How to add a new contact in the Less Annoying CRM

This guide covers the Less Annoying CRM manual, and creating a new contact

1 Go to the Login Page

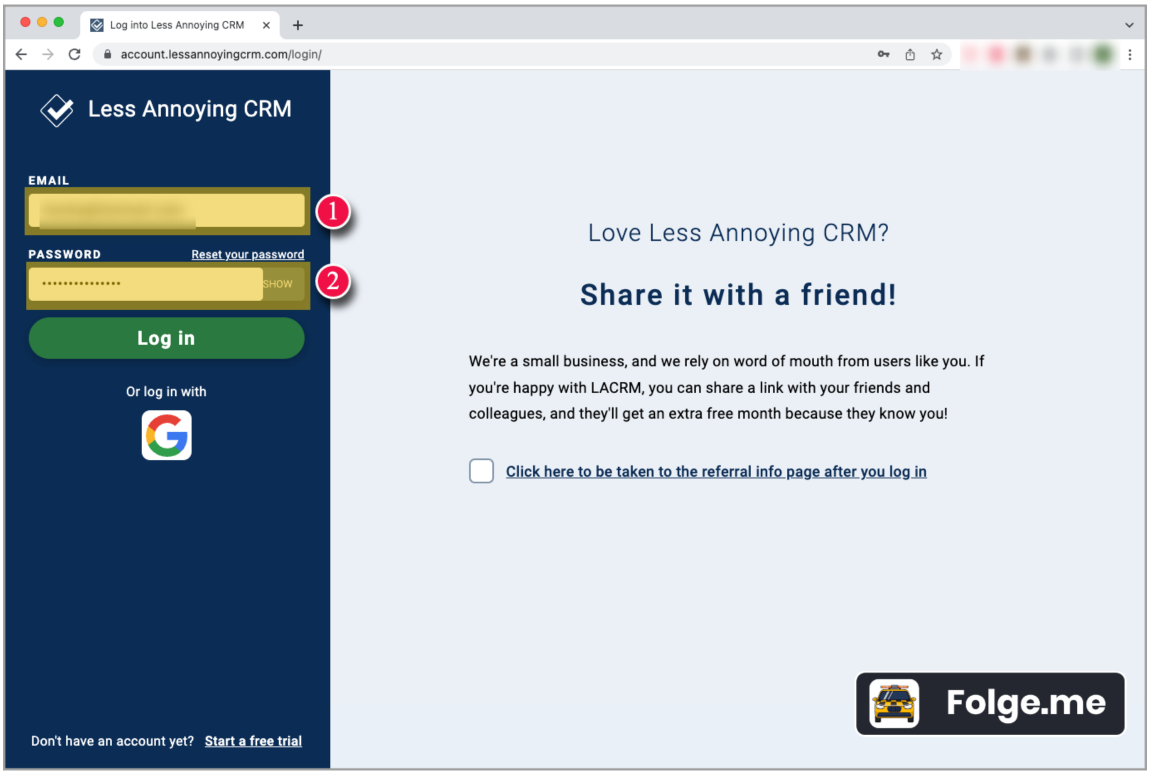
Account Required

Please make sure to contact your IT department before starting this tutorial

Open the login page and fill in the Login form with:

1) You email

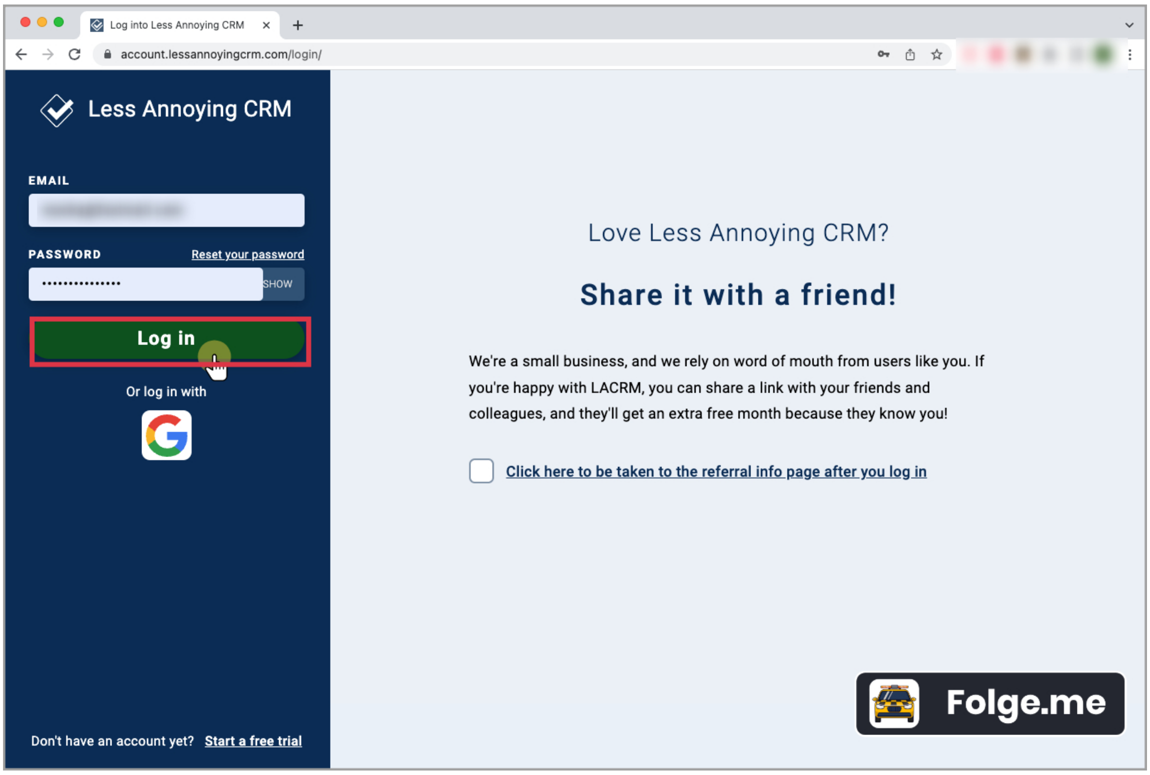
2) Your password



2 Click Login button

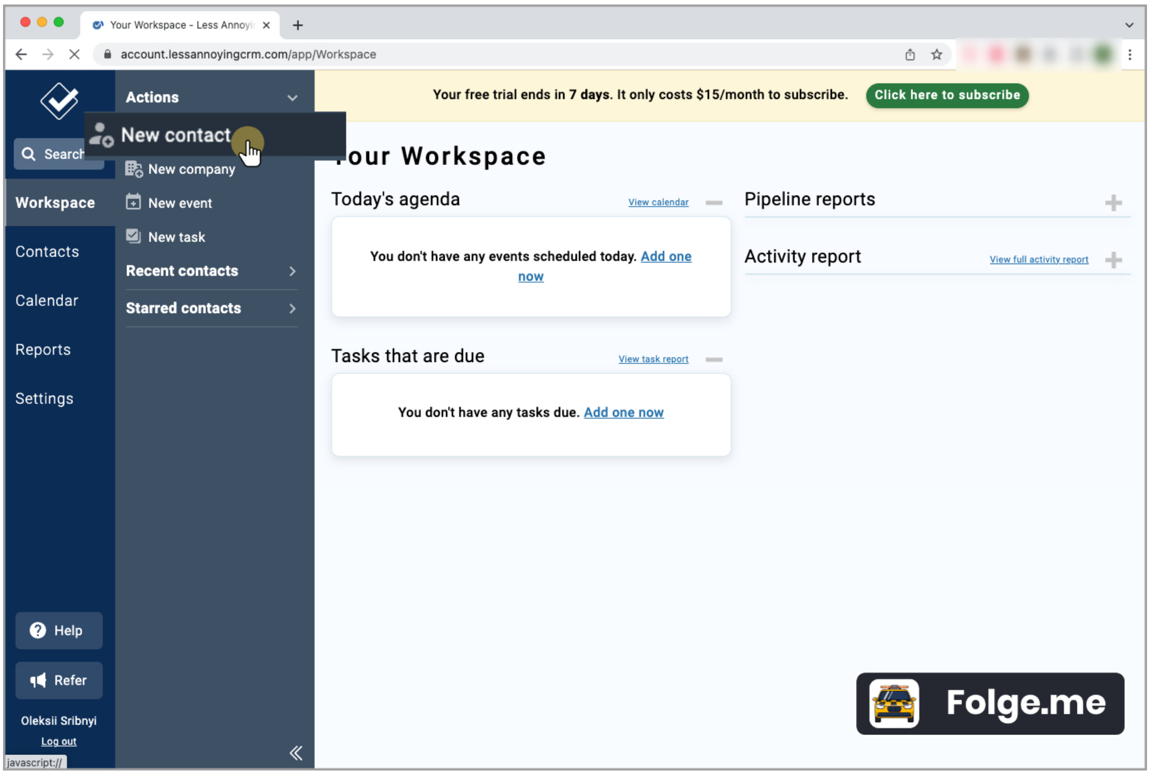
Title
Description

Click **Log in** button



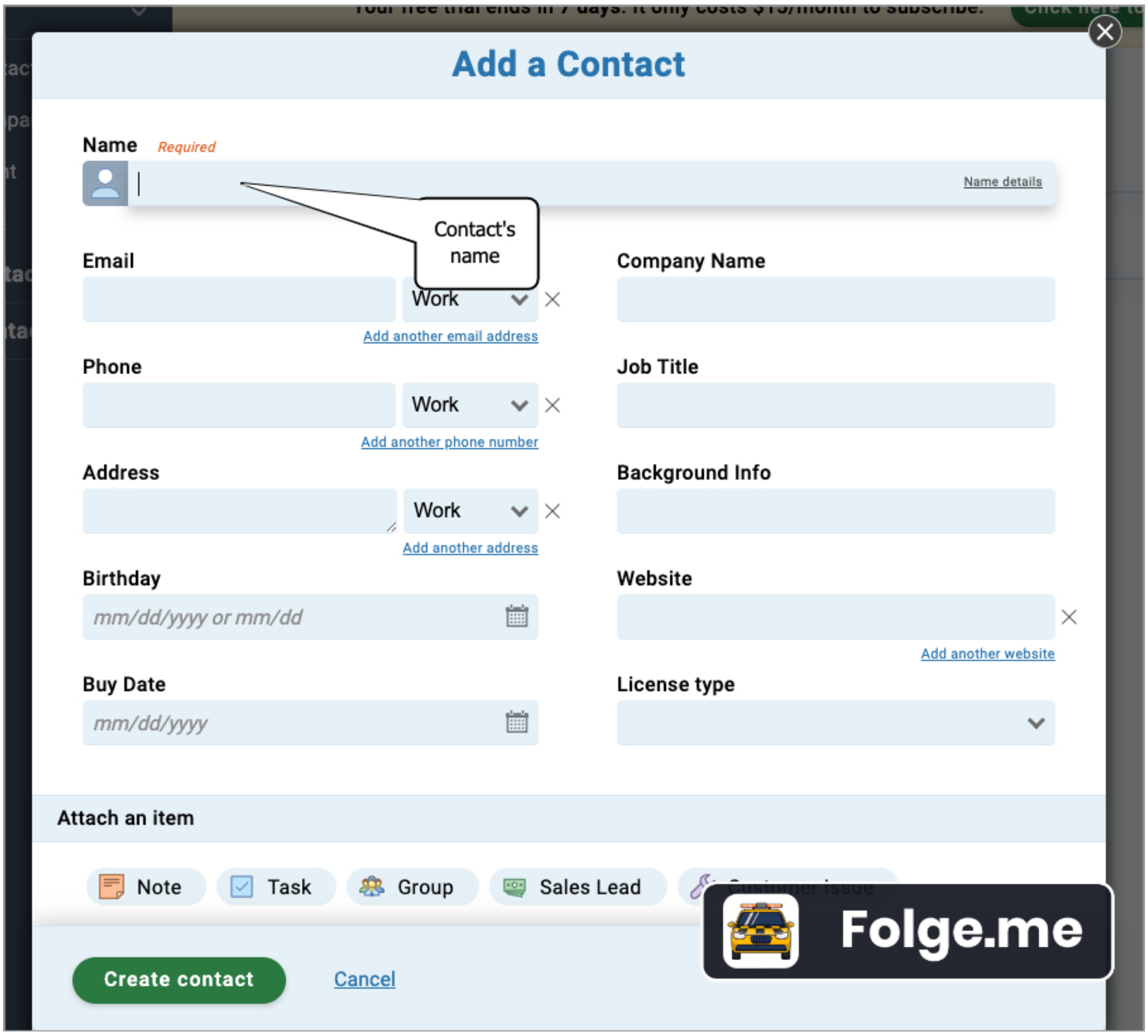
3 Select "New Contact"

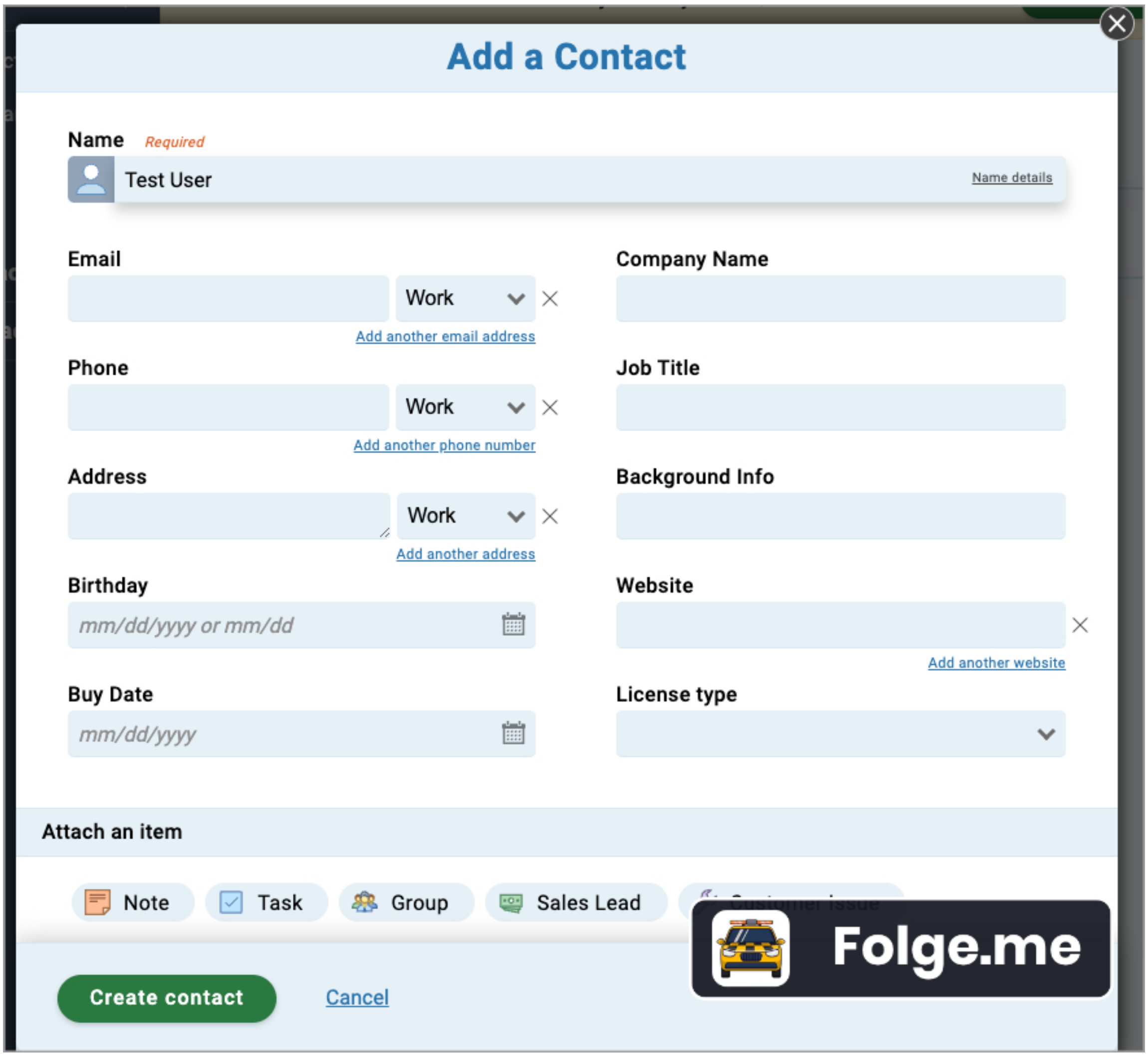
After you log in, select the "New Contact" in the left menu

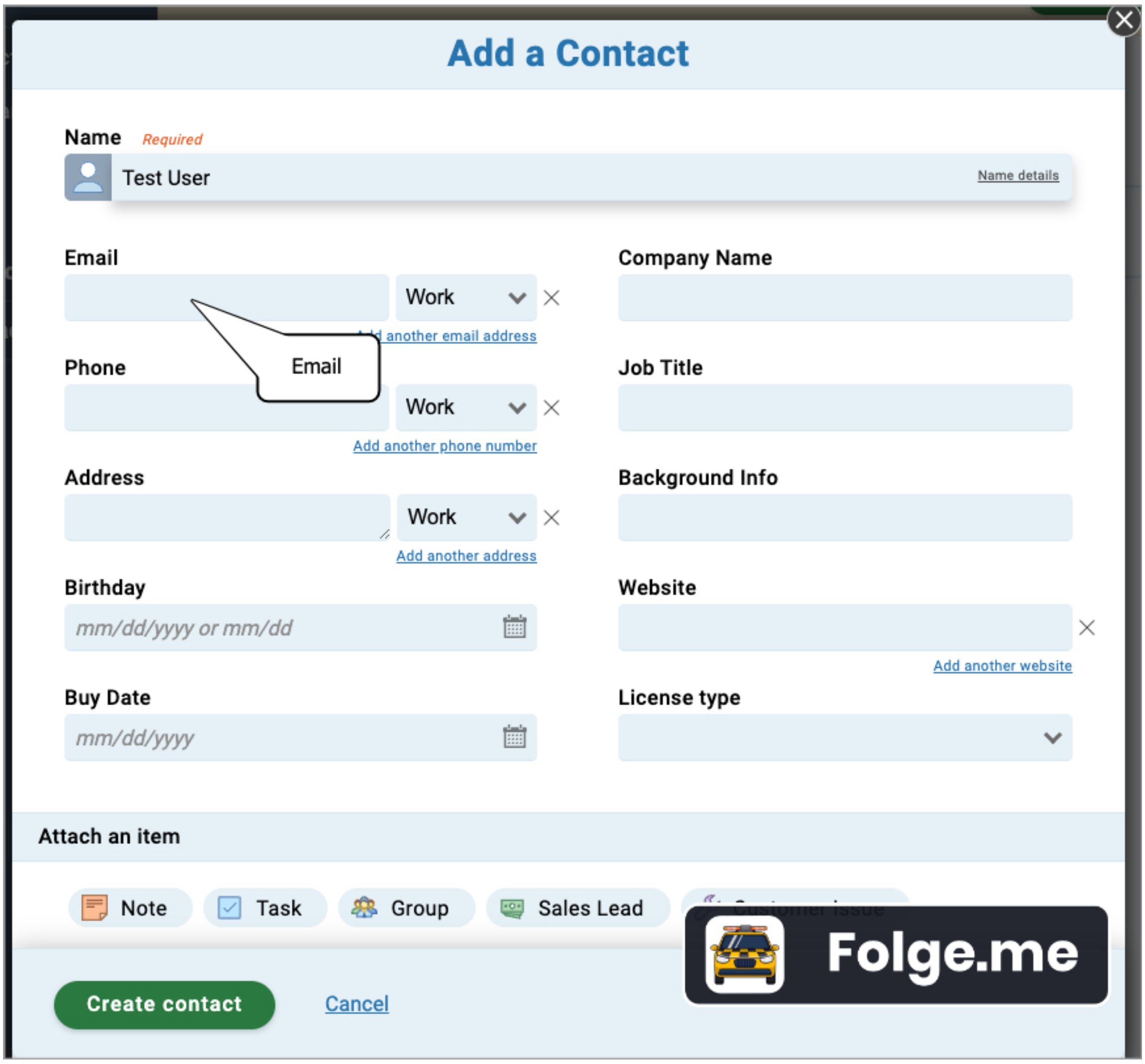


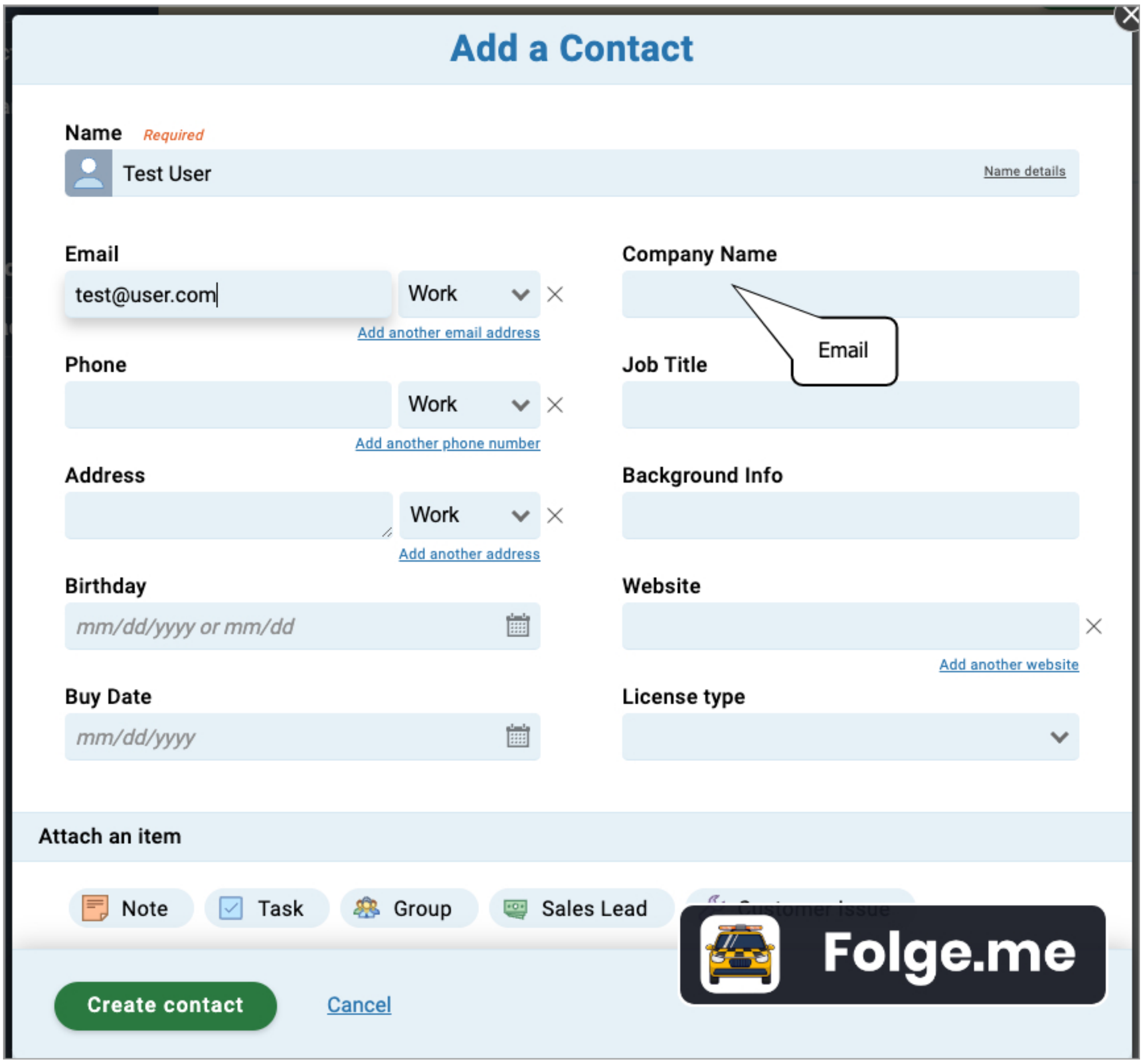
4 Creating Contact form

Proceed with filling in the form with
1) **Name**
2) **Email**
3) **Company name**




Add a Contact
Name
Required
Test User
Name details
Email
Work
Add another email address
Company Name
Phone
Work
Add another phone number
Job Title
Address
Work
Add another address
Background Info
Birthday
mm/dd/yyyy or mm/dd
Website
Add another website
Buy Date
mm/dd/yyyy
License type
Attach an item
Note
Task
Group
Sales Lead
Folge.me
Create contact
Cancel


Add a Contact
Name
Required
Test User
Name details
Email
Work
Email
Add another email address
Company Name
Phone
Work
Add another phone number
Job Title
Address
Work
Add another address
Background Info
Birthday
mm/dd/yyyy or mm/dd
Website
Add another website
Buy Date
mm/dd/yyyy
License type
Attach an item
Note
Task
Group
Sales Lead
Folge.me
Create contact
Cancel

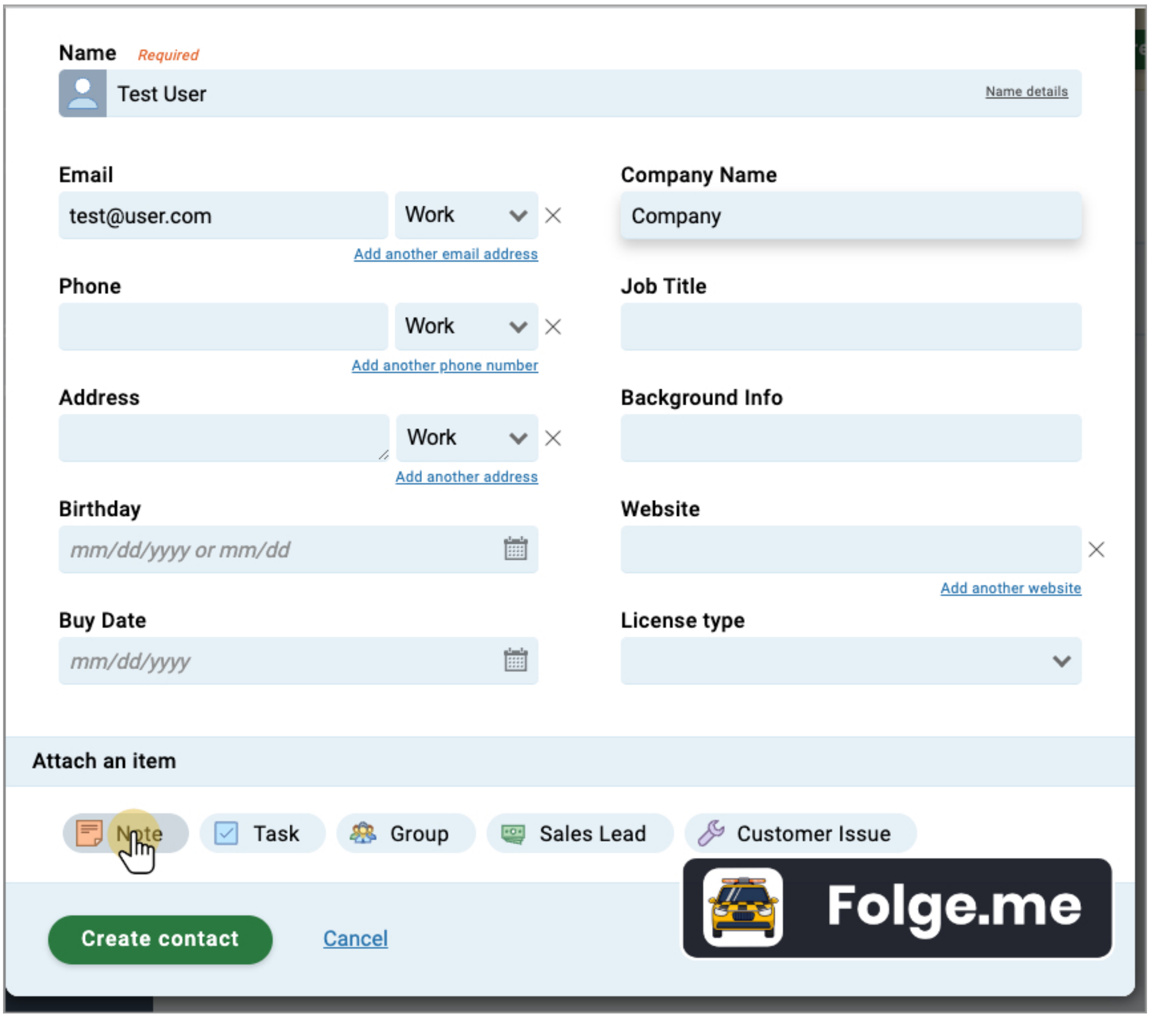

Add a Contact
Name
Required
Test User
Name details
Email
test@user.com
Work
Add another email address
Company Name
Email
Phone
Work
Add another phone number
Job Title
Address
Work
Add another address
Background Info
Birthday
mm/dd/yyyy or mm/dd
Website
Add another website
Buy Date
mm/dd/yyyy
License type
Attach an item
Note
Task
Group
Sales Lead
Folge.me
Create contact
Cancel

5 Adding Notes

Additional funcionality

The following steps show how to add Notes, and Tasks.
Scroll down to learn how to add a Lead

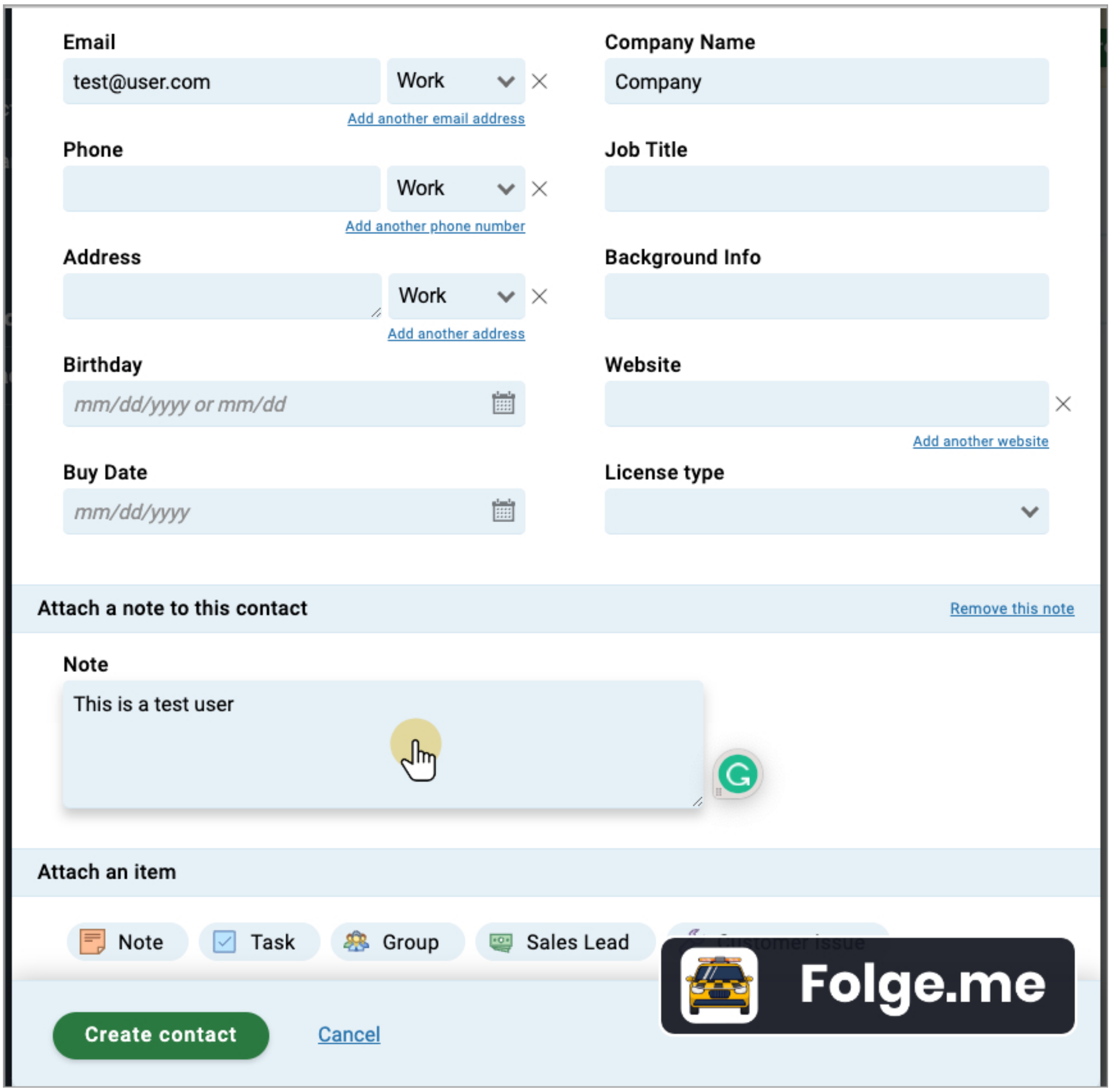
Click "Note" button to add a new note



5.1 Add text

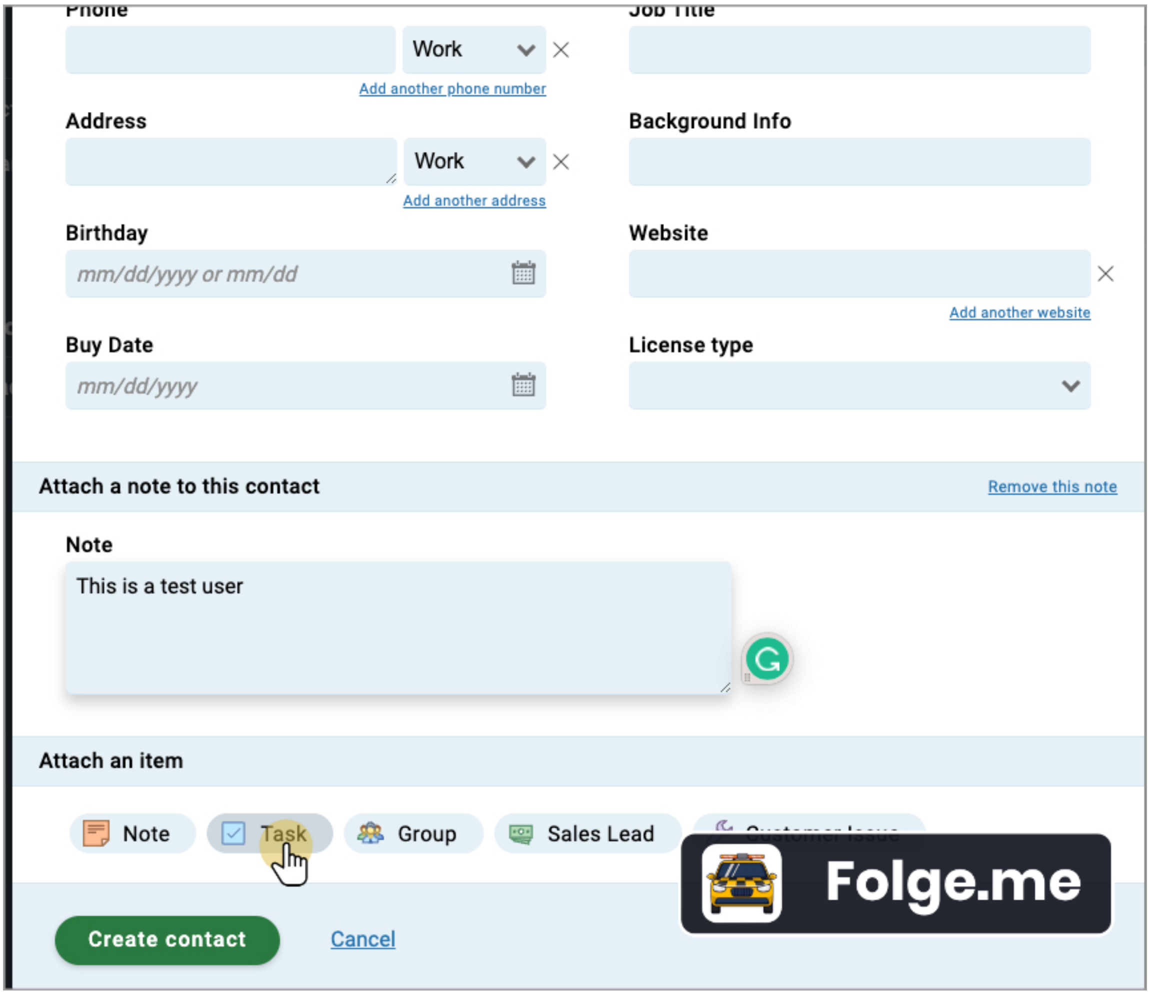
IMPORTANT
Notes are visible to all of your teammates.

Fill in the notes.



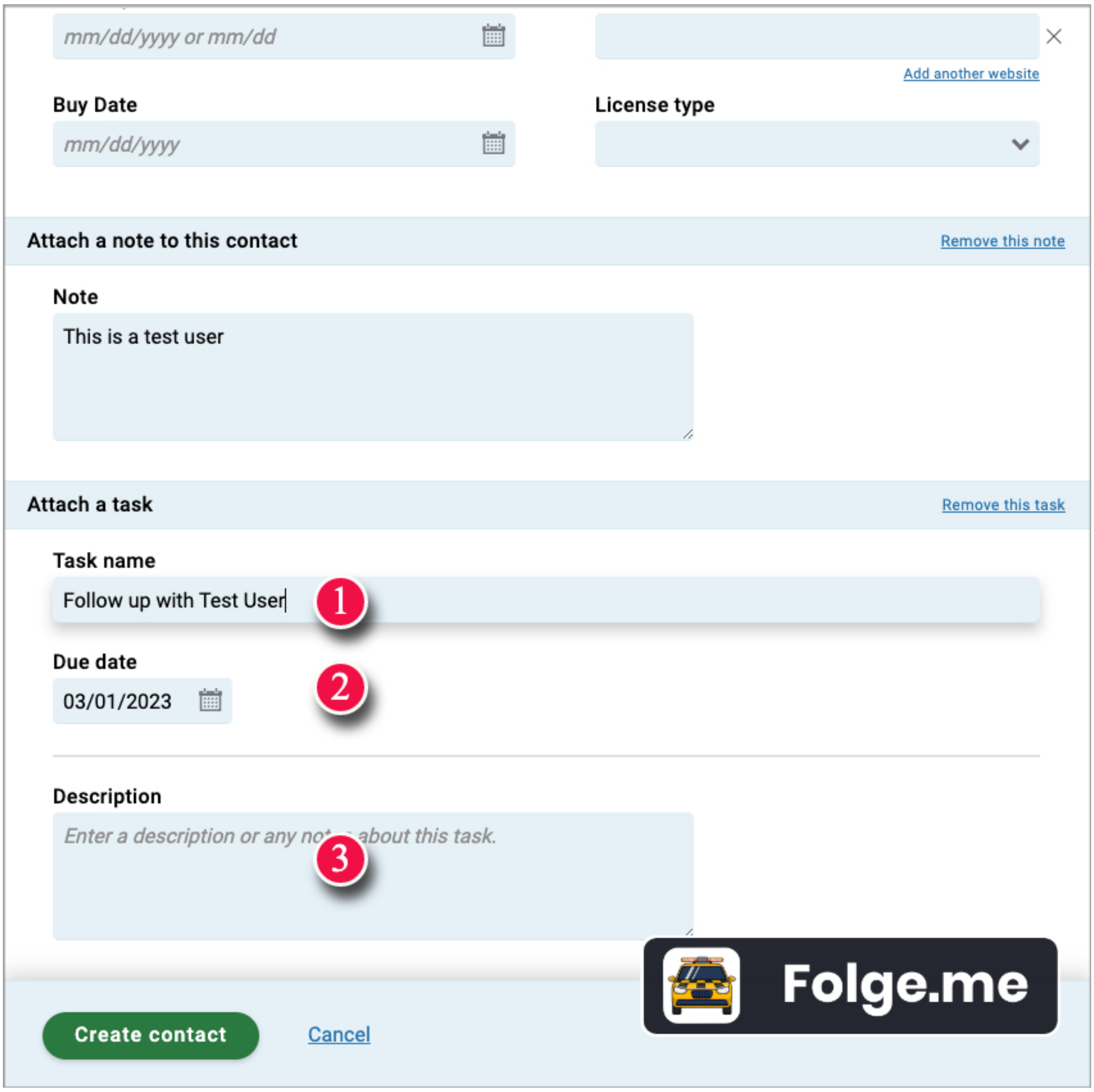
6 Adding a task

Click the "Task"



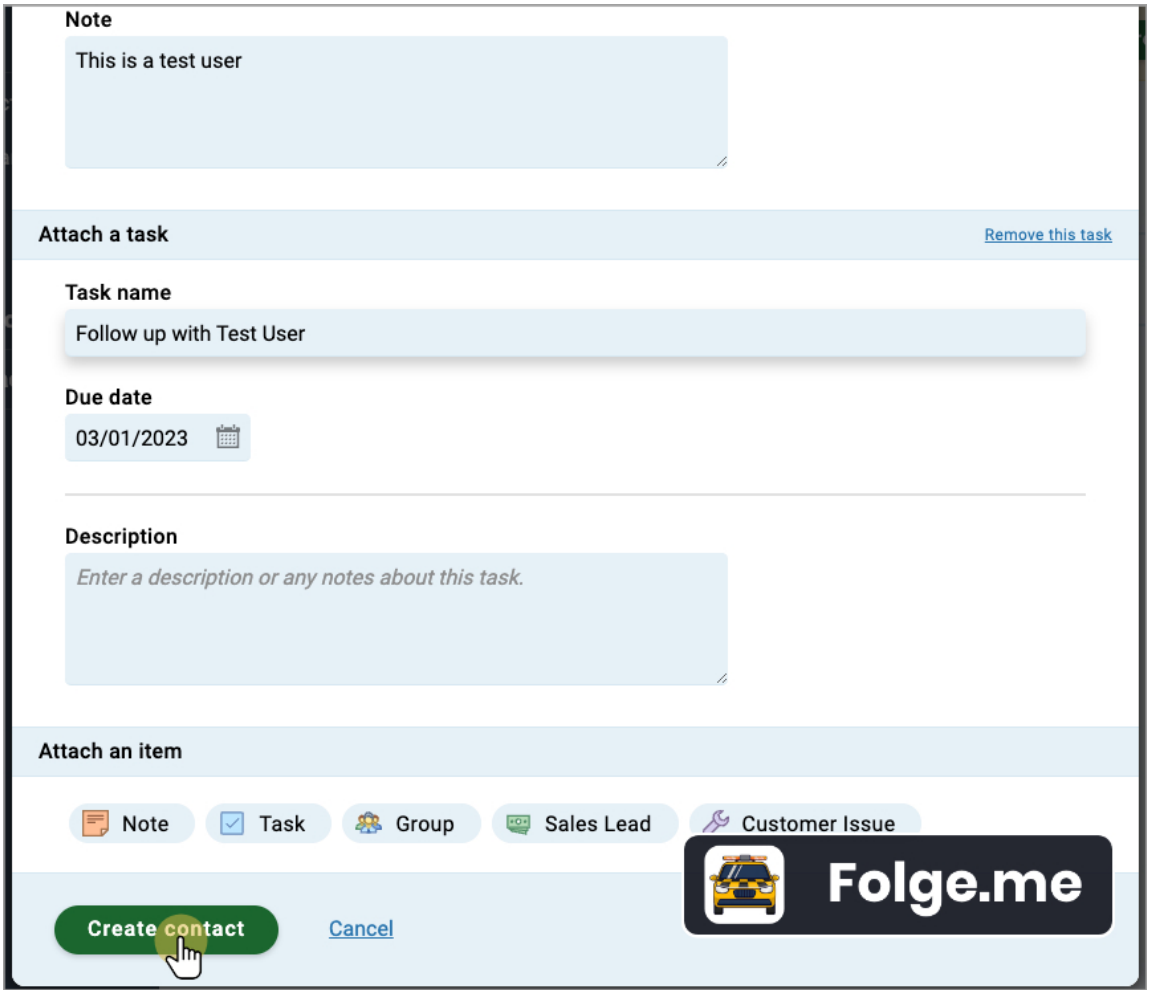
6.1 Add Task details

1) Task name
2) Due date
3) Task description



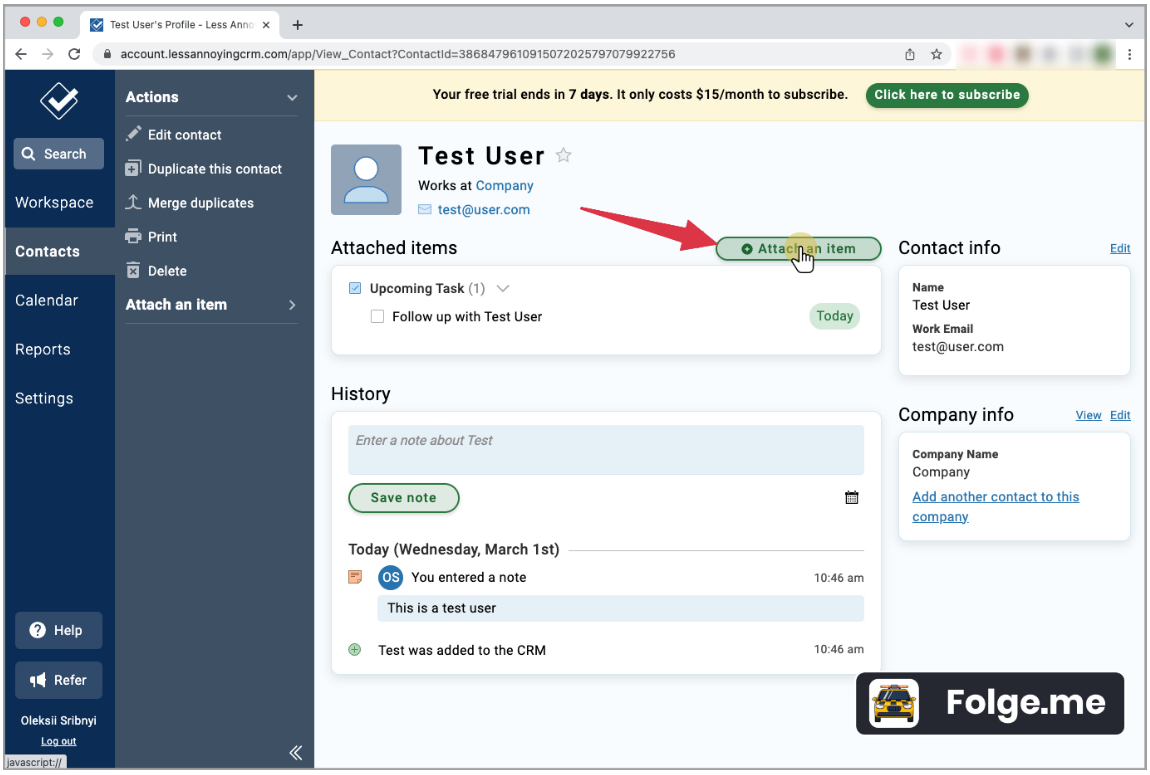
7 Confirm the new contact

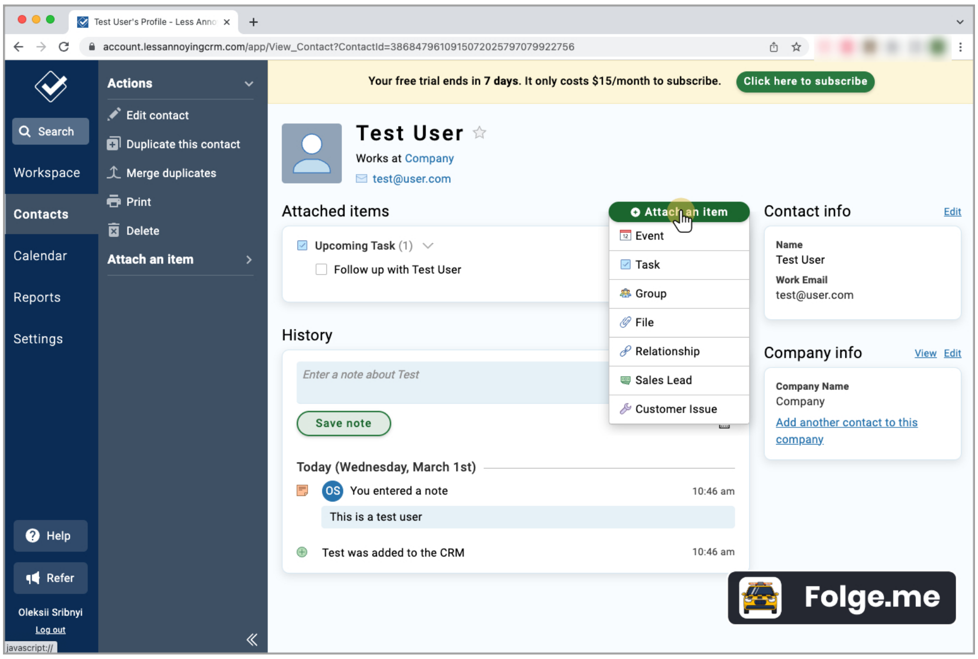
Click "Create contact" to confirm the new account creation

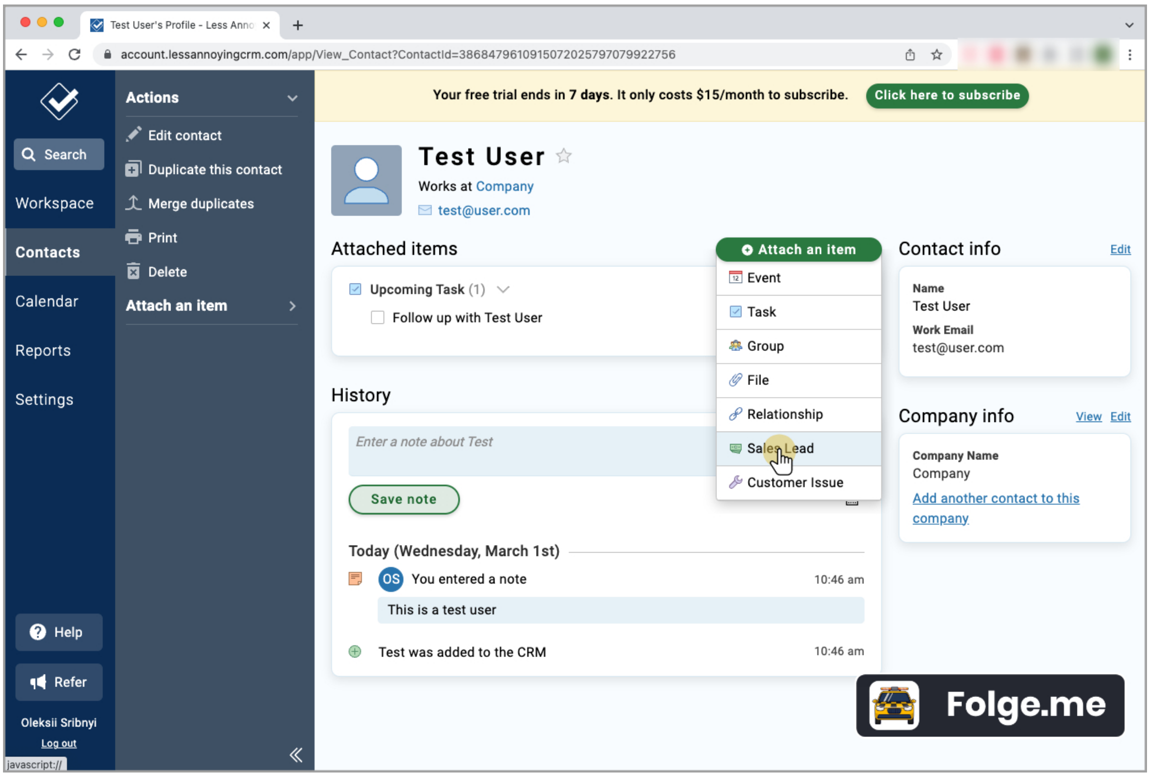


8 Adding a new Lead

Continue with creating a new lead

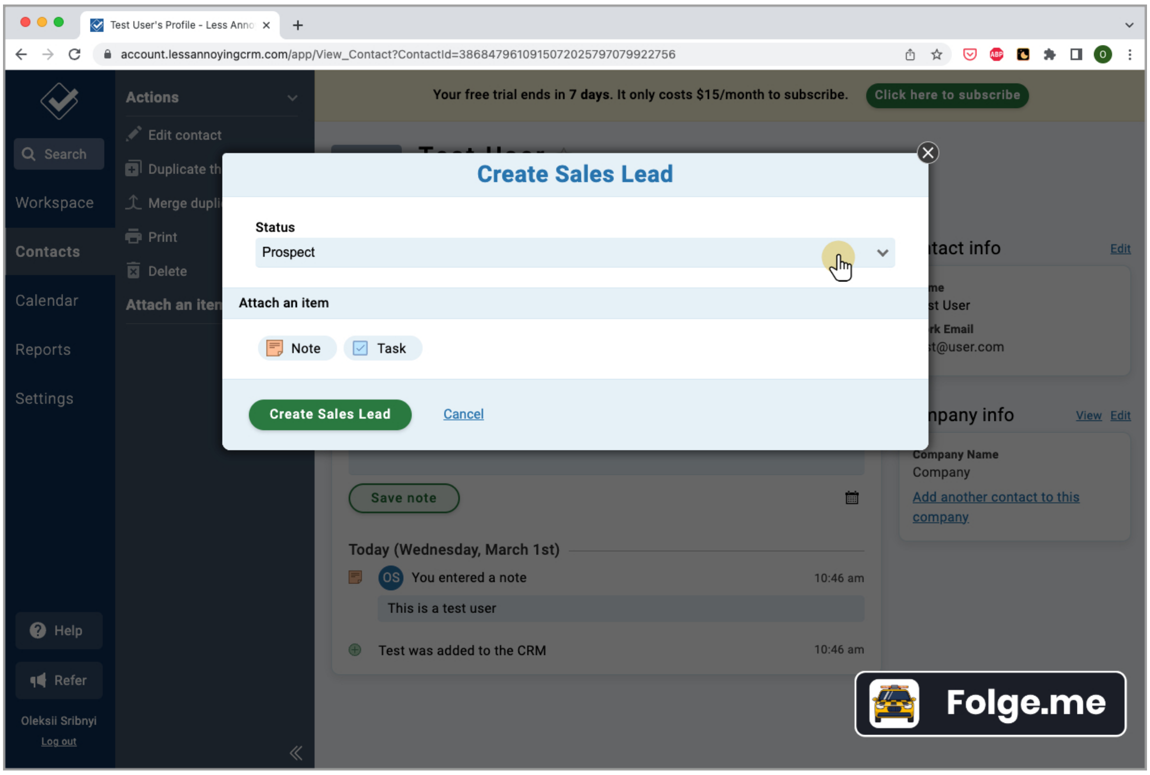




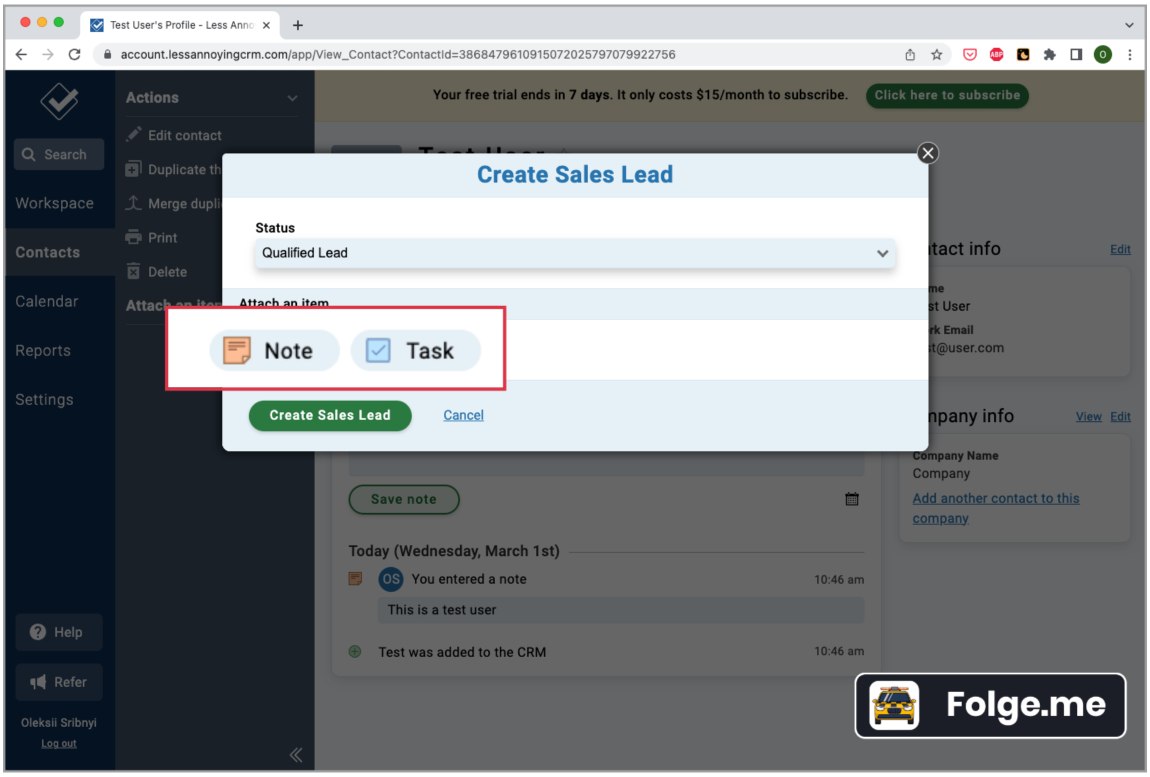

Test User's Profile - Less Anno
account.lessannoyingcrm.com/app/View_Contact?ContactId=3868479610915072025797079922756
Search
Workspace
Contacts
Calendar
Reports
Settings
Help
Refer
Oleksii Sribnyi
Log out
Actions
Edit contact
Duplicate this contact
Merge duplicates
Print
Delete
Attach an item
Your free trial ends in 7 days. It only costs $15/month to subscribe.
Click here to subscribe
Test User
Works at Company
test@user.com
Attached items
Upcoming Task (1)
Follow up with Test User
Attach an item
Event
Task
Group
File
Relationship
Sales Lead
Customer Issue
Contact info
Edit
Name
Test User
Work Email
test@user.com
History
Enter a note about Test
Save note
Company info
View
Edit
Company Name
Company
Add another contact to this company
Today (Wednesday, March 1st)
You entered a note
10:46 am
This is a test user
Test was added to the CRM
10:46 am
Folge.me

9 Creating the sales lead

Move user to a corresponding Sales status



9.1 Add Optional notes



9.2 Finish creating a sales lead