

ContactsSection

Aptean Ltd
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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.

