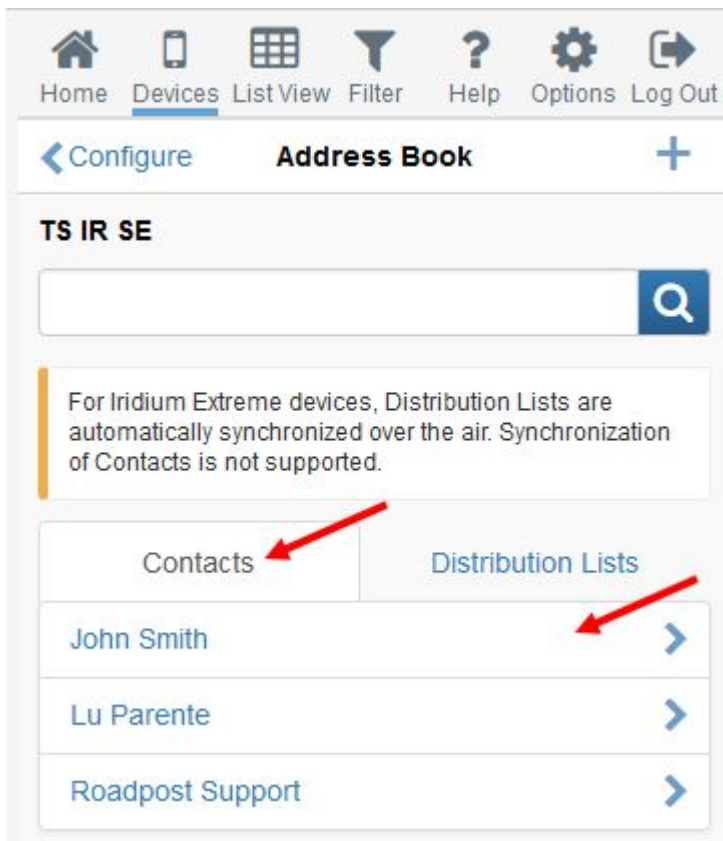


3. From the device configuration view page, select **Address Book** from the list.

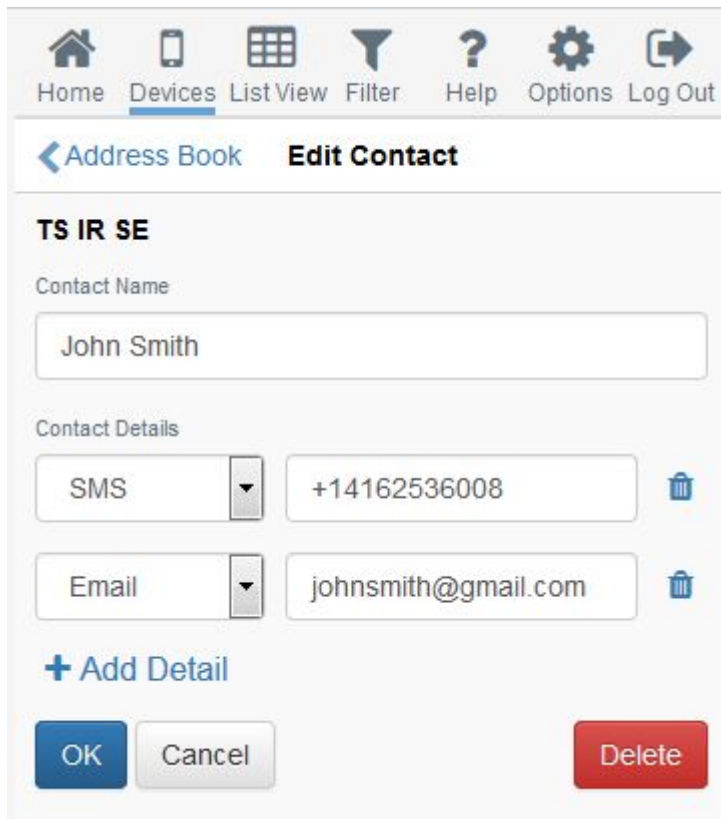


4. From the Address Book, you now have the ability to **add, edit,** and **delete** both **Contacts** and **Distribution Lists**.

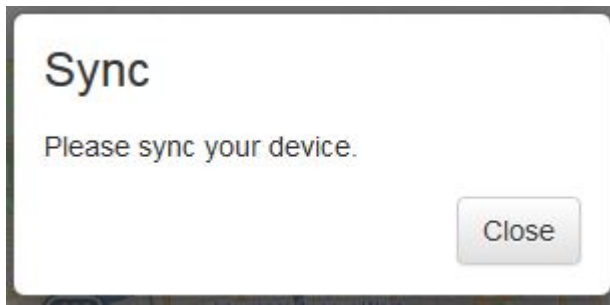
4a. To edit a contact, select the **Contacts** tab followed by the contact you wish to modify.



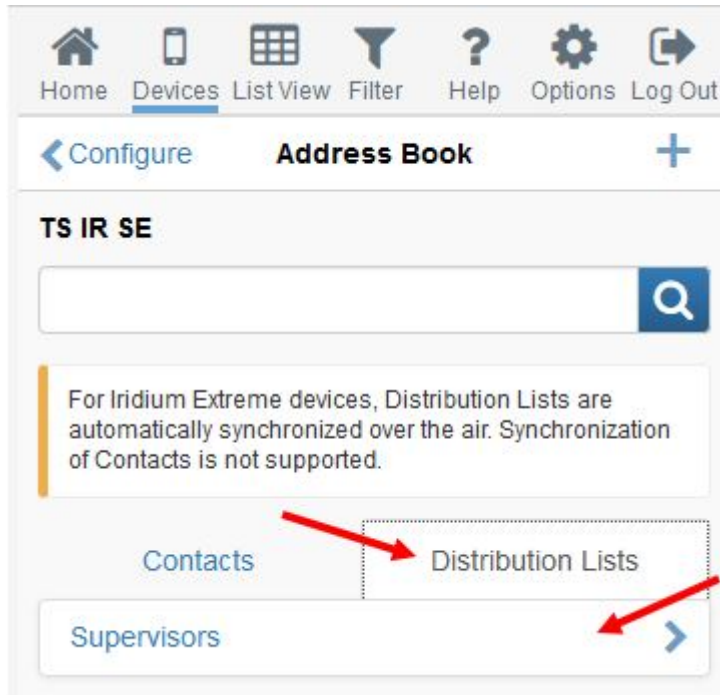
Modify the contact details for the selected contact and press **OK** to save your changes.



Next, you will be presented with a pop-up indicating "**Please sync your device**". Once you have finished managing your device's Address Book, **you must sync in order for the contact details to appear on the device.**



4b. To edit a distribution list, select the **Distribution Lists** tab followed by the distribution list you wish to modify.



Modify the contact details for the selected distribution list and press **OK** to save your changes.

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← Address Book **Add Distribution List**

TS IR SE

List Name

Supervisors

List Entries

Email	supervisor1@gmail.com	🗑️
Email	supervisor2@gmail.com	🗑️
Email	supervisor3@gmail.com	🗑️

+ Add Entry

OK Cancel

Next, you will be presented with a pop-up indicating "**Please sync your device**". Once you have finished managing your device's Address Book, **you must sync in order for the contact details to appear on the device.**

