

Overview

The Contacts page lets you look up the contact details of any user that uses the system.

Viewing contacts

Click **Contacts** in the top navigation. By default, the list shows the users in your own institution. Use the search bar to find a specific contact.



Government Smart Admin System

Home

E-Approval

E-Folder

Tasks

Reservations

Contacts

Schedule

PMS

Email

?

⛶

🔔

💬

AOS

Organization

AOS LTD

aos

My Groups

External emails

Department Members

75 / 246

reporting

reporting@aos.rw

autoreply

autoreply@aos.rw

peace.kaneza

peace.kaneza@aos.rw

Aaron nshimiyimana

aaron.nshimiyimana@aos.rw

crm

crm@aos.rw

Video Communication

vc@aos.rw

proof4

proof4@aos.rw

info

info@aos.rw

pms

pms@aos.rw

info

Staff

AOS

Scan QR Code

+ Add Contact

Send Email

CONTACT INFORMATION

Email Address

info@aos.rw

Phone Number

N/A

JOB PROFILE

Company / Organization

GSAS

Position / Job Title

Staff

Division / Department

aos

To view contacts from a different institution, select it from the institution dropdown.

GSAS Government Smart Admin System

Home E-Approval E-Folder Tasks Reservations **Contacts** Schedule PMS Email

Organization >

AOS LTD

Agaciro Development Fund
AOS LTD
Bugesera District
Burera District
Bushenge Provincial Hospital
Butaro Level Two Teaching Hospital
Byumba District Hospital
Chancellery for Heroes, National

Department Members 75 / 246

reporting reporting@aos.rw
autoreply autoreply@aos.rw
peace.kaneza peace.kaneza@aos.rw
Aaron nshimiyimana aaron.nshimiyimana@aos.rw
crm crm@aos.rw
Video Communication vc@aos.rw
proof4 proof4@aos.rw
info info@aos.rw

info Staff AOS

Send Email

CONTACT INFORMATION

Email Address info@aos.rw
Phone Number N/A

JOB PROFILE

Company / Organization GSAS
Position / Job Title Staff
Division / Department aos

Download vCard

Filter contacts by department to locate a specific user faster. Click the institution name below the dropdown to view its departments, then select one.

GSAS Government Smart Admin System

Home E-Approval E-Folder Tasks Reservations **Contacts** Schedule PMS Email

Organization >

AOS LTD

> aos

My Groups +

External emails ...

Department Members 75 / 246

reporting reporting@aos.rw
autoreply autoreply@aos.rw
peace.kaneza peace.kaneza@aos.rw
Aaron nshimiyimana aaron.nshimiyimana@aos.rw
crm crm@aos.rw
Video Communication vc@aos.rw
proof4 proof4@aos.rw
info info@aos.rw

info Staff AOS

Send Email

CONTACT INFORMATION

Email Address info@aos.rw
Phone Number N/A

JOB PROFILE

Company / Organization GSAS
Position / Job Title Staff
Division / Department aos

Download vCard

Select a contact to open their profile on the right, showing their name, title, and institution, along with:

- **Contact Information** — email address and phone number (only appears if the user has added it in their profile settings).
 - **Job Profile** — company/organization, position/job title, and division/department.
 - A **QR Code** you can scan or download as a vCard, and a **Send Email** shortcut.
-