

How to: Add Contact details to a contact (Agent).

1. **Contacts** screen
2. Search for Contact
3. Double-click on Contact

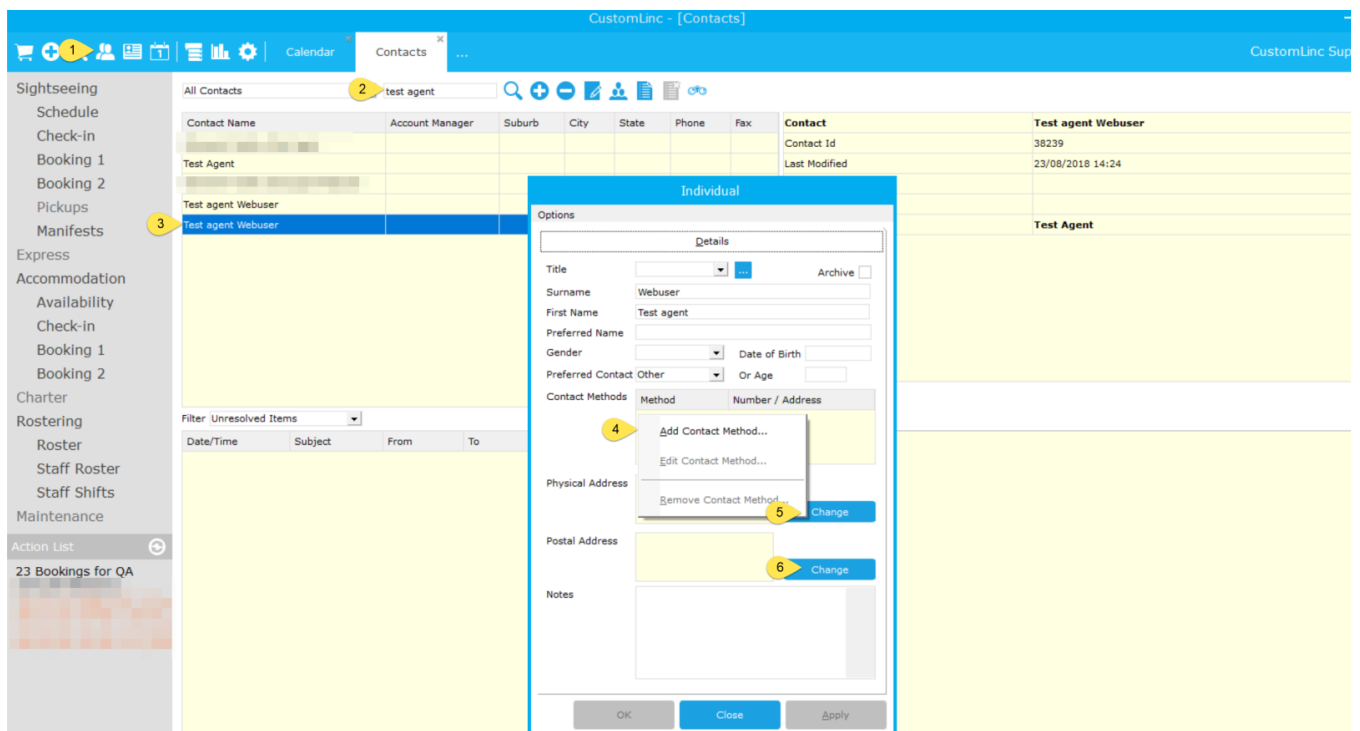
Organisation

4. Select **Add** to add Postal and Physical addresses
5. Select **Add** to add Email, Phone, Fax, Facebook, Twitter and website

Adding_Email_Phone_Address_etc_to_Organisation.png

Individual

4. Right-click under **Contact Methods** and select **Add Contact Method...** to add Email, Phone, Fax, Facebook, Twitter and website
5. Select **Change** to add/edit a Physical Address
6. Select **Change** to add/edit a Postal Address



Changing existing Contact Methods on a Contact

Existing Contact Methods will appear on the right of the screen when the Contact is selected as at 1 below as an example.

1. Double-click on the Contact Method
2. Change details as required and select **OK**

Changing_existing_Contact_Methods_on_a_Contact.png

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