

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: [5.01. Names: using, adding and editing](#) | Next: [5.03. Merging two names](#) //

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