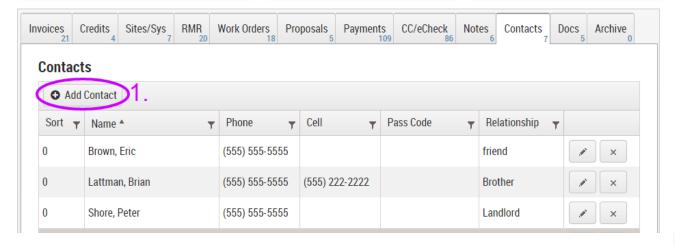
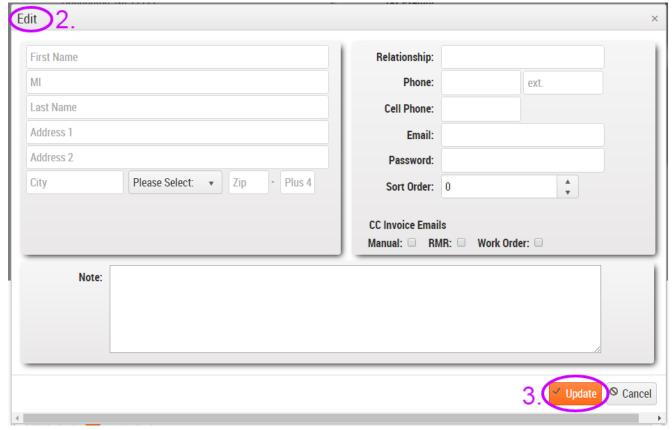
Contacts Tab

Last Modified on 11/07/2016 2:31 pm EST

Create a list of contacts for this customer.

Adding a New Customer Contact





1. Add New Contact

To add a new contact for this site, click "Add New Contact" on the left side of the page.

2. Edit

FIII out the fields in the edit box that appears.

CC Invoice Emails

If your customer would like to send emailed copies of Manual, RMR or Work Order invoices to this contact check the corresponding boxes.

3. Update

Click "Update" in the bottom left corner to save.