

Contacts

This application lets you keep track of all your contacts.

Listado de contactos - Suite de Gestión Empresarial - SaltOS v3.5 r8483									
Inicio Correo Agenda RSS Perfil Soporte Acerca Cerrar									
General	Listado de contactos		Opciones de filtro		Ayuda				
	Nuevo contacto				Buscar [] Q Buscar Reset				
Inicio									
Correo electrónico									
Agenda y eventos									
Director de feeds RSS									
Favoritos									
Documentos									
Mi perfil									
Soporte técnico									
Acerca de SaltOS									
Cerrar sesión									
Carpetas									
Carpetas personal									
Comercial									
Campañas comerciales									
Posibles clientes									
Presupuestos									
Actas de reuniones									
Clientes									
Contactos									
Proyectos									
Contabilidad									
Administración									
Tipos									
Sistema									

List of contacts





In the contact list you will find the most important pillars of registration:

- **Ref.:** Numeric code that identifies the contact.
- **Customer:** Customer name associated with the contact.
- **Name:** Name of contact.
- **Project:** Project name associated with the contact.
- **Landline:** Main fixed telephone to contact.
- **Mobile phone:** Principal to contact mobile phone.
- **Mail account:** Primary email account to contact.

Remember: The events can be arranged by dragging them to the user folder you want.

Listing Options

On each record you can perform a series of actions that are represented by the following icons:

-    Check / Edit / Delete Record.
- Download registration data in vCard format. ([más info sobre VCARD](#))
-  Display QRCode with log data. ([más info sobre QRCode](#))

Filter Options

For more information about the filter options listed in the [ayuda general](#).

Form contacts

This is the contacts application, with it you can add, modify and view all contact details classified in different tabs. Main, comments, file attachments, graphs and statistics on purchases, data on the registry modifications and assignments to folders data.

Contact information tab

In this tab you can view and modify the main contact details. Here we relate all information fields.

Alta de un nuevo contacto - Suite de Gestión Empresarial - SaltOS v3.5 r8483

Inicio Correo Agenda RSS Perfil Soporte Acerca Cerrar

General

Inicio Correo electrónico Agenda y eventos Lector de feeds RSS Favoritos Documentos Mi perfil Soporte técnico Acerca de SaltOS Cerrar sesión

Carpetas

Carpetas personal

Comercial

Campañas comerciales Posibles clientes Presupuestos Actas de reuniones Clientes Contactos

Proyectos

Contabilidad

Administración

Tipos

Sistema

Datos del contacto

Cliente [Sin proveedor asociado]

Proyecto [Sin proyecto asociado]

Proveedor [Sin proveedor asociado]

Empleado [Sin empleado asociado]

(*) Nombre

Apellidos

Cargo

(*) Mostrar como

Dirección

País

Población

Provincia

Código postal

Email

Web

Fijo

Fax

Movil

Comentarios

Crear Crear y volver aquí Cancelar

- **Customer:** To link the contact with a client.
- **Supplier:** To link the contact with a supplier.
- **Project:** To link the contact with a particular project.
- **Employee:** To link the contact with our employee.
- **Name (*):** Trade name of the contact.
- **Surname:** Last name of the contact.
- **Cargo:** Position held in their workplace.
- **Show as (*):** This is the name that is used in the list and selectors can be used to refer to the nickname, or nick.
- **Comment:** Comments on contact.

- **Address:** Contact address is used in legal documents such as invoices, contracts, etc ..
- **Country:** Country of contact, be used in legal documents such as invoices, contracts, etc ..
- **County:** Contact Province, was used in legal documents such as invoices, contracts, etc ..
- **Population:** Contact population, was used in legal documents such as invoices, contracts, etc ..
- **Postal Code:** Zip code of contact, be used in legal documents such as invoices, contracts, etc ..
- **Email:** Contact primary email account is what will be displayed on all listings.
- **Web:** Contact Web master is that which will be displayed on all listings.
- **Fixed Number:** Fixed main contact is what will be displayed on all listings.
- **Phone Number:** Contact mainspring is what will be displayed on all listings.
- **Fax Number:** Main fax number is the one that will be displayed on all listings.
- **Comment:** To indicate comments on this contact.

(*) **Required when creating or editing a contact fields.**

Registry Data Tab

For more information about the filter options listed in the [ayuda general](#).

Tab Folders

For more information on Folder Options [ayuda general](#).