Contacts

View contacts across all institutions using Smart Admin

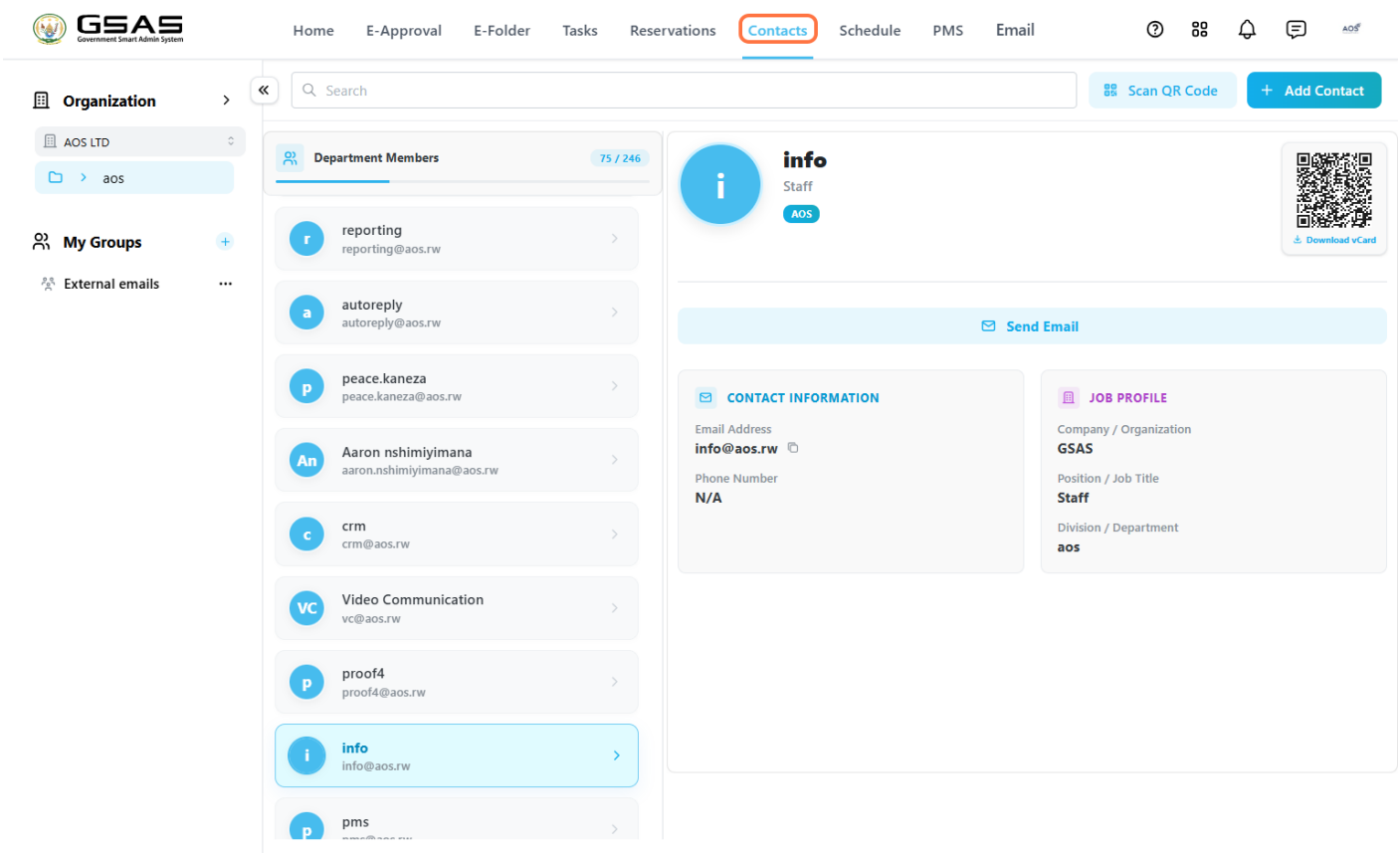
- Overview

Overview

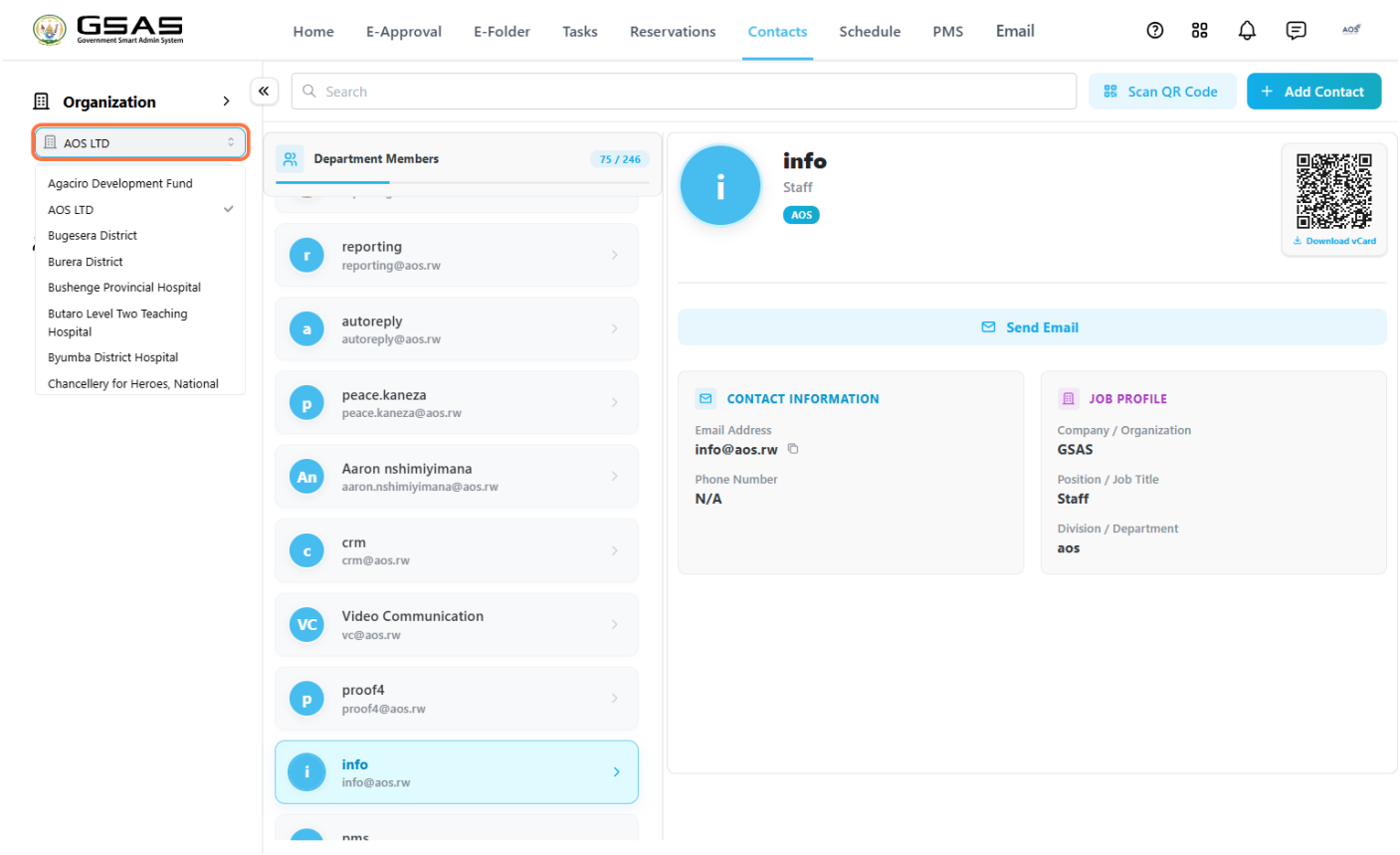
The Contacts page lets you look up the contact details of any user that uses the system.

Viewing contacts

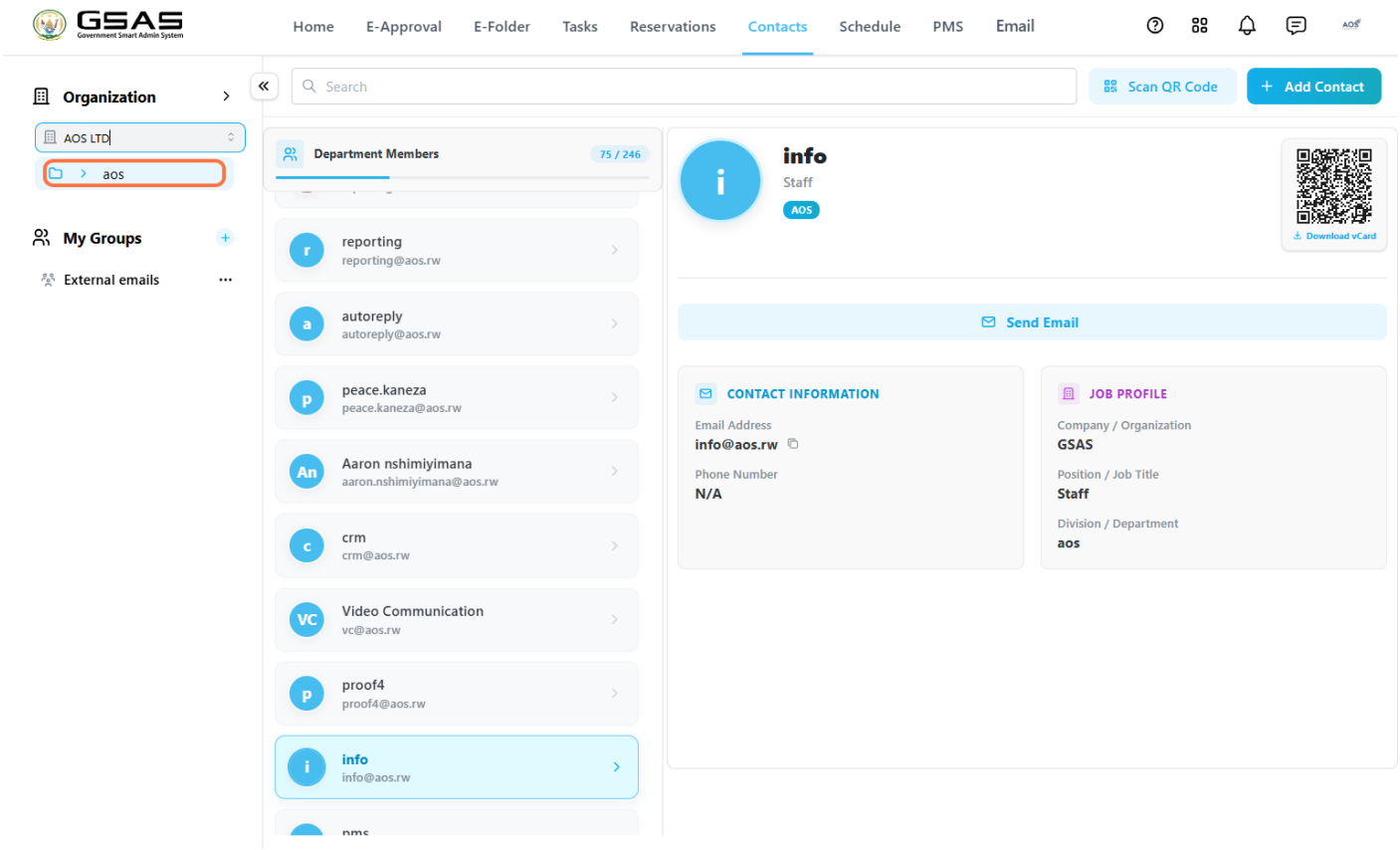
Click **Contacts** in the top navigation. By default, the list shows the users in your own institution. Use the search bar to find a specific contact.



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



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



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.