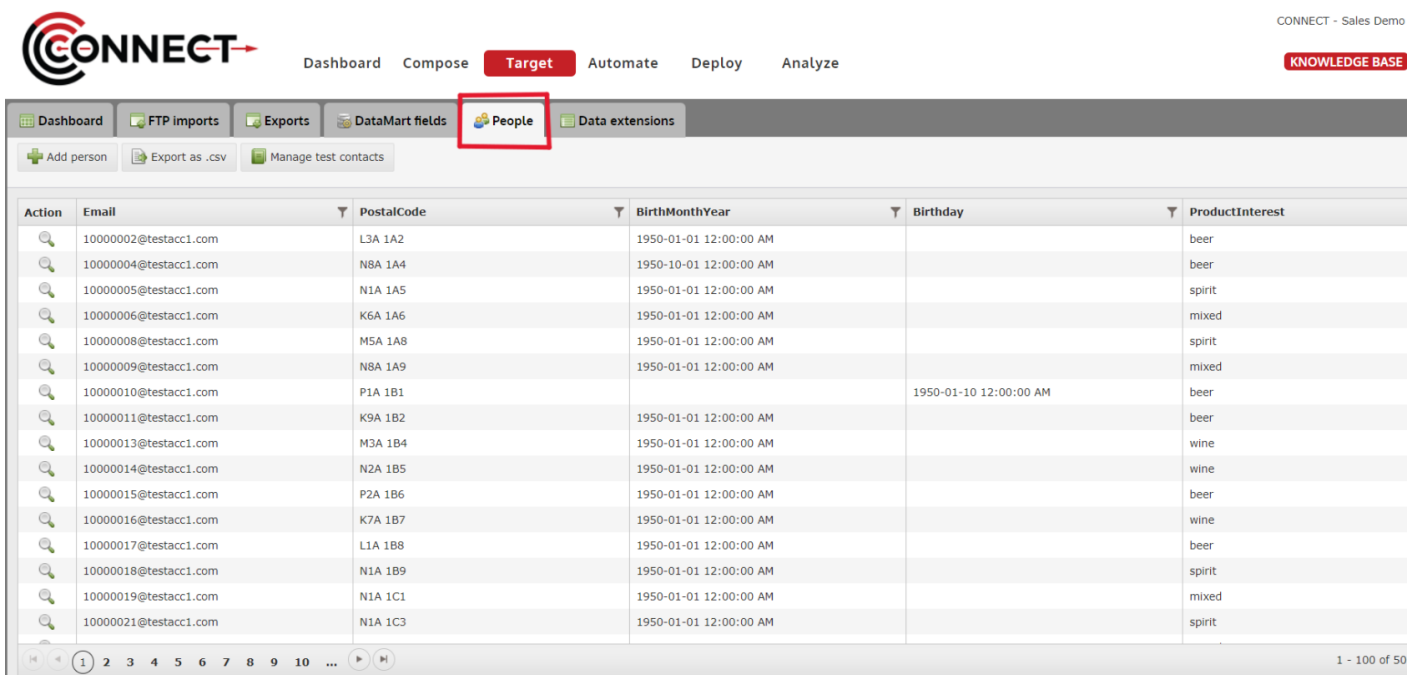


How to Add an Additional Person

There are situations where you might need to add one more person to your DataMart, either a customer or maybe you have a new team member you would like to add as a stakeholder. Here's how.

1. To begin, click on the People tab located in the Target screen



The screenshot shows the CONNECT Target screen. The 'People' tab is highlighted with a red box. Below the tabs, there are buttons for 'Add person', 'Export as .csv', and 'Manage test contacts'. A table displays a list of people with columns for Action, Email, PostalCode, BirthMonthYear, Birthday, and ProductInterest. The table contains 20 rows of data. At the bottom right, it says '1 - 100 of 50'.

Action	Email	PostalCode	BirthMonthYear	Birthday	ProductInterest
	10000002@testacc1.com	L3A 1A2	1950-01-01 12:00:00 AM		beer
	10000004@testacc1.com	N8A 1A4	1950-10-01 12:00:00 AM		beer
	10000005@testacc1.com	N1A 1A5	1950-01-01 12:00:00 AM		spirit
	10000006@testacc1.com	K6A 1A6	1950-01-01 12:00:00 AM		mixed
	10000008@testacc1.com	M5A 1A8	1950-01-01 12:00:00 AM		spirit
	10000009@testacc1.com	N8A 1A9	1950-01-01 12:00:00 AM		mixed
	10000010@testacc1.com	P1A 1B1		1950-01-10 12:00:00 AM	beer
	10000011@testacc1.com	K9A 1B2	1950-01-01 12:00:00 AM		beer
	10000013@testacc1.com	M3A 1B4	1950-01-01 12:00:00 AM		wine
	10000014@testacc1.com	N2A 1B5	1950-01-01 12:00:00 AM		wine
	10000015@testacc1.com	P2A 1B6	1950-01-01 12:00:00 AM		beer
	10000016@testacc1.com	K7A 1B7	1950-01-01 12:00:00 AM		wine
	10000017@testacc1.com	L1A 1B8	1950-01-01 12:00:00 AM		beer
	10000018@testacc1.com	N1A 1B9	1950-01-01 12:00:00 AM		spirit
	10000019@testacc1.com	N1A 1C1	1950-01-01 12:00:00 AM		mixed
	10000021@testacc1.com	N1A 1C3	1950-01-01 12:00:00 AM		spirit

2. Next, click on the "Add Person" button

CONNECT - Sales Demo

DashboardComposeTargetAutomateDeployAnalyze

DashboardFTP importsExportsDataMart fieldsPeopleData extensions

Add person

Export as .csv

Manage test contacts

Action	Email	PostalCode	BirthMonthYear	Birthday	ProductInterest
	10000002@testacc1.com	L3A 1A2	1950-01-01 12:00:00 AM		beer
	10000004@testacc1.com	N8A 1A4	1950-10-01 12:00:00 AM		beer
	10000005@testacc1.com	N1A 1A5	1950-01-01 12:00:00 AM		spirit
	10000006@testacc1.com	K6A 1A6	1950-01-01 12:00:00 AM		mixed
	10000008@testacc1.com	M5A 1A8	1950-01-01 12:00:00 AM		spirit
	10000009@testacc1.com	N8A 1A9	1950-01-01 12:00:00 AM		mixed
	10000010@testacc1.com	P1A 1B1		1950-01-10 12:00:00 AM	beer
	10000011@testacc1.com	K9A 1B2	1950-01-01 12:00:00 AM		beer
	10000013@testacc1.com	M3A 1B4	1950-01-01 12:00:00 AM		wine
	10000014@testacc1.com	N2A 1B5	1950-01-01 12:00:00 AM		wine
	10000015@testacc1.com	P2A 1B6	1950-01-01 12:00:00 AM		beer
	10000016@testacc1.com	K7A 1B7	1950-01-01 12:00:00 AM		wine
	10000017@testacc1.com	L1A 1B8	1950-01-01 12:00:00 AM		beer
	10000018@testacc1.com	N1A 1B9	1950-01-01 12:00:00 AM		spirit
	10000019@testacc1.com	N1A 1C1	1950-01-01 12:00:00 AM		mixed
	10000021@testacc1.com	N1A 1C3	1950-01-01 12:00:00 AM		spirit

3. Select the Subscription(s) you would like to add the record to

= required

Add to subscription(s):

Please select

4. Select the permission level of the record you are adding

Permissions to the selected subscription(s): 

Permission Capture Date:  

5. OPTIONAL: Select the record type of the record you are adding

For a definition on Record Types, [click here](#).

- Record type:
- ☐ **Test account:** Records that are used for testing purposes
 - ☐ **Stakeholder:** People who are involved in the development and/or approval process prior to final deployments
 - ☐ **Seed:** People who are included in deployments without having their activity tracked (opens, clicks, etc.)
-

6. Fill out the Field Information of the Record you are Adding

Email:	<input type="text"/>	
FirstName:	<input type="text"/>	
LastName:	<input type="text"/>	
Address:	<input type="text"/>	
City:	<input type="text"/>	
Province:	<input type="text"/>	
PostalCode:	<input type="text"/>	
BirthMonthYear:	<input type="text"/>	(YYYY-MM-DD HH:MM:SS AM/PM)
Birthday:	<input type="text"/>	(YYYY-MM-DD HH:MM:SS AM/PM)
Language:	<input type="text"/>	
PreferredStore:	<input type="text"/>	<input type="button" value="▲"/> <input type="button" value="▼"/>
ProductInterest:	<input type="text"/>	
IsPremium:	<input type="text"/>	
LoyaltyNumber:	<input type="text"/>	
Age:	<input type="text"/>	<input type="button" value="▲"/> <input type="button" value="▼"/>
HasProductA:	<input type="text"/>	
HasProductB:	<input type="text"/>	
MortgageRenewalDate:	<input type="text"/>	(YYYY-MM-DD HH:MM:SS AM/PM)
AssignedAgentId:	<input type="text"/>	

Note: Only the Identifier field is mandatory in this process. It will be flagged with a green indicator.

7. Click the "Save" button, once finished

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