

QUICK TIPS:

Adding External People or Performance Sites to the Address Book in

External Key Personnel and Performance Sites must be available in the Address Book before they can be added to a proposal. Once an Address Book entry has been created (by any Streamlyne user), the person will be available *immediately* and for any future proposals.

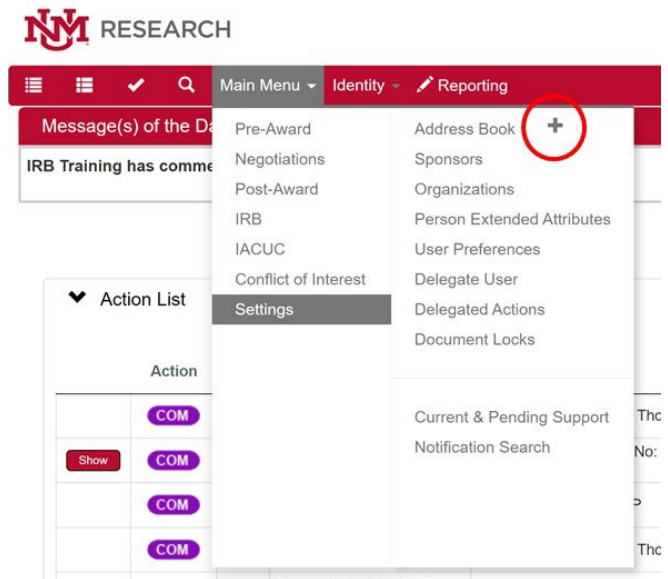
The Address Book cannot be used to add Sub Awardee Organizations or Sponsors. To add these entities, contact OSP <mailto:osp@unm.edu>

1. Before modifying the **Address Book**, perform a search to check whether an entry already exists.

HOW TO PERFORM A SEARCH IN STREAMLYNE
LINK



2. The Address Book can be modified by any Streamlyne user and is accessible by navigating to **Main Menu > Settings>Address Book**. Click the plus (+) sign to add a new entry.


Hint: We suggest opening a new browser window to work on the Address Book so that you do not lose your place in the proposal.



Address Book


☆ Bookmark this document

 Document Overview

Description :

Organization Document Number :

 Edit Address Book

New

Address Book Id: 103998

☐
 Check here if this record is being created in order to submit applications as an individual, and not on behalf of a company, state, local or tribal government, academia, or other type of organization:

Address Line 1:

Address Line 2:

Address Line 3:

City:

3. In the **Document Overview** panel, a **Description** is required for record keeping purposes only. Type any note, such as “Add Person X”.
4. In the **Edit Address Book** panel, enter information on the Person or Performance Site you wish to add. While few fields are required, keep in mind that the information you enter will determine what information will be available to search.
 - a) At minimum, the following fields should be completed to add a person:
 - **Description:** type any note, such as “Add Person X”
 - **Country Code:** where the person is based
 - **First Name**
 - **Last Name**
 - **Email Address**
 - **Organization:**
 - use **Link to Organization** to search for an organization in the database
 - If not found, free-type in the **Organization** field
 - **Owned by Unit:** By default, displays 000001 (University of New Mexico). If desired, you can link your entry to a specific Unit/Department to make it easier to search for them later.
 - b) At minimum, the following fields should be completed to add a performance site:
 - **Description:** type any note, such as “Add Site X”
 - **City**
 - **State** (if US site)
 - **Country Code**
 - **Organization:** Type name of site in free-text field
 - **Owned by Unit:** By default, displays 000001 (University of New Mexico). If desired, you can link your entry to a specific Unit/Department to make it easier to search for them later.

5. Click **Submit** at the bottom of the page to finalize your entry.

Submit

Close

Cancel