1.3 Contact Details

A number of different forms of contact details can be stored for a person. Contact details can be obtained from the New Appointment Request Form CHRIS/10 page 2, section C – Personal Details. Question 18 requests home phone number These details will be completed as part of the New Person chain but can subsequently be amended by selecting the contact details you wish to change and selecting

1.3.1 Amending Contact details

1. Use the search facility to locate the person whose contact details you wish to maintain or, if already working with the correct record, use the navigation trail to return to the people menu.
2. Click on the Contacts menu in the Action Pane
3. Select
4. Select the means of contact that requires amending
5. The details will be displayed.

1. Amend as necessary.
2. Click on the button.
1.3.2 Adding new contact details

1. Use the search facility to locate the person whose contact details you wish to maintain or, if already working with the correct record, use the navigation trail to return to the people menu.

2. Click on the Contacts menu in the Action Pane.

3. Select the New - Contact details option.
   The new contact details screen will be displayed.

4. Click the drop down arrow and select the appropriate contact type.

5. Key in the appropriate number or e-mail address in the ‘contact at’ field.

6. Click the Save button.