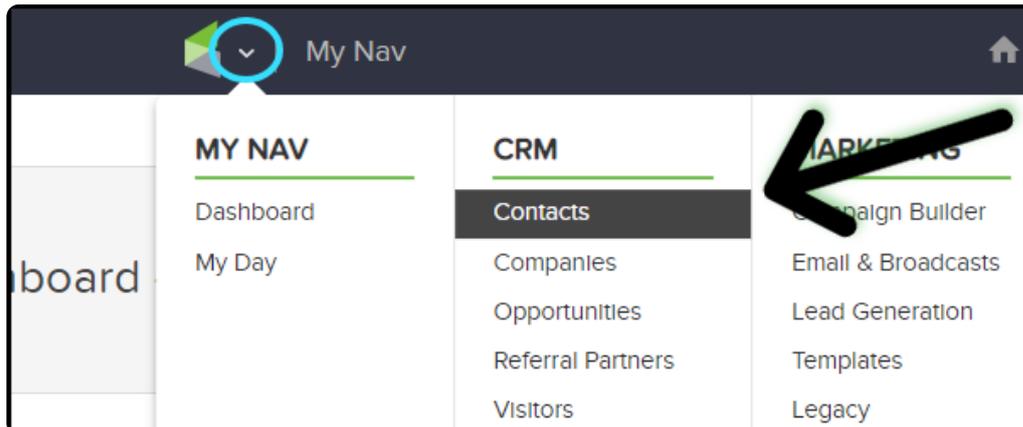


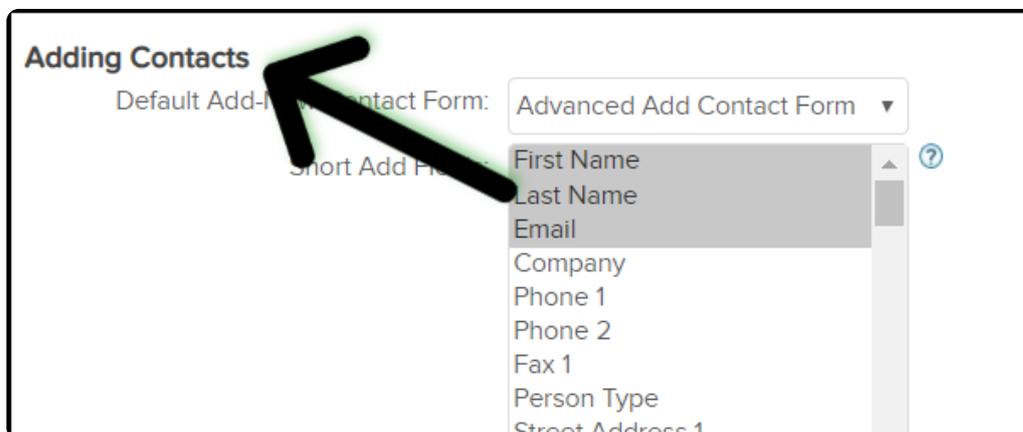
Add a new contact with an internal form

Set default internal form for quick adding contacts

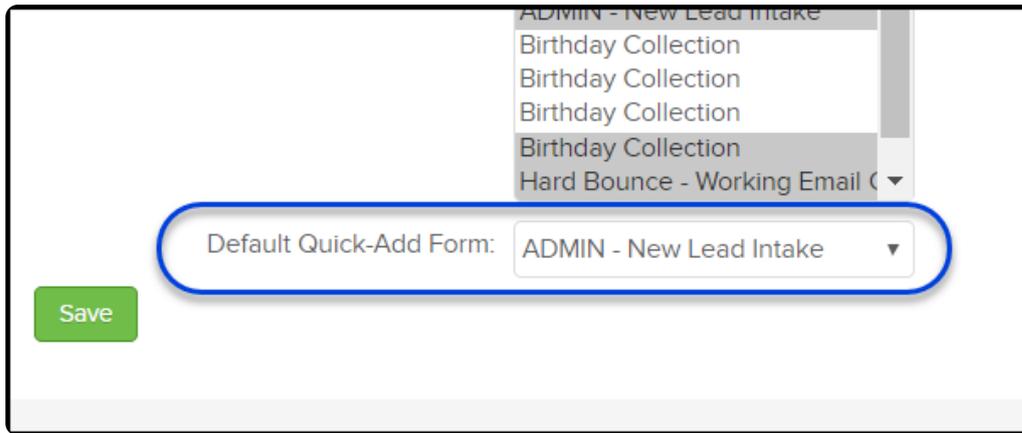
1. Go to CRM > Settings in the main navigation menu



2. Scroll down to "Adding contacts" at the bottom of the page



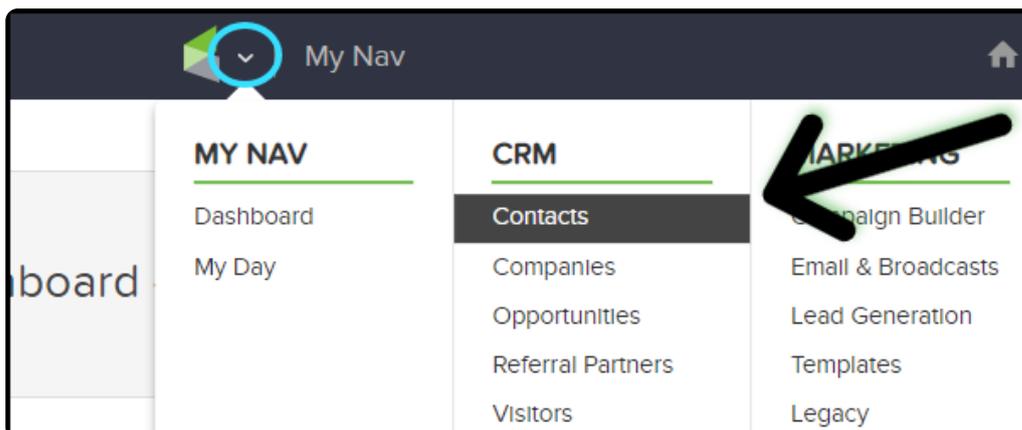
3. Select the form you want to set as the default from "Default Quick-Add Form" list



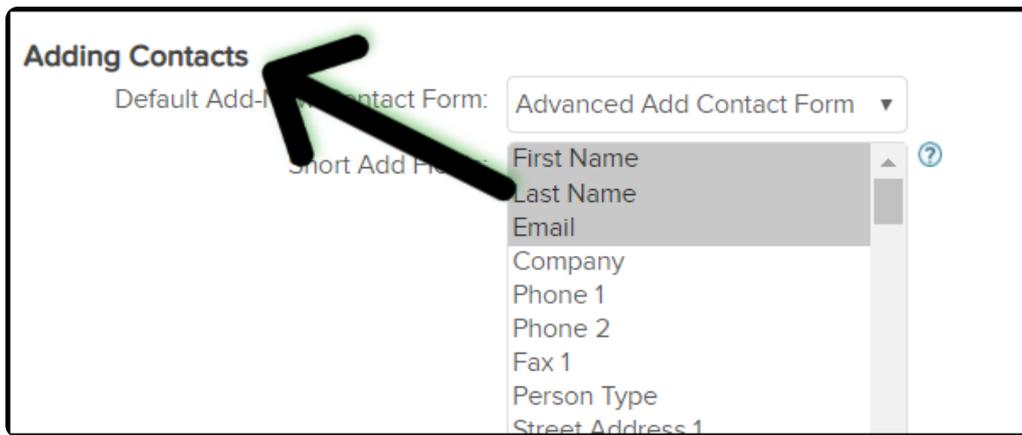
Note: The internal form must be published before it will be listed in the "Default Quick-Add Form" list. Click [here](#) if you are looking to learn how to set up an internal form in the campaign builder.

Add additional internal form options to quick add

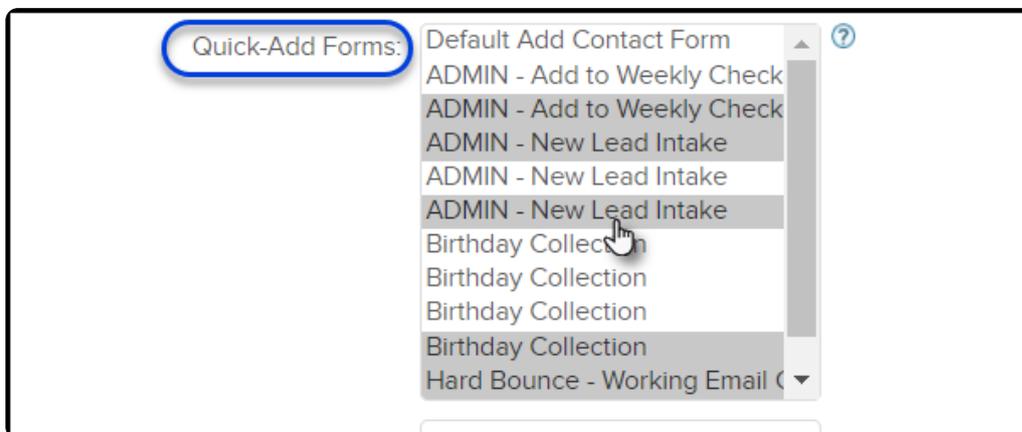
1. Go to CRM > Settings in the main navigation menu



2. Scroll down to "Adding contacts" at the bottom of the page

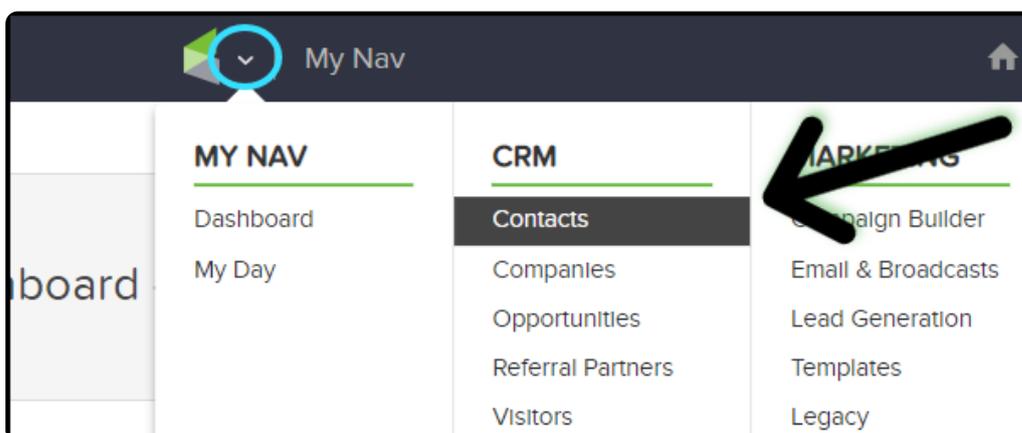


3. Click each form that you want to be able to access from the quick add

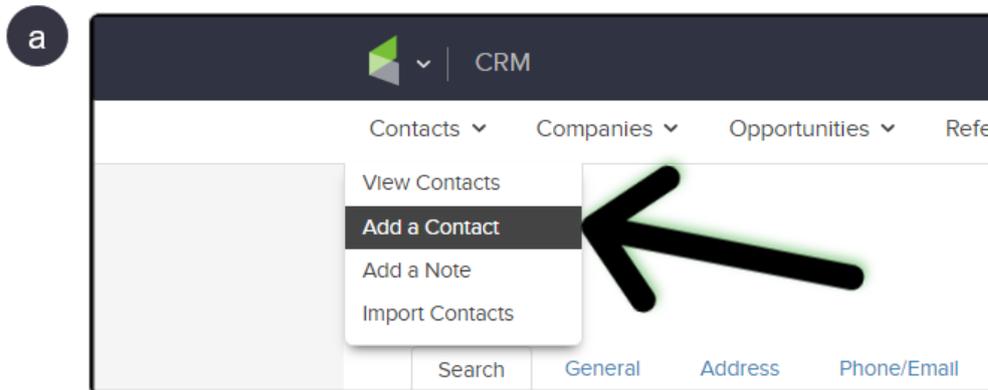


Select internal form

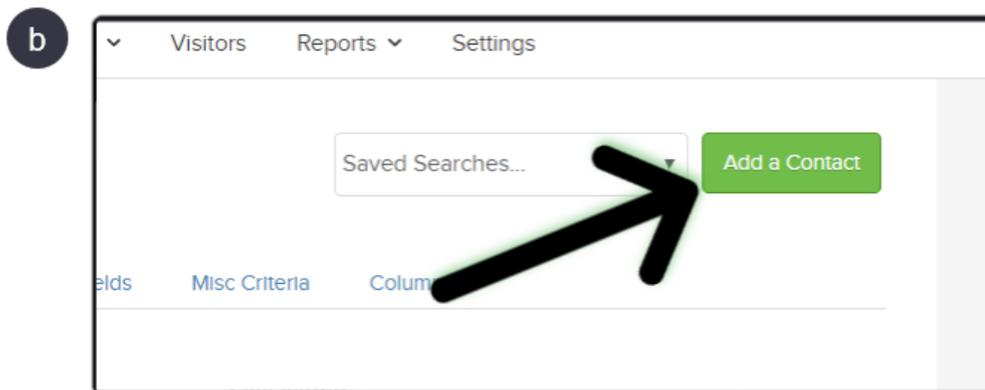
1. Go to CRM > Contacts in the main navigation menu



2. Hover over **Contacts** and select **"Add a Contact"** or click the **"Add contact"** button

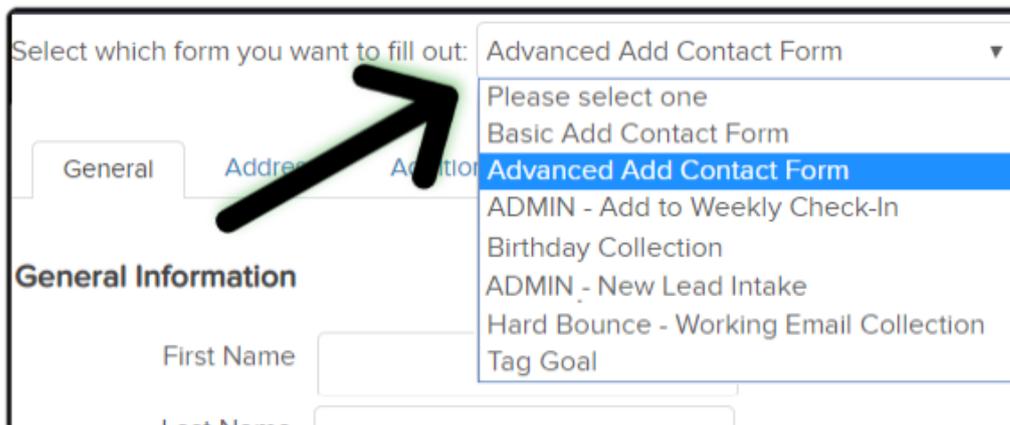


Add contact from drop down



or by Add Contact button

3. At the top of the contact creation page, select the internal form you would like to use



4. Fill out the form and click **Save** or click **Save & Add Another Person** to create more

contacts using the form

City	<input type="text"/>	Glob Lan Time
State	<input type="text"/>	
Postal Code	<input type="text"/> - <input type="text"/>	
Country	Please select a country <input type="button" value="v"/>	
<input type="button" value="Save"/> <input type="button" value="Save & Add Another Contact"/>		
