# Updating Prophet’s Working Contact Folder

when using a public contacts folder

# Create a Prophet Offline local contacts folder.

If not already done.

Open Outlook’s Contacts.

Right click your Contacts folder and click New Folder. Name it **Prophet Offline**.

# Set Working Contact Folder.

Select Contact Manager. Click Prophet’s Tools button to open Prophet Administrator.





Click the Working Contacts folder button.

Click Show Public Folders.

Expand All Public Folders and continue expanding until you can check the folder that your company is using. Please check with your Prophet Administrator if you have any questions.

Click OK. Click Yes to Register it, **and No to Synchronize** (you might not get this prompt).



# Set Prophet to the Offline folder.

In Outlook Mail, select Contact Manager. Click Prophet’s Tools button to open Prophet Administrator.



Check with your Prophet Administrator, and click the Off-Line Working Contact Folder button.

Click the Refresh button (blue chasing arrows).

Check the box for Prophet Offline.

Click OK

Click Yes to Register that folder.

Click No to synchronize it.

# Change User Local Settings

In Prophet Administrator, click the User Local Settings tab. Change the choice to No.

Close Prophet Administrator.

This prevents Prophet’s Create New Contact page from appearing when creating new Contacts.

While this is a handy pre-duplicate checker, it assumes that new contacts into your local “Contacts” folder should be in Prophet, and once you click Create New Contact, it will be saved to your Working Contacts Folder, not the local “Contacts” folder.

Duplicate checking will still occur when the contact is saved.

# Unregister old folders.

With Contact Manager selected, click the button for the View’s name. Click Tools, click Create New.



Change “Select Contact by” to “Contact Folder(s)”.



Select each line, not necessarily the checkbox, except Prophet Offline, and click Exclude. Continue until all rows except Prophet Offline are gone.

Cancel the new view’s page to close it.