How to Add and Remove Company Contacts

To add other contacts to the company details:

- Click on the Add button.
- Enter the required information top right.
- Click on the Save & Refresh button to save the new contact to the list at the bottom of the screen.

To remove contacts from the company details:

- Contacts will not be removed but archived from view.
- Select the relevant contact and use the Leave button if a Contact leaves to end the employment - you can also attach to a new Company.
- It can be used in advance – until the Leave date is reached the Contact will be viewable.
- Use the Include Former to see Contacts who have left – all their Vacancies and Contact Events remain attached.

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