



Adding further company contacts

Refers to:

Companies button (Top menu)

You can add other contacts to the company details.

- Click on the **Add** button.
- Enter the required information and complete questionnaire where relevant.
- Click **Save & Refresh** to add the new contact to the list at the bottom of the screen.

See also:

[Add a company](#)

Back to [Online User Guides](#)

back to [How to](#)

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