# How to .....


- 2.1 Find a Company/Contact Record
- 2.2 Add a Company
- 2.3 Add Further Company contacts
- 2.4 Add further personal details about a contact
- 2.5 Add accounts, etc. details
- 2.6 Complete a Company questionnaire
- 2.7 Complete a Contact questionnaire
- 2.8 Add a Vacancy
- 2.9 Use Contact Events
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- 2.14 View Temp Details
- 2.15 View former employees or temp staff
- 2.16 Add a new account code to a company record


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