Contact Manager

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Version 14.19

> 📍 This window map article points out some of the important aspects of the window you're working with in OP but is not intended to be instructional. To learn about topics related to using this window, see the **Related Articles** section at the bottom of this page.
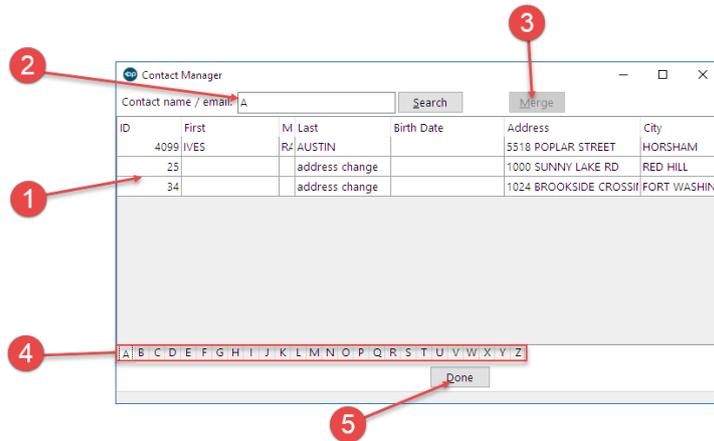
About Contact Manager

| **Path: Practice Management tab > Contact Manager button**

The Contact Manager displays all of your practice's contacts in a window that is easy to navigate and sort. From here you can view all of your contacts. These contacts are displayed in the Family Contacts section of the Patient Chart.

If a new contact is entered but contains the same information of an existing contact when registering a new patient that is a sibling to another established patient, this creates a duplicate that needs to be merged in order to link the family member.

> ❗ **Warning**: Duplicate contacts entries also adversely affect the contact information being sent to the Patient Portal.

Contact Manager Map

Number	Section	Description
1	Contact List	The list of contacts that have been entered into OP.
2	Search bar	The Search bar locates the contact in the contact list.
3	Merge button	The **Merge** button merges two contacts together. Hold down the Ctrl button to select multiple contacts. Only two contacts can be merged at once.
4	Tabs A - Z	The Tabs at the bottom of the Contact Manager window split the contacts alphabetically.
5	Done button	The **Done** button closes the Contact manager window.

Version 14.10

About Contact Manager

Path: Activities Menu > Contact Manager (Keyboard Shortcut keys: [Alt][A][C])

The Contact Manager displays all of your practice's contacts in a window that is easy to navigate and sort. From here you can view all of your contacts. These contacts appear in the Patient Register in the Contacts tab.

If a new contact is entered but contains the same information of an existing contact when registering a new patient that is a sibling to another established patient, this creates a duplicate that needs to be merged in order to link the family member.

> ⚠ **Note**: Duplicate Contacts will adversely affect the Patient Portal and must be merged.

Contact Manager Map

Number	Section	Description
1	Contact List	The Contact List displays the contact list. The tabs at the bottom of the Contact Manager contact list split the contacts alphabetically.
2	Search bar	The Search bar locates the contact in the contact list.
3	Merge button	The **Merge** button merges two contacts together. Hold down the Ctrl button to select multiple contacts. Only two contacts can be merged at once.