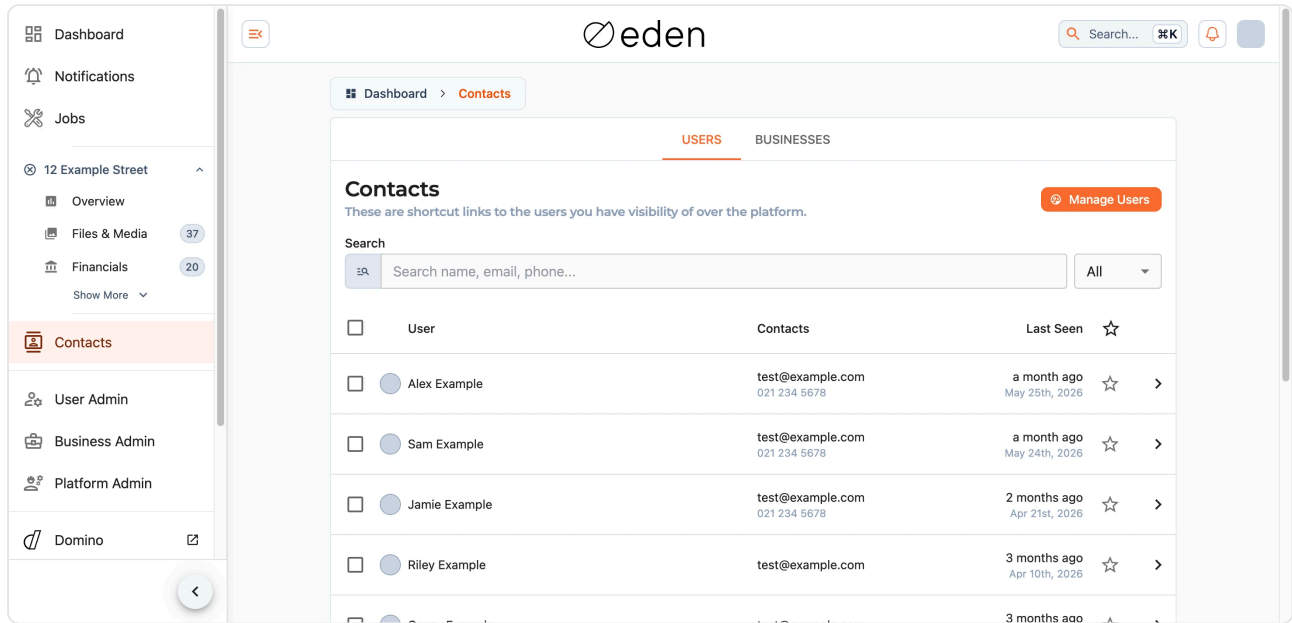


# Contacts

🕒 EST. 2 MINUTE READING TIME

Your contacts are the people and businesses you have come across through your jobs - a handy directory for finding someone's details without having to dig through a job to reach them. You can open it at any time:

- <https://eden.samconsulting.co.nz/contacts>



*The contacts directory, on the Users tab.*

The directory has two tabs - **Users** for individual people and **Businesses** for organisations. Search either to filter it down, sort by any column, mark someone as a favourite with the star, and use **Fetch more** to load further results.

**Note:** you only see people and businesses you share a job with. *EDEN* is not a social network - you cannot discover, or be discovered by, others you are not working alongside. You can read more in your [account settings](#).

## User Profiles

Selecting a person opens their profile, showing how they would like to be reached: their name and any nicknames, a short bio if they have written one, their email, and their phone numbers - including which is preferred and any hours they would rather be contacted within.

The screenshot shows the eden user profile page. The left sidebar contains navigation options: Dashboard, Notifications, Jobs, 12 Example Street (with sub-items Overview, Files & Media (37), Financials (20)), Contacts (highlighted), User Admin, Business Admin, Platform Admin, and Domino. The main content area is titled 'User Profile' and includes a 'Manage User' button. The profile details are as follows:

Field	Value
Name	Alex Example
Nicknames	N/A
Email	test@example.com
Phone Numbers	021 234 5678 (Preferred contact number)

You can add someone to, or remove them from, your own contacts here. Removing a contact only affects *your* list; it does not tell them, and your details may still appear in theirs.

## Business Profiles

A business profile works much the same way, with the organisation's name, any other names it goes by, its type, a bio, and its contact details - including a general business number and the numbers of any representatives who are happy to be contacted. Where a business has staff on the platform, they are listed too, so you can reach the right person directly.

The screenshot shows the eden business profile page. The left sidebar is identical to the user profile page. The main content area is titled 'Business Profile' and includes a 'Manage Business' button. The profile details are as follows:

Field	Value
Name	Example Insurance
Also Known As	N/A
Business Email	test@example.com
Business Phone Number	021 234 5678

Below the contact details, there is a 'Staff Directory' section with a magnifying glass icon.