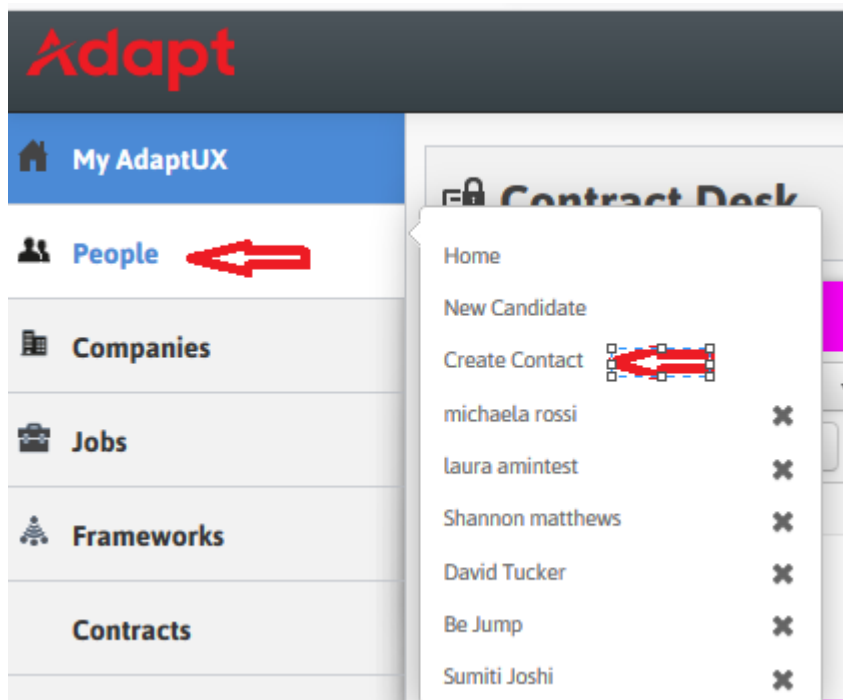




HOW TO CREATE A CONTACT

When it comes in creating a contact you'll have 2 options, 1st one:

Click on People=>create contact



Fill all red boxes (these are mandatory information)=>Confirm

Create Contact

Please enter the details for the new contact

Title		Client Address	
First Name		Address Line 1	
Last Name		Address Line 2	
Salutation		Locality	
Create Lead Contact	☐	City/Town	
Client		County	
Department		Post Code	
Job Title		Country	
Contract		Location	
Telephone No	Ext.	Search Town	
Home Phone		PA Details	
Fax No		PA Name	
Mobile No.		PA Telephone	
Home Email		PA Email	
Work Email			
Text Message			
Contact at Work			
LinkedIn			

Journal & Researcher Notes

2ND Option is to create a contact directly from the client's record:

Byford Limited

Summary **Activities**    

Summary

COMPANY INFO

Name	Byford Limited
Client ID	1109218
Status	Active

Address 1 66 College Road
City/Town

Create Contact **Add Existing Contact** **Remove Contact**