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Step-by-Step Instructions: **Input Contacts Manually**

1. To **Enter Contacts Manually**, start from your **Recruiter Dashboard.**
2. From your **Dashboard** click the **ADD CONTACTS** button. The **Add contacts** page will appear.
3. Next, select the **Basic import** link. This link will take you to the **Basic import** page. Here you will see text fields where you can enter your contacts.
4. Begin by selecting the **E-mail** text box. Enter the **Email Address** and press the **Tab** key.
5. Next, enter the **First Name** and press the **Tab** key.
6. Lastly, Enter the **Last Name** and press the **Tab** key
7. Next, select a **Job Function and Folder** from the **Categorize** boxes. This is optional but recommended to organize and keep track of your contacts. If a folder does not already exist, you may choose to create one by clicking **Add a folder** and adding a folder name.
8. Determine **Contact visibility**.
    - **My contacts** means these contacts will only be visible to you;
    - **Shared contacts** means these contacts are visible to all recruiters at your company; or
    - **Both** which means they will be visible to both you and your colleagues. Select one.
9. If you are importing company employees be sure to select the **Employee** check box.
10. Click the **Add contacts** button. The Contacts added confirmation page will appear. That’s it! You're done!