

Contact List

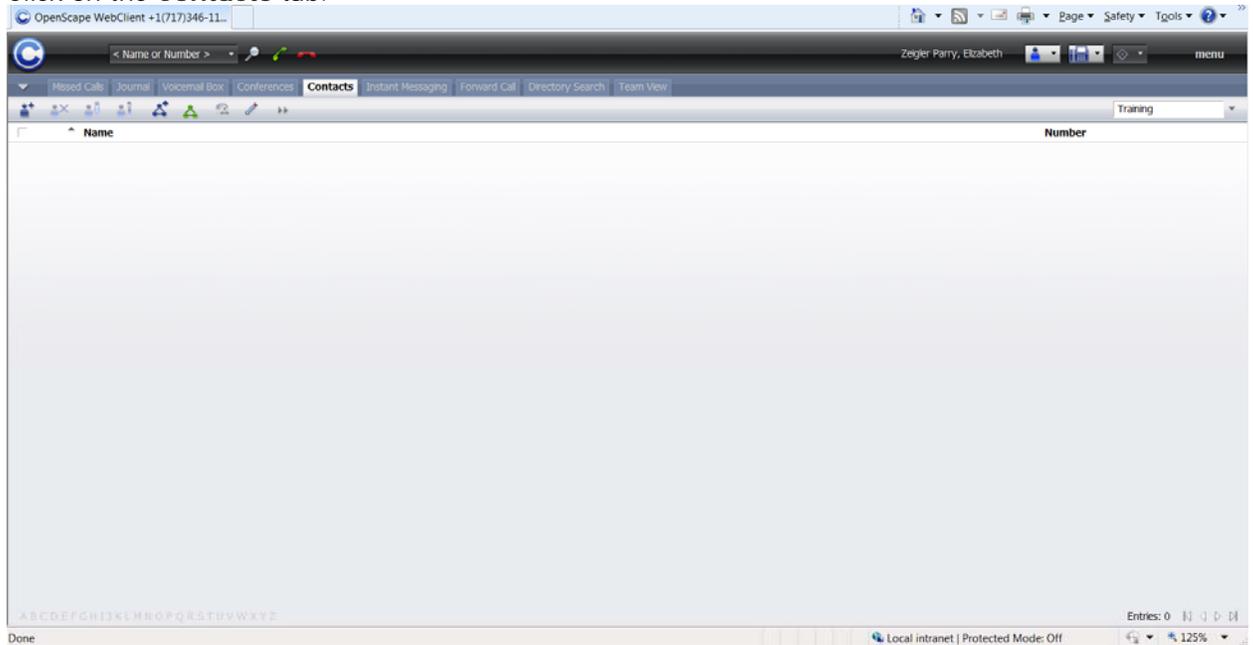
The following will give you step-by-step instructions for adding a contact to your contact list. You can add someone within the Commonwealth or an outside contact.

Step 1: Log Into UC Web Client

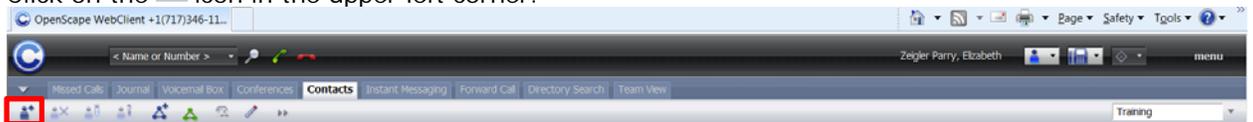
1. Open one of the following links: See last page to determine if you are System A or System B
 - a. System A: <http://openscapeuc1.pa.gov/>
 - b. System B: <http://openscapeuc2.pa.gov/>

Adding Contact within Commonwealth

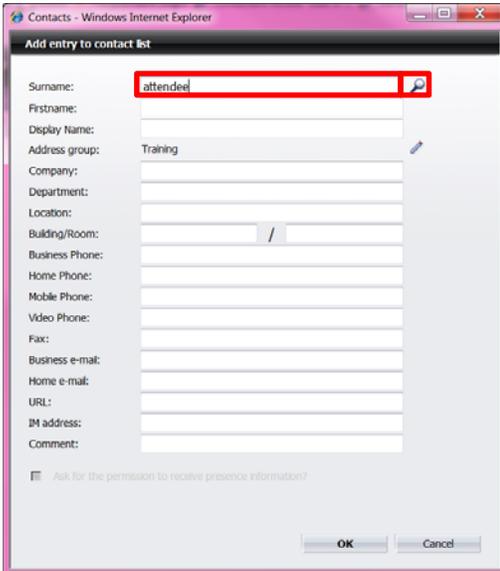
1. Click on the **Contacts** tab.



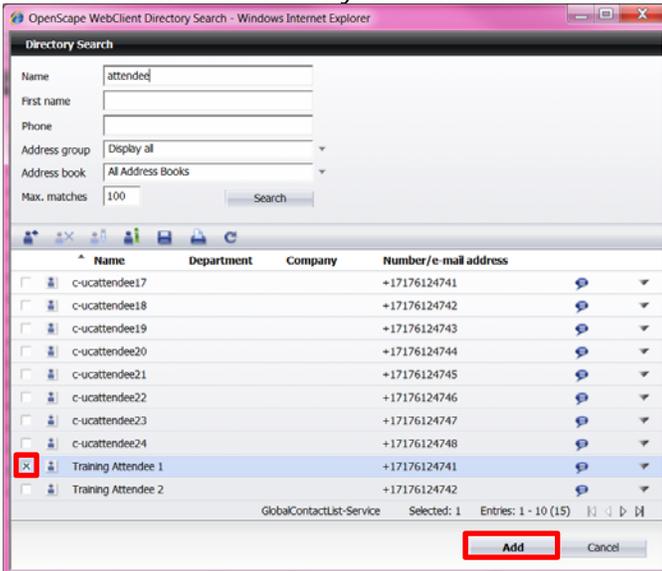
2. Click on the  icon in the upper left corner.



- When the **Add entry to contact list** appears, type in the last name of your contact and click on the  icon.



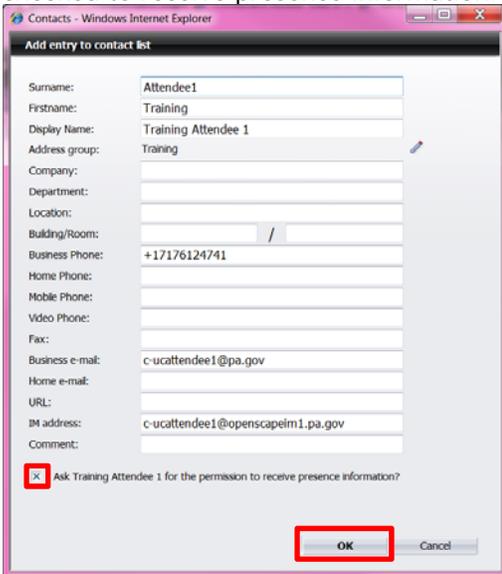
- Check the box to the left of your contact and click **Add**.



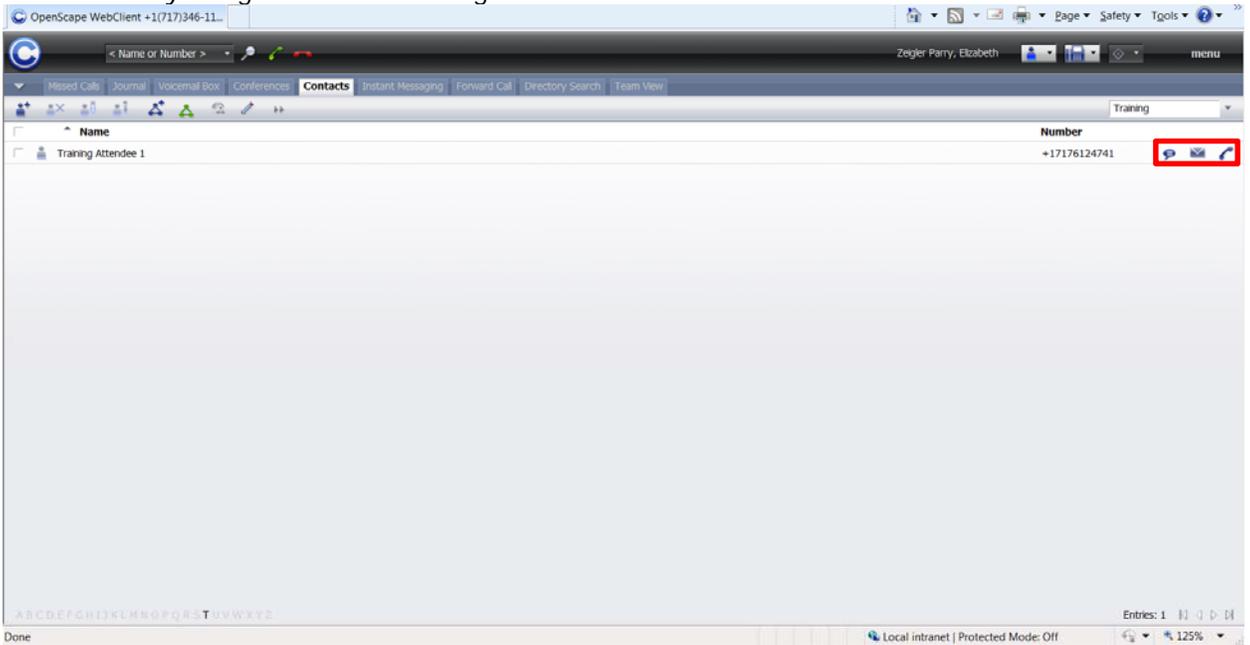
	Name	Department	Company	Number/e-mail address	
<input type="checkbox"/>	c-ucattendeel17			+17176124741	
<input type="checkbox"/>	c-ucattendeel18			+17176124742	
<input type="checkbox"/>	c-ucattendeel19			+17176124743	
<input type="checkbox"/>	c-ucattendeel20			+17176124744	
<input type="checkbox"/>	c-ucattendeel21			+17176124745	
<input type="checkbox"/>	c-ucattendeel22			+17176124746	
<input type="checkbox"/>	c-ucattendeel23			+17176124747	
<input type="checkbox"/>	c-ucattendeel24			+17176124748	
<input checked="" type="checkbox"/>	Training Attendee 1			+17176124741	
<input type="checkbox"/>	Training Attendee 2			+17176124742	

GlobalContactList-Service Selected: 1 Entries: 1 - 10 (15)

- The rest of the **Add entry to contact list** form will automatically populate. Be sure the box is checked to receive presence information. Click **OK**.



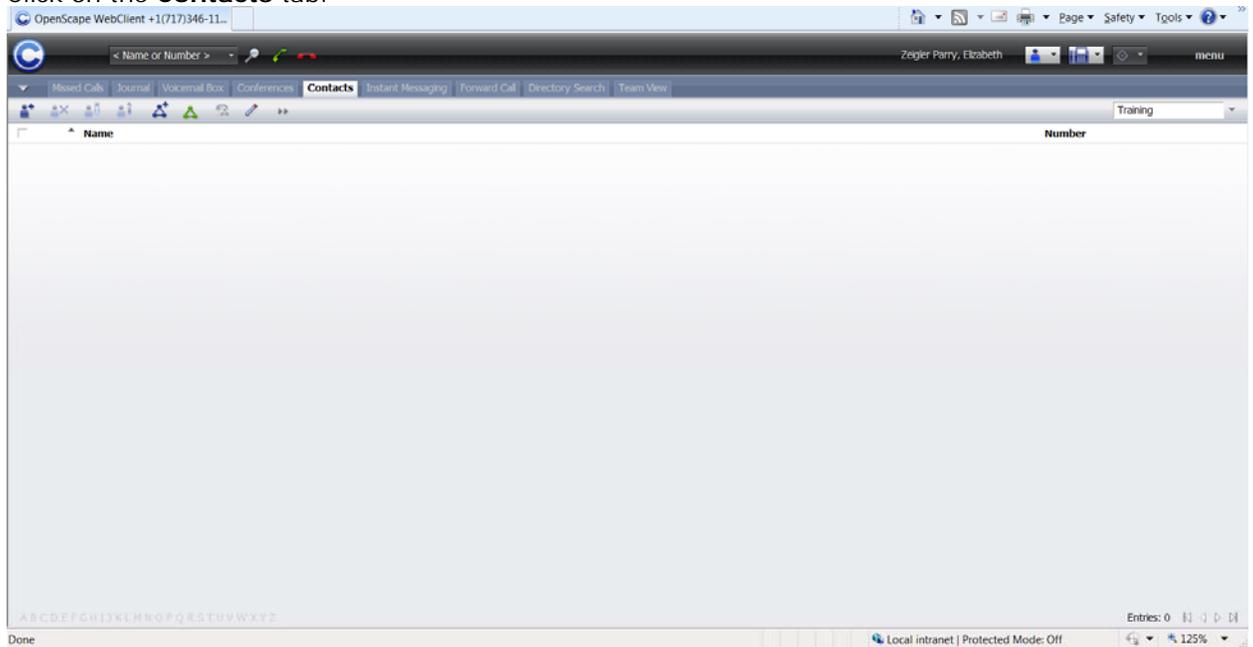
- The contact has now been added to your contact list. You may **IM**, **email**, or **Click to Call** this contact by using the icons to the right of their name.



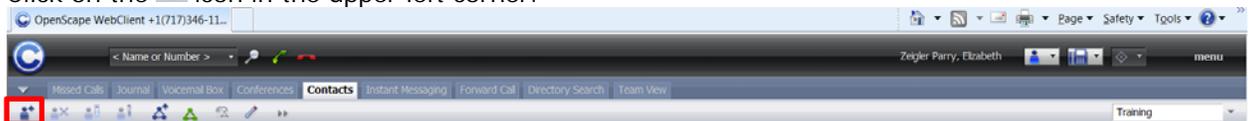
Name	Number	Actions
Training Attendee 1	+17176124741	  

Adding Outside Contact

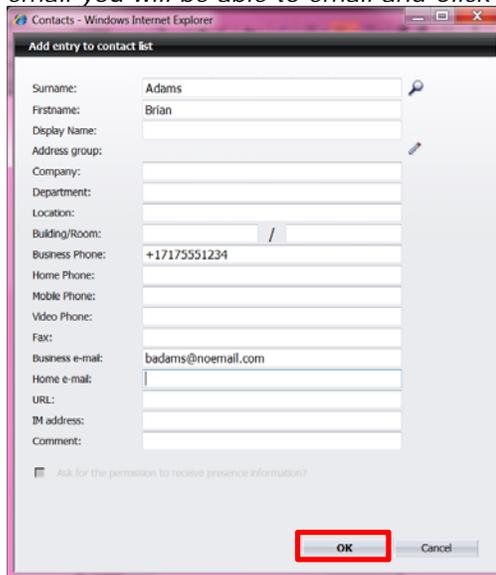
1. Click on the **Contacts** tab.



2. Click on the  icon in the upper left corner.



3. When the **Add entry to contact list** box appears, type in all of your contact's information, such as Name, Telephone Number, and Email Address. *If you provide telephone number and email you will be able to email and Click to Call from the Contact List.* Click **OK**.



The screenshot shows the 'Add entry to contact list' dialog box. The form contains the following fields:

Surname:	Adams
Firstname:	Brian
Display Name:	
Address group:	
Company:	
Department:	
Location:	
Building/Room:	/
Business Phone:	+17175551234
Home Phone:	
Mobile Phone:	
Video Phone:	
Fax:	
Business e-mail:	badams@noemail.com
Home e-mail:	
URL:	
IM address:	
Comment:	

Ask for the permission to receive presence information?

OK Cancel

4. The contact has now been added to your contact list. You may **Email or Click to Call** this contact by using the icons to the right of their name.



System by Agency

Use the following tables to determine if you are on System A or System B from Step 1.

System A

10	Aging
15	General Services
19	State
21	Public Welfare
31	PEMA
32	Civil Service Commission
33	PennVest
35	Environmental Protection
36	State Tax Equalization Board
37	Environmental Hearing Board
38	Conservation & Natural Resources
40	State Ethics Commission
65	Gaming Control Board
67	Health
72	Public School Employees Retirement System
79	Insurance
81	Office of the Inspector General
81	OA Executive Offices
83	Patient Safety Authority
92	Auditor General

System B

12	Labor & Industry
16	Education
17	Public Utility Commission
18	Revenue
20	State Police
22	Fish and Boat Commission
24	DCED
25	Probation & Parole
26	Liquor Control Board
27	Milk Marketing Board
28	Lt Governor's Office
30	Historical & Museum Commission
63	Independent Regulatory Review Commission
66	Securities Commission
68	Agriculture
71	Municipal Retirement System
75	Banking
78	PennDOT
99	Governor's Office