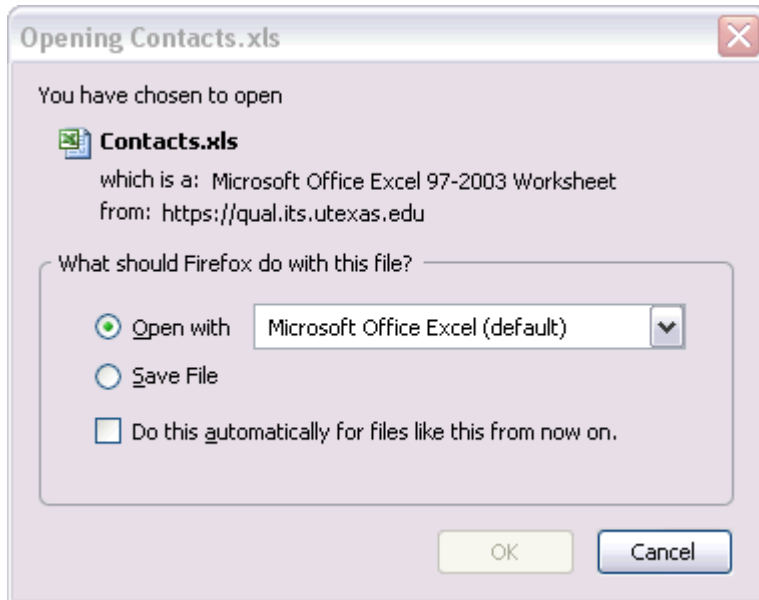


Downloading Contacts

To download contacts from any **View Contacts** page, click the  button.

Downloading in Firefox

Depending on your browser, you may see a window similar to the following one, asking whether the browser should **Launch** or **Open** an application to show the downloaded data, or **Save** the file to your hard drive. For best results, select **Launch** or **Open** and select **Microsoft Office Excel** if prompted.



The Excel worksheet lists contacts based on the page you were looking at when you click .

The following columns will appear in your downloaded file:

- **Unit:** The name of the unit code.
- **Code:** The numerical unit code value.
- **Contact Description:** The description of the contact type.
- **Primary:** If an **X** appears in this column, the contact is the primary contact for the contact type for the unit code.
- **Official:** If an **X** appears in this column, the contact type is an **official role**.
- **UT EID:** The UT EID of the contact.
- **Assigned by UT EID:** If an **X** appears in this column, the individual was assigned as a contact for this contact type via a UT EID.
- **Assigned by Position ID:** If an **X** appears in this column, the individual was assigned as a contact for this contact type via a Position ID.
- **Position ID:** If the individual was assigned via a Position ID, this column will indicate the Position ID assigned.
- **Contact Name:** The name of the individual assigned as the contact for this contact type.
- **Phone Number 1:** An office phone number for the named contact.
- **Phone Number 2:** A second office phone number for the named contact.
- **Fax Number:** A fax number for the named contact.

- **Email Address:** An e-mail address for the named contact.
- **Campus Building:** The campus building listed as the contact's office address.
- **Campus Office:** The office number within the campus building that is listed as the contact's office address.
- **Mail Code:** The campus mail code for the contact that can be used for inter-office mail delivery.