

## **Contact questionnaire**

## **Refers to:**

Person form  $\rightarrow$  Contact questionnaire tab

Click on the **Contact Questionnaire** option on the left had side of the screen to go to the contact questionnaire view. Here you can update the contact questionnaire information that you entered when you added the initial contact details.

- Click on the '+' to expand the fields.
- Tick the relevant boxes.

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