



How to Add and Remove Company Contacts

The screenshot shows the 'ABC Contract Services Aber' application window. The left sidebar contains a navigation menu with options like 'Contacts', 'Contact Events', 'AWR', 'AWR Closures', 'Vacancies', 'Progress', 'Placements', 'Questionnaire', 'Contact Questionnaire', 'Installation Qs', 'General Notes', 'IT Notes', 'Group', 'Miscellaneous', 'Accounts', 'IT Qs', and 'Documents'. The main area is divided into two panes. The top pane shows contact details for 'Liliana Vega' under the 'BR Derby' division. The bottom pane shows a table of contacts.

Call Back Date	Name	Status	Primary	Site Address	Job Title	Note	Department	Start Date
22/06/2016	Liliana Vega	Client	☒		Credit Control Con...			16/05/2013
	Isobel Frey	Client	☐		Human Resources			
	Sonny Wyatt	Client	☐					

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.

Go back to [Getting Started](#)

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