Adding further company contacts

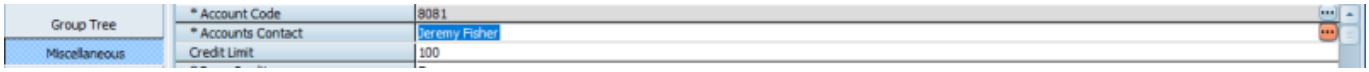
Refers to:
Companies button (Top menu)

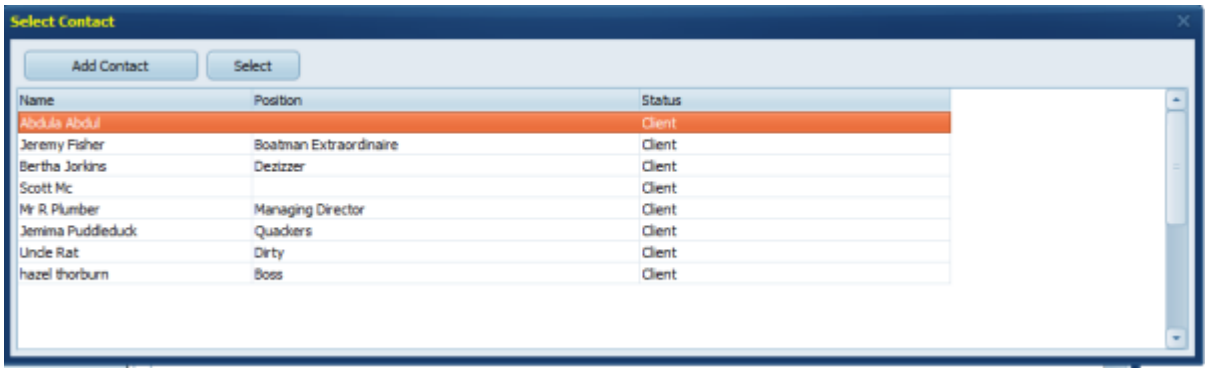
You can add other contacts to the company details.

- 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.

(2.20.2+) You can also add an accounts contact directly within the company Miscellaneous (often renamed to Account Setup) view rather than having to go back to the Contacts view.

If the accounts contact is not yet in IQX click on the elipses at the end of the Accounts Contact field and use the Add Contact button.





See also:
Add a company

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