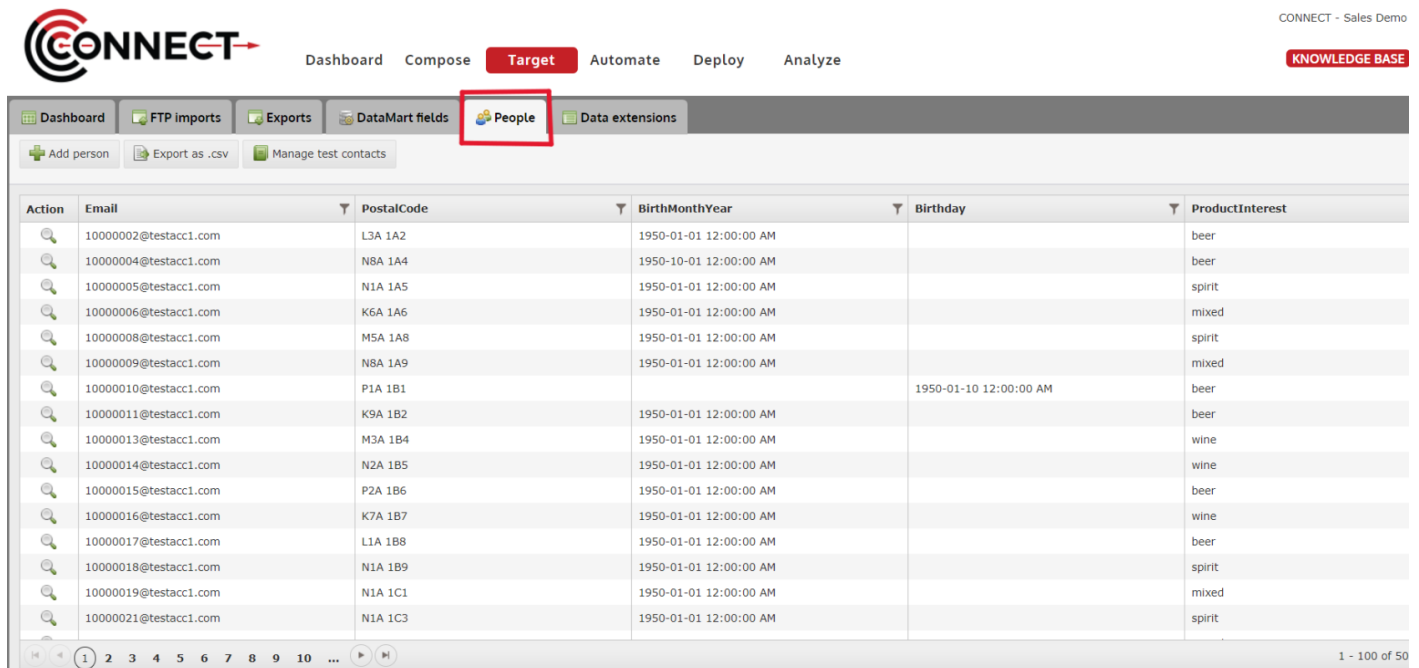


How to Add an Additional Person

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 application interface. The top navigation bar includes 'Dashboard', 'Compose', 'Target' (highlighted in red), 'Automate', 'Deploy', and 'Analyze'. On the right, there is a 'KNOWLEDGE BASE' button. Below the navigation bar, the 'People' tab is selected and highlighted with a red box. The main area displays a table of people with columns: Action, Email, PostalCode, BirthMonthYear, Birthday, and ProductInterest. The table contains 21 rows of data. At the bottom, there is a pagination bar showing '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

Dashboard	FTP imports	Exports	DataMart fields	People	Data 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



[Dashboard](#) [FTP imports](#) [Exports](#) [DataMart fields](#) [People](#) [Data extensions](#)

[Back](#) [Save](#)

🟢 = required

Add to subscription(s):

Permissions to the selected subscription(s):

Permission Capture Date:

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.)

Email:

FirstName:

LastName:

Address:

City:

Province:

PostalCode:

BirthMonthYear: (YYYY-MM-DD HH:MM:SS AM/PM)

Birthday: (YYYY-MM-DD HH:MM:SS AM/PM)

Language:

PreferredStore:

ProductInterest:

IsPremium:

LoyaltyNumber:

Revision #3

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