

5.02. Contacts

This command from the *Special* menu displays a window where you can edit contacts.



Contacts are usually associated with a name (a customer or supplier), and it is easier to edit such contacts using the “show suppliers...” or “show customers...” command.

If a contact is not associated with a name, you can edit details for that contact using this command.

Buttons in the contact list window:

New: Use to add a new contact.

Report: Presents the Quick report editor window. See [Using the Query Search editor](#)

Find: Use to find an individual contact

Order by: sort the contacts

Print: *clicking this button will present you with a dialog with two choices:*

- If you click *list* a list will be printed of the records in the window.
- If you choose *labels*, you will be shown the label editor, allowing you to print a set of address labels for the current list of contacts. Note that you can save a particular label layout and then use the *load* command in the label editor to restore your layout.

New: To edit a contact, double-click on the line you want to edit. You will be shown the contact details:



Previous: [5.1. Names: Using, adding and editing](#) | | Next: [5.3. Merging two names](#)

From:
<https://docs.msupply.org.nz/docs/> - **mSupply documentation wiki**

Permanent link:
<https://docs.msupply.org.nz/docs/names:contacts?rev=1567610723>

Last update: **2019/09/04 15:25**

