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## The Contacts Page

The **Contacts page** is the centralized repository for your contact records. It displays your contact records in a tabular view, allowing you to view, [edit](#), filter, import, export and [delete](#) records from a single location.

To access the **Contacts page**, log in to your OnceHub account and select **Contacts** from the left navigation menu.

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### Key Features

- **Inline Grid Editing:** [Edit contact properties](#) directly from the table without opening individual contact records.
  - **Filter and Save Contact Lists:** Filter contacts using any contact property and save the results as dynamic Contact lists for quick access. For example, if you save a Contact list for records with a status of Sales qualified, the list updates automatically whenever you update the status.
  - **Quick Navigation:** Use the left navigation panel to switch between All Contacts, saved Contact lists, and your imported records under Imports.
  - **Bulk Import & Export:** Import and export multiple contacts using the Import / Export dropdown at the top right of the page.
  - **Bulk Delete:** Select multiple contacts to delete them in a single action.
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### Customize the Grid View

Click the Customize columns icon next to the Import / Export dropdown to personalize your tabular view. From here, you can:

- Show or hide columns
  - Reorder visible columns
  - Add a new property to the table on the fly
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To learn more about managing contacts, see [Managing Contacts in OnceHub](#) article.

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