

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

WOKINGHAP BORDUGH COUNC		v.wokingham.gov.uk	
Salutation:	V Initials: H	Building:	Qakdale
First Name:	Helen		
Last Name:	Taylor	Street:	Lower Wokingham Road
Job Title:			
Employer:		Location:	Crowthorne
Vork Number:		County:	Berkshire
Facsimile:		Country:	
E-Mail:		Post Code:	RG45 6BX
Mobile:		Phone Number:	01344 776500
	c:NEW	Facsimile:	
		Web Address:	
			s:NEW
		Source:	
		Client Manager:	~
		Save New Individua	o:NEW
			<u>Close</u>

## 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.

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