

The screenshot displays the 'Conversation - Contacts & Companies' section of the aldenONE interface. The interface is divided into several sections:

- Navigation Sidebar (1):** Located on the left, it contains various navigation options such as 'Assigned To Me', 'Poles on Map', 'Assets', 'Notes', 'Documents', 'Photos', 'Contacts & Companies' (highlighted), 'Related Conversations', 'History', and 'Detailed History'.
- Top Navigation Bar:** Includes the 'aldenONE' logo, a search bar, a 'Menu' button, and the user profile 'CTL Admin CENTURYLINK'.
- Conversation Header:** Shows the conversation ID '746010' and the title 'TEST-Permit to Attach'. It also displays the status 'Created' and the assigned user 'jacquelyn.davis@aldensys.com'.
- Contacts Section (2, 3, 5, 6):** Contains an 'Add Contact' field and a list of contacts. Each contact entry includes the user's name, email address, and a set of action buttons: 'Read Only?', 'Assign', and 'Remove'. Callout 2 points to the 'Add Contact' field, callout 3 to the 'Add Contact' button, callout 5 to the 'Assign' button, and callout 6 to the 'Read Only?' button.
- Companies Section (4):** Contains an 'Add Company' field and a list of companies. Each company entry includes the company name and primary email address, along with 'Read Only?' and 'Remove' buttons. Callout 4 points to the 'Add Company' field.

## page walkthrough

- Click the Contacts & Companies tab to quickly move to the conversation contacts & companies section. The count of contacts and companies is shown in the tab. The first number indicates the number of contacts and the second number, after the slash, indicates the number of companies. Users listed as a contact have access to this conversation. All users belonging to the companies listed have access to this conversation.
- To add a new contact, type a user's name or email address in the Add Contact field, then click the button to the right of the field to add that user as a contact. Similarly, to add a new company, type the company name, then click the button to the right of the field to add that company.
- Each contact shows the user's name, email address, and company name.
- Each company shows the company name along with the main person to contact for that company and their email address.
- The contact to whom the conversation is assigned is indicated by the user icon with the raised hand and the outline of blue. You can remove some users from the list of contacts, but you cannot remove the user who created the conversation, nor the user to whom the conversation is currently assigned. Click the assign button beside a user to assign the conversation to that user.
- To grant read-only access to a user or company, click "Read-only" next to the user or company. That user or company will still be able to add notes, documents, and photos, view all information on the conversation, but will not be able to edit any header information, change the status of the conversation, or reassign it.