

Roadpost Support Center

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Editing Contacts & Distribution Lists in the Global Address Book from the Options tab [GPv3]

Lu Parente - 2015-10-16 - in How-To

The **Global Address Book** allows Administrators and Monitors to configure a few different configuration aspects of the GeoPro web app. The primary purpose of the Global Address Book is to create **Contacts** and **Distribution Lists** which are used to configure **Global Event Notifications**. Global Event Notifications are notifications which are sent to contacts or distribution lists when specific events have triggered. The Global Address Book is also used to update your **Escalation Contacts**. Your Escalation Contacts were configured at the time of registration and these contacts will be used by default for your **Emergency**, **Missed Check-In** and **Man-Down** event notifications. Last, the Global Address Book is used to **sync** specific contacts and distribution lists to all devices on your account without having to manually create them for each device.

For example, if your devices all require the same address book, use the Global Address Book to configure the Address Book on behalf of all devices. If your devices require a unique address, you would need to configure each of the device's address books accordingly.

Note: The Iridium Extreme does not support synchronization of Contacts. Only Distribution Lists can be synchronized to the Iridium Extreme. This is a limitation of the Iridium Extreme firmware.

This article explains how to edit contact and distribution list in the Global Address Book.

1. To edit a Contact or Distribution List in the Global Address Book, navigate to the **Options** tab and select **Global Address Book**.

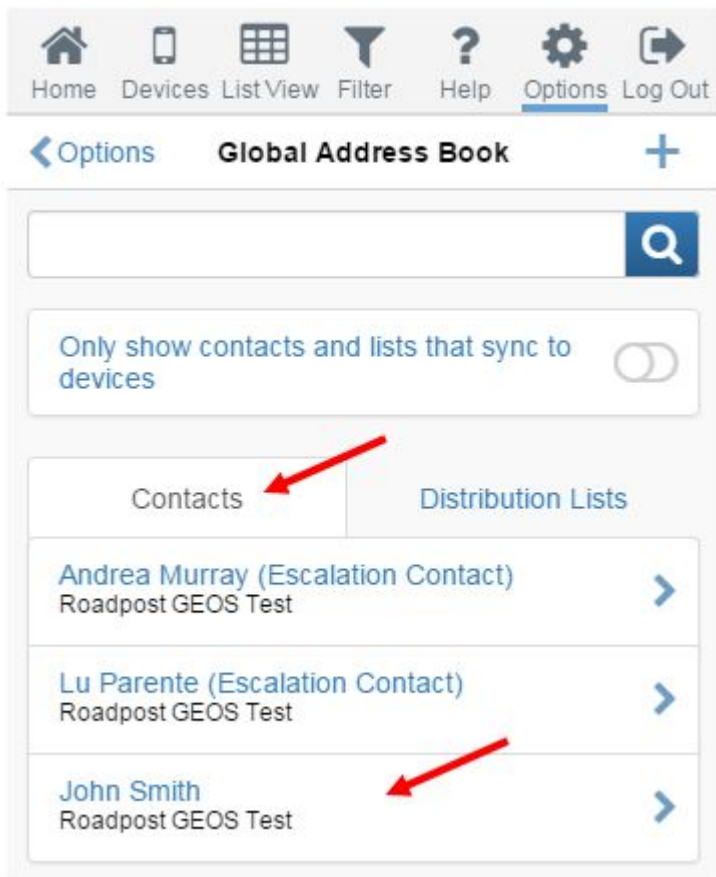
Options

- My Profile >
- Users >
- Groups >
- Global Address Book >
- Global Event Notifications >
- Global Canned Messages >
- Check-In Schedules >
- Synchronization Tools >
- Tracks >
- Geofences >
- Points of Interest >
- Account Management >
- Log a Support Request



2. The Global Address Book will be displayed. You now have the ability to **add**, **edit**, and **delete** both **Contacts** and **Distribution Lists**.

2a. To edit a contact, select the **Contacts** tab followed by the contact you wish to modify.



Modify the contact details for the selected contact and press **OK** to save your changes.

Home Devices List View Filter Help Options Log Out

[← Global Address](#) **Edit Global Contact**

Contact Name
John Smith

Tenant
Roadpost GEOS Test

Sync Contact to Devices

Use as Escalation Contact

Contact Details

SMS +14162536008

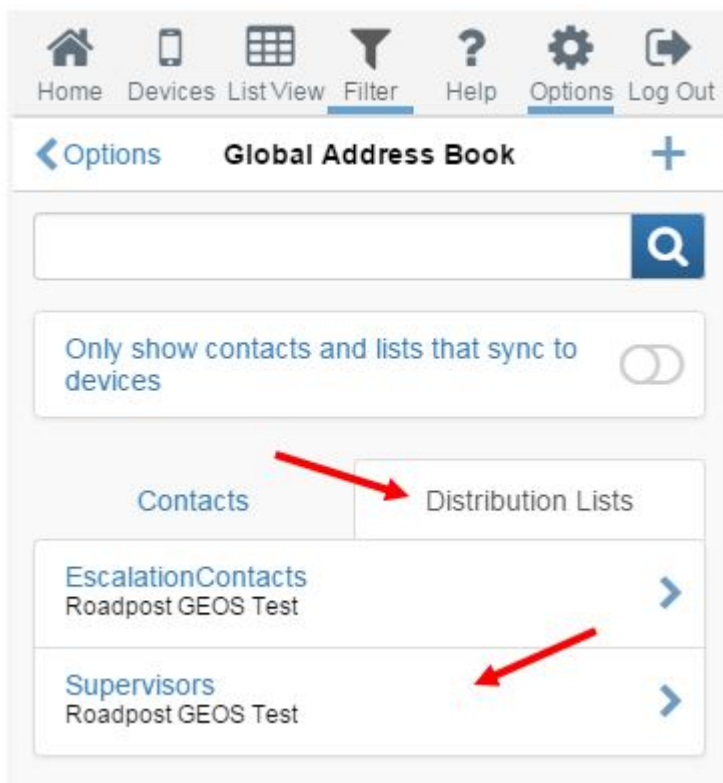
Email jimsmith@gmail.com

[+ Add Detail](#)

OK Cancel Delete

Note: If **Sync Contact to Devices** is selected, all devices will be required to synchronize in order for the changes to take affect on the device.

2b. To edit a distribution list, select the **Distribution Lists** tab followed by the distribution list you wish to modify.



Modify the contact details for the selected distribution list and press **OK** to save your changes.

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← Global A **Edit Global Distribution List**

List Name
Supervisors

Tenant
Roadpost GEOS Test

Sync List to Devices

List Entries

Email	supervisor1@gmail.com	
Email	supervisor2@gmail.com	
Email	supervisor3@gmail.com	

+ Add Entry

OK Cancel Delete

Note: If **Sync List to Devices** is selected, all devices will be required to synchronize in order for the changes to take affect on the device.