



Adding further company contacts

Refers to:

Companies button (Top menu)

You can add other contacts to the company details.

- Click on the **Add** button.
- Enter the required information and complete questionnaire where relevant.
- Click **Save & Refresh** to add the new contact to the list at the bottom of the screen.

(2.20.2+) You can also add an accounts contact directly within the company Miscellaneous (often renamed to Account Setup) view rather than having to go back to the Contacts view.

If the accounts contact is not yet in IQX click on the elipses at the end of the Accounts Contact field and use the Add Contact button.

Group Tree	* Account Code	8081
Miscellaneous	* Accounts Contact	Jeremy Fisher
	Credit Limit	100

Select Contact

Name	Position	Status
Abdula Abdul		Client
Jeremy Fisher	Boatman Extraordinaire	Client
Bertha Jenkins	Dezizzer	Client
Scott Mc		Client
Mr R Plumber	Managing Director	Client
Jemima Puddleduck	Quackers	Client
Uncle Rat	Dirty	Client
hazel thorburn	Boss	Client

See also:

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