

1.3 Contact Details

A number of different forms of contact details can be stored for a person.

Contact details: New	Name: Miss Libby Bush Job title: Clerk Social security number: NH904568A Pers ref: 30000018
Means of contact	<input type="text"/>
Contact at	<ul style="list-style-type: none"> College telephone E-mail address External telephone Fax Home telephone Mobile telephone Next of Kin telephone Pager

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

Contact details

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 Contact details
4. Select the means of contact that requires amending

<input checked="" type="radio"/> E-mail address	libbybush@btopenworld.com
<input type="radio"/> Home telephone	01223 456654

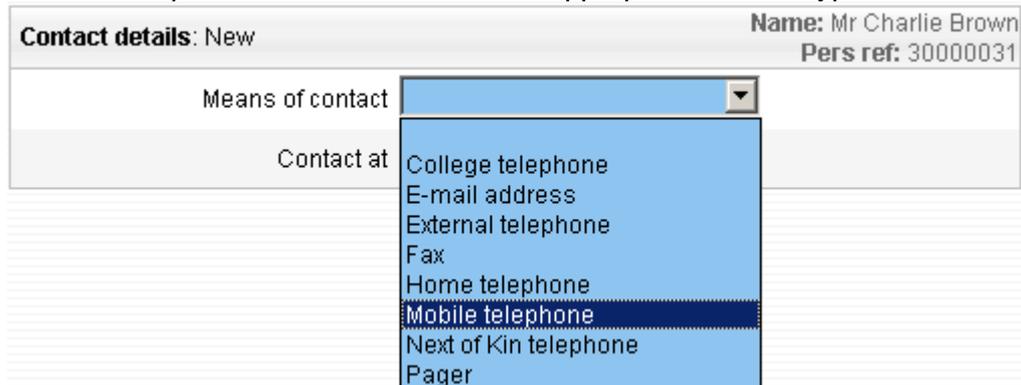
5. The details will be displayed.

Contact details: Miss Libby Bush	Name: Miss Libby Bush Social security number: NH904568A Pers ref: 30000018
Means of contact	<input type="text" value="Home telephone"/>
Contact at	<input type="text" value="01223 456654"/>
<input type="button" value="Save"/> <input type="button" value="Delete"/>	

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  [New - Contact details](#)
The new contact details screen will be displayed.
4. Click the drop down arrow and select the appropriate contact type



Contact details: New Name: Mr Charlie Brown
Pers ref: 30000031

Means of contact

Contact at

- College telephone
- E-mail address
- External telephone
- Fax
- Home telephone
- Mobile telephone**
- Next of Kin telephone
- Pager

5. Key in the appropriate number or e-mail address in the 'contact at' field.
6. Click the  button.