

Contact Management

The display of the Contacts tab depends on the user class you are assigned to.

Contacts

+ Add contact

Request files

Share files

Request PGP keys

1 of 9 items selected

Filter by name, email, notes

<input type="checkbox"/>	NAME	EMAIL	GROUP ↑	CREATED ON	PGP KEY	NOTES
<input type="checkbox"/>	John Doe	john.doe@maytech.net	Associate	15 Dec 2020		
<input type="checkbox"/>	Jack Right	jack.right@maytech.net	Jailed	26 Nov 2020		
<input type="checkbox"/>	Jane Doe	jane.doe@maytech.net	My contacts	23 Oct 2023		
<input type="checkbox"/>	Tara Webster	tara.webster@maytech.net	Pro	26 Nov 2020		
<input type="checkbox"/>	Alison Case	alison.case@maytech.net	Pro	26 Nov 2020		
<input type="checkbox"/>	John Brighton	john.brighton@maytech.net	Sales	01 Dec 2020		
<input type="checkbox"/>	Mike Frost	mike.frost@maytech.net	Ext	07 Dec 2020		
<input type="checkbox"/>	Melissa Wix	melissa.wix@maytech.net	Sales	17 Sep 2021		
<input type="checkbox"/>	Elisa Lam	elisa.lam@maytech.net	Site contacts	22 Feb 2021		

Pro-users can see emails of all file sharing participants with assigned groups.

Associate users cannot view or share to the outside world that's why the Contacts tab displays only Pro-users in the list.

Either pro-, or associate users can request files or PGP keys, and share files on this tab.

Users of your custom classes can view and perform actions according to adjusted permissions.

To request files you need to choose the user/s or contact/s by ticking the check box next to them and selecting an appropriate option from the top or right-click menu.

You can also control whether your contact or user will be forced to log in/register prior to responding to your file request. Learn more how to request files [here](#).

To request PGP keys select the user or contact and click on the Request PGP keys button from the top or right-click menu that automatically sends an email to your recipients where they can generate the paraphrase to PGP keys.

After clicking on the Share files icon you are automatically directed to the [Share Files](#) tab where you can easily send files with your preferred security options.

Adding a contact

You can easily add your contact by clicking on the Add contact button from the top menu. Then you need to specify your contact's name and email, select an appropriate group and click on the Save button.

NAME	EMAIL	GROUP	CREATED ON	PGP KEY	NOTES
John Doe	john.doe@maytech.net	Associate	15 Dec 2020		
Jack Right	jack.right@maytech.net	Jailed	26 Nov 2020		
Jane Doe	jane.doe@maytech.net	My contacts	23 Oct 2023		
Tara Webster	tara.webster@maytech.net	Pro	26 Nov 2020		
Alison Case	alison.case@maytech.net	Pro	26 Nov 2020		
John Brighton	john.brighton@maytech.net	Sales	01 Dec 2020		
Mike Frost	mike.frost@maytech.net	Ext	07 Dec 2020		
Melissa Wix	melissa.wix@maytech.net	My contacts	17 Sep 2021		
Elisa Lam	elisa.lam@maytech.net	Site contacts	22 Feb 2021		

This form allows you to send a PGP key generation request by clicking an appropriate check box and write some notes related to your contact.

Contacts are grouped into two categories:

- My contacts - your personal contacts that are only visible to you.
- Site contacts are created and managed by the account owner or administrator and contain a global contact list which is available to all Pro users.

If you shared files with the recipient that is new in the account, the email will be automatically added to the list as My contact.

Editing a contact

If you wish to edit a contact, select the check box next to the required contact and click on the Edit button which opens the Edit contact dialog box where you can make all necessary changes.

Deleting a contact

Only My contacts can be deleted by clicking on the Delete icon. You cannot restore the deletion of your contact. Site contacts can be deleted only by administrators.

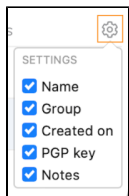
Filtering your contacts

All your added contacts can be filtered by the name, email, notes, contact group or PGP key.

NAME	EMAIL	GROUP	CREATED ON	PGP KEY	NOTES
Kelly Hudson	kelly.hudson@maytech.net	Associate	15 Dec 2020		
Jack Right	jack.right@maytech.net	Jailed	26 Nov 2020		
Amy Smith	amy.smith@maytech.net	My contacts	23 Oct 2023		

The administrators can filter contacts by contact group or user class. Tick the check box next to the required one/ones and the list will display your desired contacts.

The table with contact list can be adjusted to your needs- just click on the gear icon and tick the columns you would like to view in the table.



Contact's Home page

As contacts are not licensed in Quatrix, they cannot log in to Quatrix and share files with other account participants. But they can only get shares and file sharing requests from Quatrix users. In order to make one repository of files and file requests for contacts we released Contact's Home Page. This page displays the Inbox tab with files and file requests from users. To log in to this page the contact should follow the link from the file sharing email and register at first. Having logged in the contact can download or return files.

The screenshot shows the Quatrix interface. At the top left is the Quatrix logo. At the top right is a user profile icon labeled "JD" with a dropdown arrow. Below the header, the main title is "Alison Case (alison.case@maytech.net) shared files". Underneath is a "File share notification" section with the text "Hi, I have shared files with you, please click on the button" and a blue "Download all" button. Below this is a list of files, starting with "AddingContacts.png". An orange-bordered inset shows a detailed view of the "Inbox" tab. It has a header with the Quatrix logo, the word "Inbox", and a user profile icon labeled "JD". Below the header is a table with columns: "R...", "DATE", "SENDER", "EVENT", and "SUBJECT". The table contains four rows of data, all from "Alison Case" with the event "Share" and subject "File share notification".

R...	DATE	SENDER	EVENT	SUBJECT
	23 Oct 2023 10:33	Alison Case	Share	File share notification
	15 Dec 2022 15:...	Alison Case	Share	File share notification
	15 Dec 2022 15:...	Alison Case	Share	File share notification
	19 Nov 2021 11:...	Alison Case	Share	File share notification

If the contact receives shares from several Quatrix accounts, there will be different Contact's Home pages displaying shares and file requests of each account separately. The contact can log in to these pages with the same password.