

# Administration, Portal

## How does the Contact Manager work?

CM stands for contact manager. CMs are used by all major corporations to manage and organize customer and vendor information. A CRM (customer resource manager) is an advanced version of a CM. Popular CRMs include Salesforce and Microsoft Dynamics. PubSafe recognizes how important information organization and security is to NGOs. Many NGOs are still operating on Excel spreadsheets shared across multiple personal computers. This lack of control and central management puts the entire organization at risk if one person leaves. THE VALUE OF HAVING A CM FOR NGO'S CANNOT BE OVERSTATED!

Your organization can store member information, vendors, document calls and meetings, and more. There is a separate and independent permission structure in the CM that can be set up to allow everyone in your organization to access and enter information from the web portal or mobile app. No more hunting around for phone numbers, look them up in the CM. The CM will evolve into a CRM which will include scheduling activities, and saving files (training certificates) online.

The instance of CM is provided free for a limited time. Individual training can be quoted based on what is needed.

Use of the CM is free until the database size reaches **3 gigabytes**. Once the limit is reached you will be contacted with pricing.

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