

GOBOOSTIFY – DELETING A CONTACT GUIDELINE

Delete an Existing Contact

Deleting any contacts will also remove the corresponding: Conversations, Notes, Opportunities, Tasks, Appointments, Manual Actions, Community Group Owners. It will also stop any active campaigns and workflows for the contacts. Deleted contacts can be restored within 2 months

Follow these steps to delete a contact:

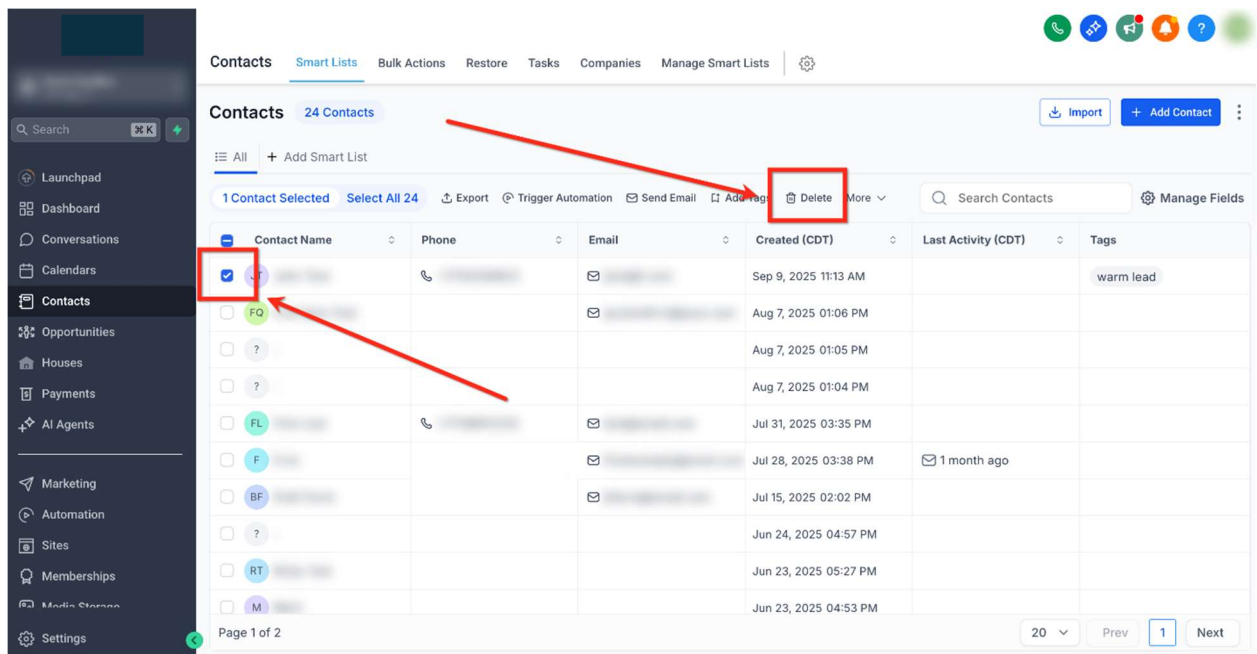
1. Navigate to **Contacts** in the main menu.

The screenshot shows the GoBoostify web application interface. On the left, a dark sidebar contains a menu with items like Launchpad, Dashboard, Conversations, Calendars, **Contacts** (highlighted with a red box), Opportunities, Houses, Payments, AI Agents, Marketing, Automation, Sites, Memberships, Media Storage, and Settings. The main content area is titled 'Contacts' and shows a list of 24 contacts. The table has columns: Contact Name, Phone, Email, Created (CDT), Last Activity (CDT), and Tags. The first contact is 'JT' with a 'warm lead' tag. The interface includes search bars, filters, and pagination controls at the bottom.

Contact Name	Phone	Email	Created (CDT)	Last Activity (CDT)	Tags
JT			Sep 9, 2025 11:13 AM		warm lead
FO			Aug 7, 2025 01:06 PM		
?			Aug 7, 2025 01:05 PM		
?			Aug 7, 2025 01:04 PM		
FL			Jul 31, 2025 03:35 PM		
F			Jul 28, 2025 03:38 PM	1 month ago	
BF			Jul 15, 2025 02:02 PM		
?			Jun 24, 2025 04:57 PM		
RT			Jun 23, 2025 05:27 PM		
M			Jun 23, 2025 04:53 PM		

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2. Select the contact you would like to delete using the checkbox to the left of the name. Then click the **Delete** button



3. Confirm for action by typing **DELETE** in the popup window. Then click the **Delete** button.

