64. How does the MY CONTACTS configuration or feature helps?

ANS: When you open your contact list, what do you see? Just numbers. Under this feature you can not only save numbers but you can save all the relevant links like social media links, websites, business links relevant to the contact saved. This helps in:

a. **Easier accessibility**: you do not need to go and search in various platforms for the same contact person details. You can access all the information in just one click which saves search time, process time.

b. **Better understanding and building of relation**: you get to understand the person's interests, passion, experiences, nature, personal and professional experiences at one go. You get to view the various kaleidoscope of emotions and personalities associated with the contact person by just accessing the relevant pages from one platform.
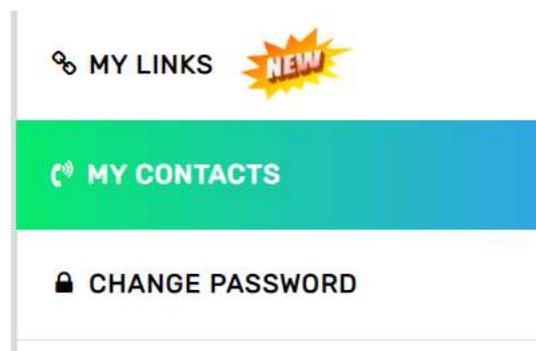
65.What can I save under this feature?

ANS: You can save a person's contact details, and also various social media links, business links of the person or individual.
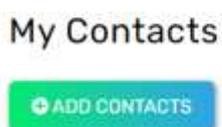
66. How do I save the contacts and relevant links under that?

ANS: Follow the following steps:

1.Click on **My Contacts** in the task menu in the left-hand side.

2.Click on Add contacts as shown below

3.Once you click on add contacts the next page will open as shown below. **Fill in the relevant details.**

4.For **saving the relevant links** related to the contacts, please see the below image.

Click on the drop down option in select link type which comprises a list of social media links and business links.



5.Click on **Add Another Link** to keep adding. See the below image. Select the option from drop down and save the related link. Example- for Facebook save Facebook link of the contact.

6. Once all the details are given click on **save**. Once saved it will appear like this. To add next contact and relevant links, click on **Add Contacts** and repeat the above steps.
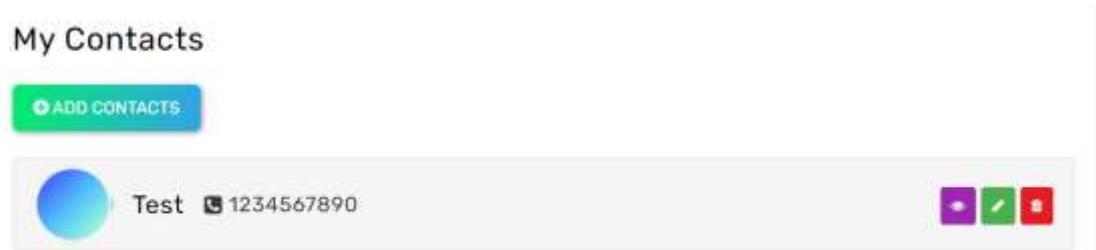
7.To **view the saved links,** click on the purple eye icon.
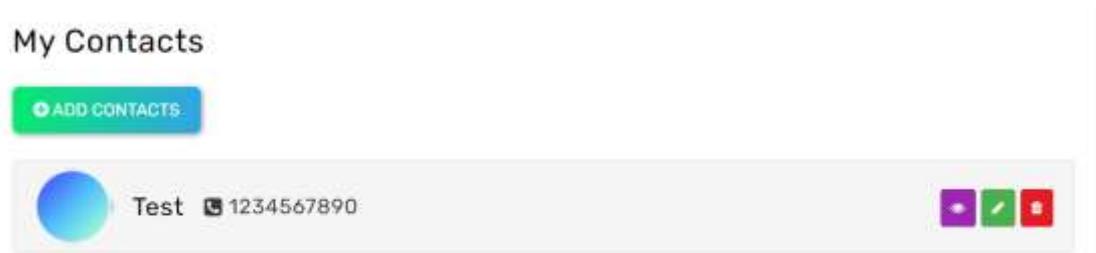
8.Once you click on **the View icon,** it will appear like below. Click on the hyperlink to open the relevant contact Facebook page. Similarly, you can save various other links like Instagram, twitter, website link, blog link, business link, YouTube link and others to have direct access.

S.No.	Link Name	Click on below links to access
1	Twitter	https://www.scroobbles.com

9. By following the above steps you will be able to save related relevant links of respective contacts.

67. Saving so many contact details and their relevant details can be hectic or tedious process?

ANS: We understand the concern, but this is only a one-time hassle/work. Once details saved you are free from the trouble or problem of searching, loading and processing information of an individual in different platforms.

Another suggestion would be saving links of very close or important contacts.
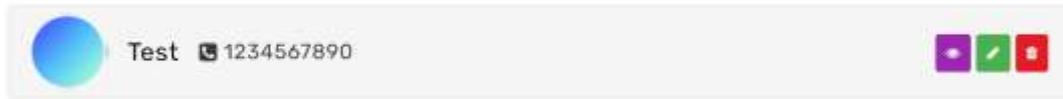
68. How do I delete or edit the individual's contacts or information?

ANS: Follow the below steps:

1. Once the information is saved, it appears like below image. Green pencil icon represents edit.

2.To Edit, click on the pencil icon. To specifically **edit the name, number, image and links** see the details below and add links in the below image. Once edited click save.

4.To **delete the contact or the links follow the same above steps**. Delete appears in the form of bin in red background.

5.By following the above steps you will be able to edit/delete the relevant contact details and relevant links of the respective contact.

69. Once I save the links, how does it works?

ANS: Once links are saved, you just need to click on the links to access the link page and you will get directed to the relevant platform page and you can view the desired information of the person or individual.