

Department	
Responsibility/Role	
File Name	Adding Contact Information_SPD
Revision	
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Adding Contact Information

Trigger:

Required Field(s)	Comments

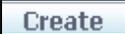
Output - Result(s)	Comments

Additional Information

System Process Document

Adding Contact Information

Procedure

Step	Action
1.	The Contact Directory is for adding all company contacts (AP, Purchasing, etc..) Click Create 
2.	Click in the First Name field. 
3.	Enter contacts First Name Example: Enter " Wyatt "
4.	Click in the Last Name field 
5.	Enter contacts Last Name Example: Enter " Primm "
6.	Click in the Job Title field. 

Step	Action
7.	Enter contacts Job Title Example: Enter " Manager "
8.	Click in the Contact Email Input field <input data-bbox="391 422 737 464" type="text"/>
9.	Enter contacts Email if applicable Example enter " wyatt@gmail.com "
10.	Click in the Area Code field <input data-bbox="391 625 639 667" type="text"/>
11.	Enter Area Code Example: Enter " 614 "
12.	Click in the Phone Number field. <input data-bbox="391 831 639 873" type="text"/>
13.	Enter contacts Phone Number Example Enter " 444-4444 "
14.	If contact has an extension you will need to enter it in the Phone Extension field <input data-bbox="391 1037 639 1079" type="text"/>
15.	Enter Extension # Example:Enter " 125 "
16.	Click Apply this will apply all the changes you have made. <input data-bbox="391 1243 509 1285" type="button" value="Apply"/>
17.	End of Procedure.