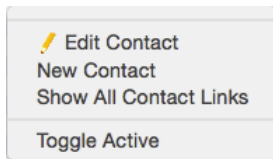


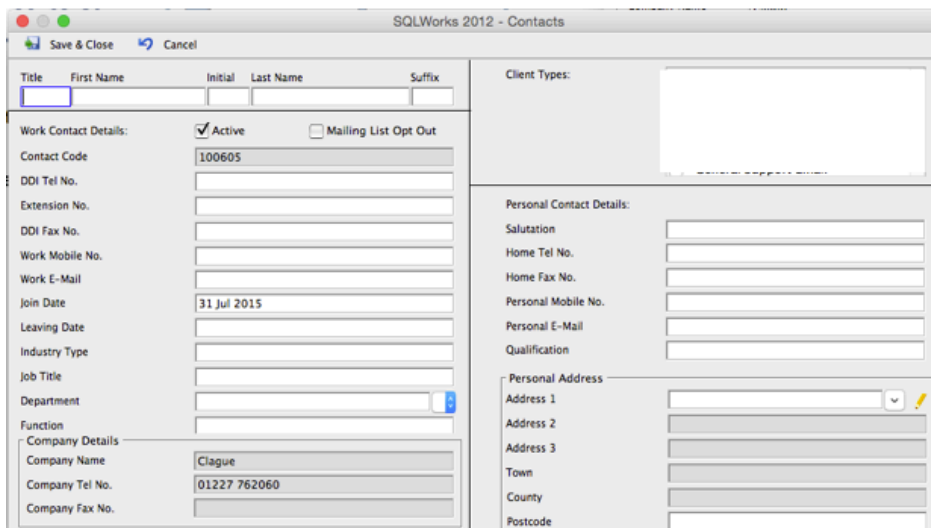
How to add a contact using the Phone Log window

Procedure

1. On the Phone Log window after you have typed the company name, if the contact is not shown in the list below then you will have to add a new contact.
2. Right click on the contacts list and select “New Contact” to open up the “Contacts” box.



3. Fill in all the information that you have about that particular person



A screenshot of the 'SQLWorks 2012 - Contacts' window. The form is divided into several sections: 'Work Contact Details' (including fields for Contact Code, DDI Tel No., Extension No., DDI Fax No., Work Mobile No., Work E-Mail, Join Date, Leaving Date, Industry Type, Job Title, Department, and Function), 'Company Details' (Company Name, Company Tel No., Company Fax No.), 'Personal Contact Details' (Salutation, Home Tel No., Home Fax No., Personal Mobile No., Personal E-Mail, Qualification), and 'Personal Address' (Address 1, Address 2, Address 3, Town, County, Postcode). There are also checkboxes for 'Active' and 'Mailing List Opt Out'. The 'Save & Close' button is highlighted.

4. Click “Save & Close” to save the contact.