Contacts

Menu: CRM ? Contacts

What

Here you get an overview about all your contacts (customer and supplier) and the function to edit. Contacts are always attached to a company or supplier location.

Create and edit

> If you wish, we can also automate the data import if you have a large number of companies that you want to import.
>
> **Please contact us for this.**

1. Click on Companies or Suppliers
2. Click on the company that contact belongs to
3. Click on the location that contact belongs to
4. Create a new contact in the menu contacts.