

The Contact Detail Page [Classic]

The **Contact page** provides a complete view of a guest's information, full activity history, and upcoming meetings. This detailed page helps you quickly review past engagements and effectively prepare for future meetings.

To open a **Contact page**:

1. Select **Contacts** from the left navigation menu.
2. Click the specific contact's name.

This page contains two functional panes:

- **Contact Details pane (left):** View and update contact details, and manage the visibility of contact properties.
- **Activities pane (right):** Review a chronological timeline of all past activities and future scheduled meetings.

TIP: Every contact in OnceHub has a unique Contact page URL. You can copy this URL from your browser address bar and save it in your CRM's contact record for quick access to the corresponding **Contact page** in OnceHub.

The Contact Details Pane

The **Contact Details pane** displays the contact's information, from here you can:

- **Manage displayed properties:** Click the **Manage Properties** (sliders) icon on the right side of the **Contact Details** pane to select which properties are displayed.
- **Edit contact properties:** Update information directly inside the visible fields. Your changes are saved automatically as soon as you update a value.

The Activities Pane

The **Activities pane** provides a complete timeline of the contact's interaction history to help you review previous engagements. It includes:

- **Upcoming Meetings:** Displays all upcoming scheduled meetings, including the meeting subject, host, date and time, attendees, and virtual meeting links.
- **Past Activities:** Displays the previous interactions, including meetings, Chatbot conversations, Routing Form submissions, and phone calls.