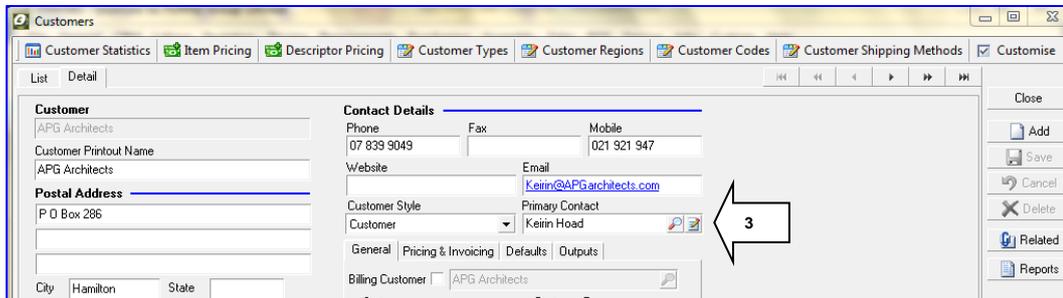
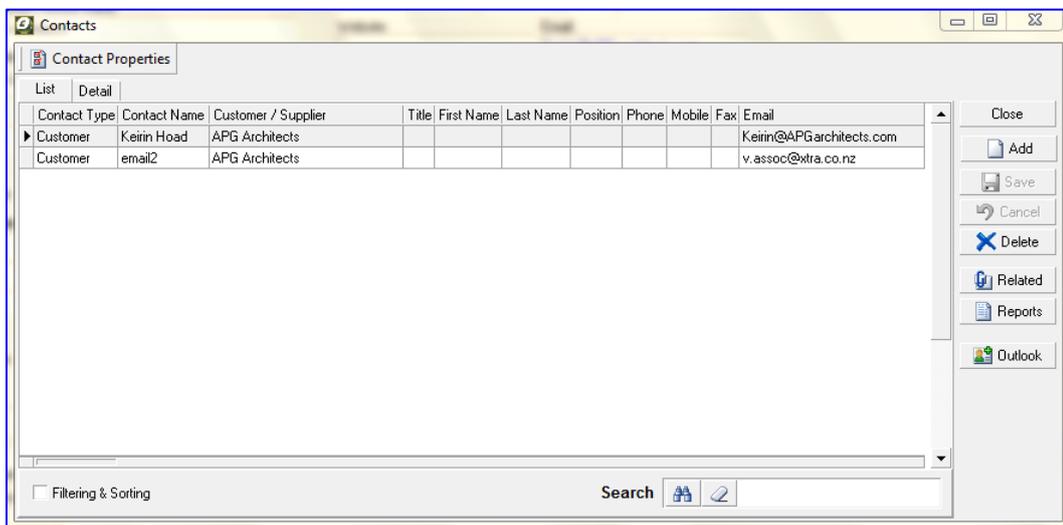


- For customer contacts: From the main menu select **Sales** -> **Customers**. Locate the customer and select the '**Detail**' tab.  
For supplier contacts: From the main menu select **Purchasing** -> **Suppliers**. Locate the supplier and select the '**Detail**' tab.



- To remove a Primary Contact, first delete the name that is in the Primary Contact field.
- Click on the pencil-on-paper icon to the right of the Primary Contact field; this opens up the Contact Master table, filtered for the customer/supplier you are viewing.



- Click '**Add**' to add a new contact, click '**Delete**' to delete the contact you have highlighted.
- To edit, double click on the contact you have highlighted, or click the '**Detail**' tab at the top.

The screenshot shows a window titled 'Contacts' with a 'Contact Properties' tab. The 'Detail' view is active, showing the following fields:

- Contact Settings:**
  - Contact Name: Keirin Hoad
  - Contact Type: Customer
  - Company Name: APG Architects
- Contact Details:**
  - Title: (empty)
  - First Name: (empty)
  - Last Name: (empty)
  - Position: (empty)
  - Phone: (empty)
  - Fax: (empty)
  - Mobile: (empty)
  - Email: Keirin@APGarchitects.com
- Notes:** (empty text area)

On the right side of the window, there is a vertical toolbar with the following buttons: Close, Add, Save, Cancel, Delete, Related, Reports, and Outlook.

6. Edit the information as required (note: the Contact Name field is the unique field for the contact and cannot be changed once it has been saved).
7. Click the '**Save**' button and Close the Contacts screen.
8. Back at the customer/supplier '**Detail**' screen, click on the magnifying glass and select a new Primary Contact.