Adding further personal details about a contact

Refers to:
companies form → contacts selection
contacts form

From the Company form:
Every company contact also has a **Person record**. If you want to add further information about a particular contact:

- Click on the **contact** filter
- enter a filter criterion in the keyname box, and click **find**
- double click on the contact in the list at the bottom half of the form, or select the record, and click **expand**.

From the top menu:

- Click on the contacts button

This opens the **person screen** for the selected company contact.

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