



Award winning systems for fast moving businesses

Dealing with Contacts

1 Adding and changing contact details

Click the Man icon to access the "New Individual" panel

Salutation: [v] Initials: H

First Name: Helen

Last Name: Taylor

Job Title:

Employer:

Work Number:

Facsimile:

E-Mail:

Mobile:

Building: Oakdale

Street: Lower Wokingham Road

Location: Crowthorne

County: Berkshire

Country:

Post Code: RG45 6BX

Phone Number: 01344 776500

Facsimile:

Web Address:

Source:

Client Manager: [v]

Save New Individual

Close

Web Fastrack system by AXLR8

2 Searching for Contacts who have made information requests in the past.

Enter the first few characters of the contact's surname and click Search.

Search

Organisation Name [v] Add Last Name|m%

Address Postcode [v] Add

Contact Last Name [v] Add

Custom Requests [v] Go

Searches [New] [Load] [Save] [Del]

Results: 185 Records Multi Select

Contact	Address	Organisation Name
Macdia	20 - Soh	Macdiarmid -
Macdia	20 - Soh	Macdiarmid -
Macey	5-7 Abb	Macey -
Macey	5-7 Abb	Macey -
Mackia	House ol	1A DAA MacKay -
Mackie	n/a - n/a	Mackie - n/a
Madden	9 - Jone	Madden -
Marten	County c	Martens - 01-
Mason	18 Verni	Mason - 1
Match	602 - 8c	Matcham -
Matthe	10000 - 3c	Matthew - 300
McBeth	8 - Pelh	McBeth - 1
McBeth	8 - Pelh	McBeth - 1
McCam	33 - Fair	McCam - n/a
McCart	XX - XX	McCarthy - 3c
McGow	50 - File	McGow - NK
McNau	3722036	ace - G3 McNaughton -
Mellor	11 King	Mellor Small -
Miller	103381	Miller -

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