ContactsSection

Contents

1 Template:ContactsSection

1.1 Contacts section

You can add any number of contacts here.

You can add a contact by clicking the ▯ **New** button in the section.

You can edit an existing contact by selecting the contact row in the table and then clicking the ✎ **Edit** button in the section header.

The screen will display a pop-up window to enter the following:

- *Title*.
- *Forename*.
- *Surname*.
- *Job Title*.
  - ♦ *Contact Mediums* - a list of all contact media for the customer.
  - ♦ *Primary Phone*.
  - ♦ *Primary Email*.
  - ♦ *Primary Mobile*.

You can add additional contact media by selecting the media type from the drop-down list. The screen will add the medium to the Contact Mediums list above. Additional contact media:

- *Email*.
- *Fax*.
- *Mobile*.
- *Skype*.
- *Facebook*.
- *Twitter*.

You can delete an existing contact by selecting the contact row in the table and then clicking the 🗑 **Delete** button in the section header.

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