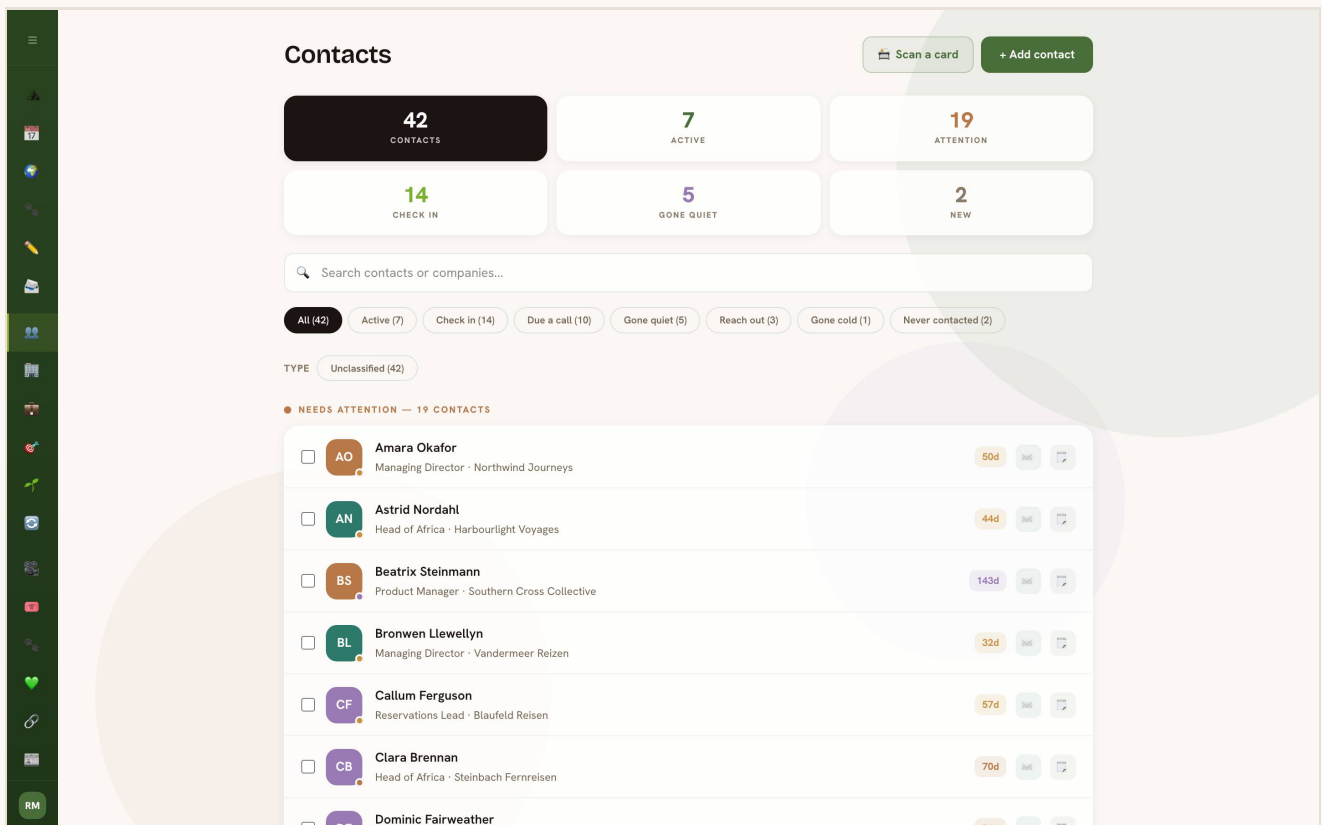


Your contacts

Your contacts page keeps every partner in one place and quietly flags who's gone quiet — here's how to work it in a minute.

Covers `/dashboard/contacts` · for rep, dmc



The screenshot shows the RepBud Contacts dashboard. On the left is a dark green sidebar with various icons. The main content area is titled 'Contacts' and features a top bar with 'Scan a card' and '+ Add contact' buttons. Below this are six summary cards: 42 CONTACTS, 7 ACTIVE, 19 ATTENTION, 14 CHECK IN, 5 GONE QUIET, and 2 NEW. A search bar is present, followed by filter buttons for 'All (42)', 'Active (7)', 'Check in (14)', 'Due a call (10)', 'Gone quiet (5)', 'Reach out (3)', 'Gone cold (1)', and 'Never contacted (2)'. A 'TYPE' filter shows 'Unclassified (42)'. A section titled 'NEEDS ATTENTION — 19 CONTACTS' lists several contacts with their names, roles, and health status indicators (e.g., 50d, 44d, 143d, 32d, 57d, 70d, 74d).

Name	Role	Status
Amara Okafor	Managing Director · Northwind Journeys	50d
Astrid Nordahl	Head of Africa · Harbournlight Voyages	44d
Beatrix Steinmann	Product Manager · Southern Cross Collective	143d
Bronwen Llewellyn	Managing Director · Vandermeer Reizen	32d
Callum Ferguson	Reservations Lead · Blaufeld Reisen	57d
Clara Brennan	Head of Africa · Steinbach Fernreisen	70d
Dominic Fairweather		74d

The steps

01 Open Contacts

Contacts is your address book of partners, with a health dot on each so you can see who's warm at a glance.

02 Read the status tiles

The tiles across the top count your book by status: Contacts, Active, Attention, Check in, Gone quiet and New.

03 Focus with a tap

Tapping a tile or a filter pill narrows the list — handy when you want to see only who needs a nudge.

04 Search by person or company

The search box matches names, companies and emails, so you can jump straight to who you need.

05 Spot who needs attention

The Needs Attention band lifts contacts who are due a call, gone quiet or worth a reach-out to the top.

06 Add a contact

Add someone by hand in seconds — first name is all that's required, the rest you can fill later.

07 Scan a business card

Met someone at a show? Snap their card and Your RepBud reads the details into the form for you to check.

08 Open a contact

Click any row to open their full timeline — meetings, tasks and notes in one place.

Next: A contact's timeline

Questions

What do the coloured dots and day badges mean?

They show how recently you've been in touch — from Active through Check in, Due a call, Gone quiet and Reach out — so you can see who's slipping without opening anyone.

Do I have to fill in everything to add a contact?

No. Only first name is required; you can add the job title, company, email and mobile now or later from their page.

How does scanning a card work?

You snap or upload a photo of the card and Your RepBud reads the details into the New contact form. It's designed to assist, not replace your professional judgement — so check the fields before you save.

Can I search by company, not just name?

Yes. The search box matches names, companies and email addresses, so a company name pulls up everyone linked to it.