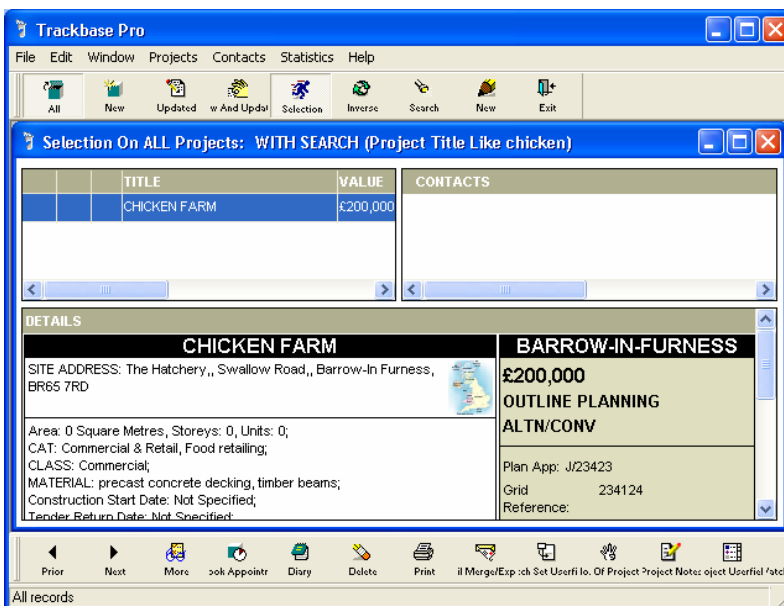
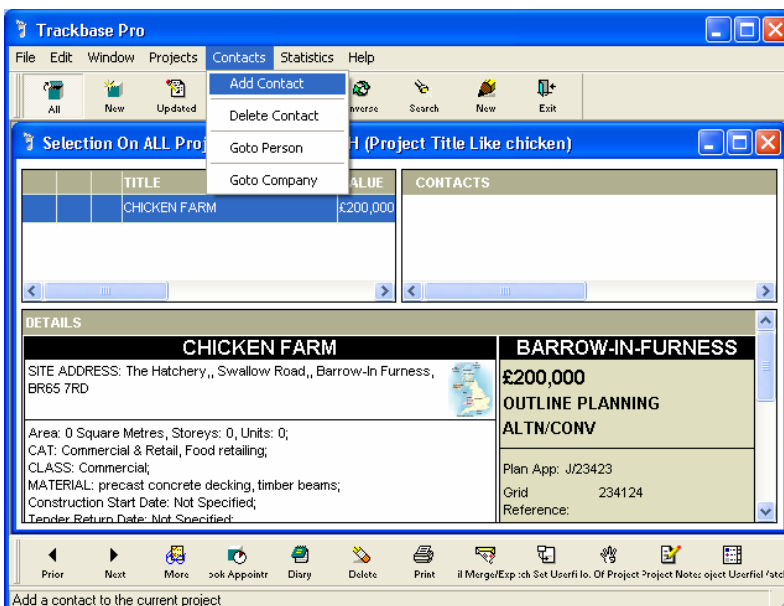


Adding a Company

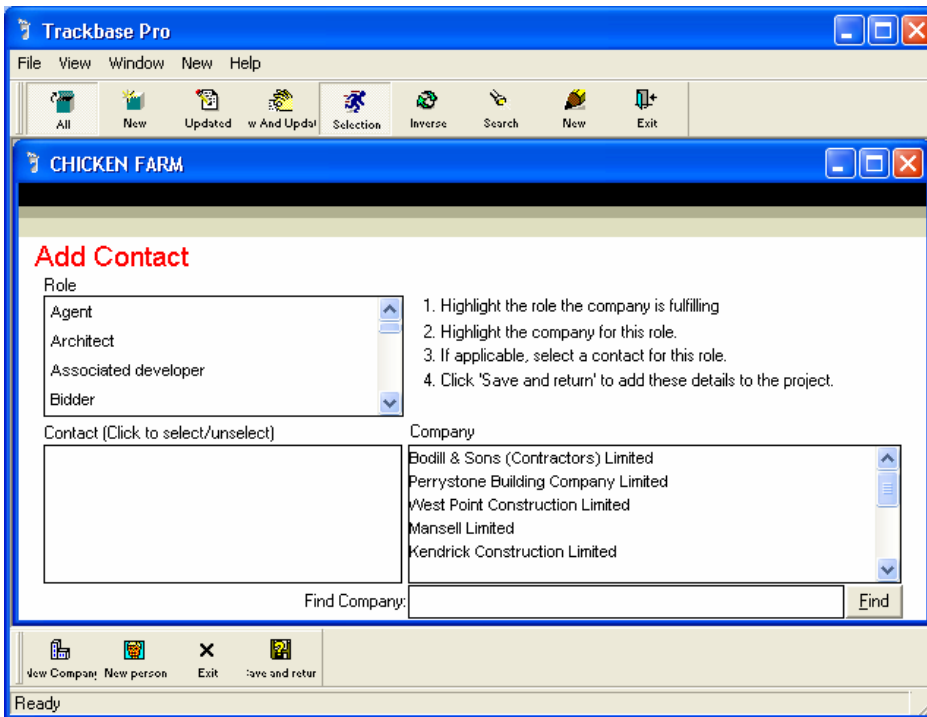
To add a company to a project, open the project you wish to associate the company with.



Then click on the 'Contacts' menu at the top of the page and click on the 'Add Contact' option that appears on the drop-down list.



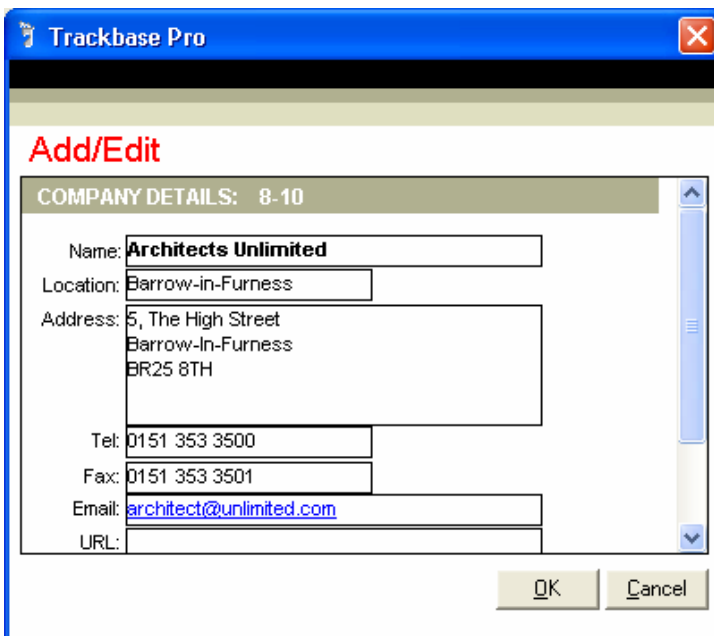
This will open the 'Add Contact' screen, shown below:



To add a new company, click on the 'New Company' button  on the bottom toolbar.

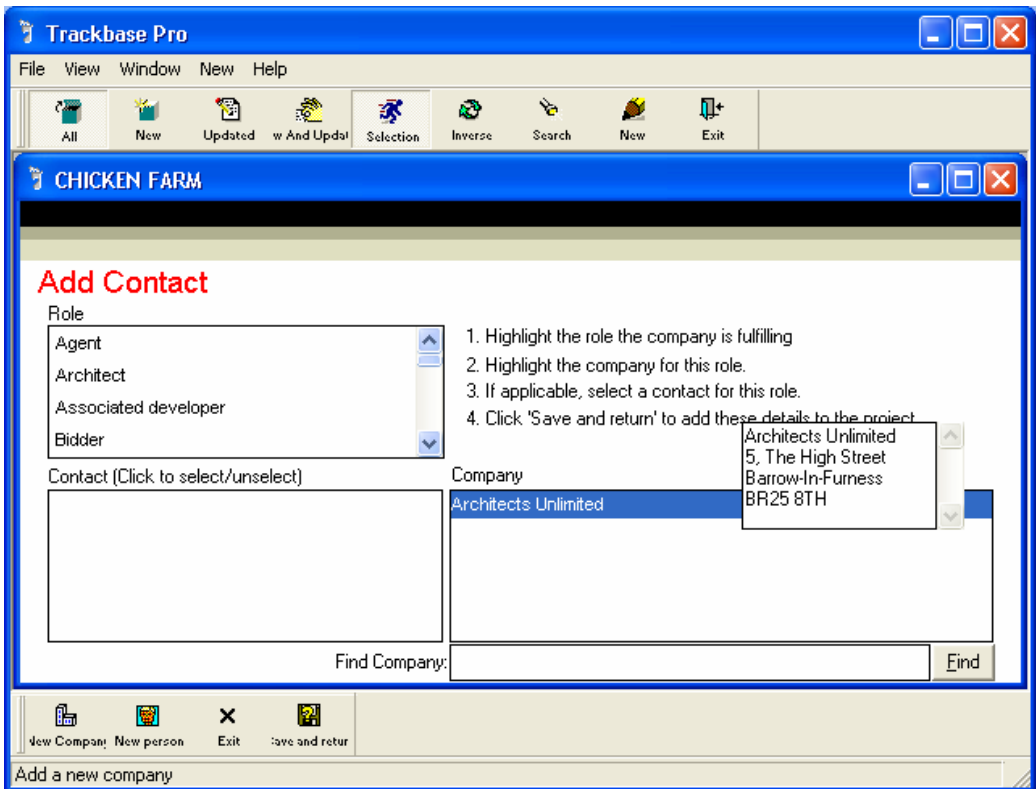
This will open the 'Add/Edit' window where you can enter details of the company.

Fill in all the relevant details.



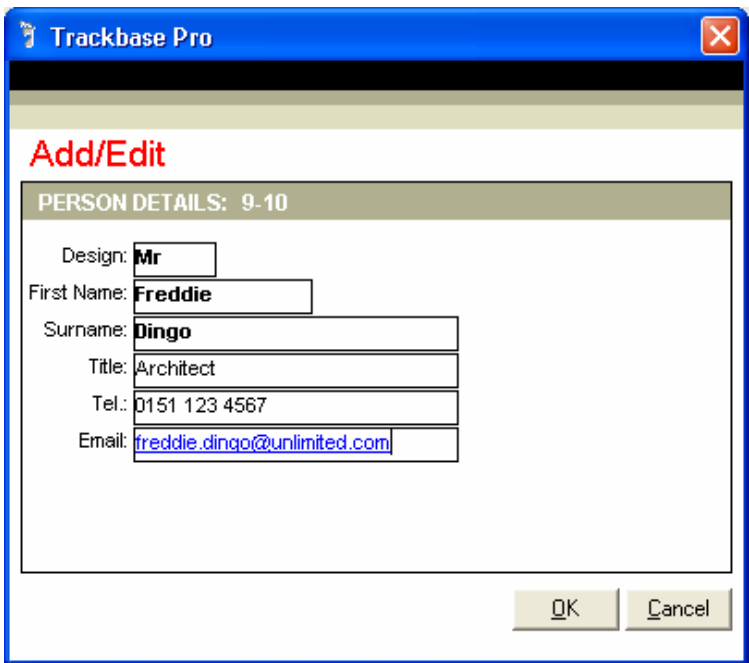
Click 'OK' to save your changes.

You will be returned to the main 'Add Contact' window where you will be able to see your newly added company.




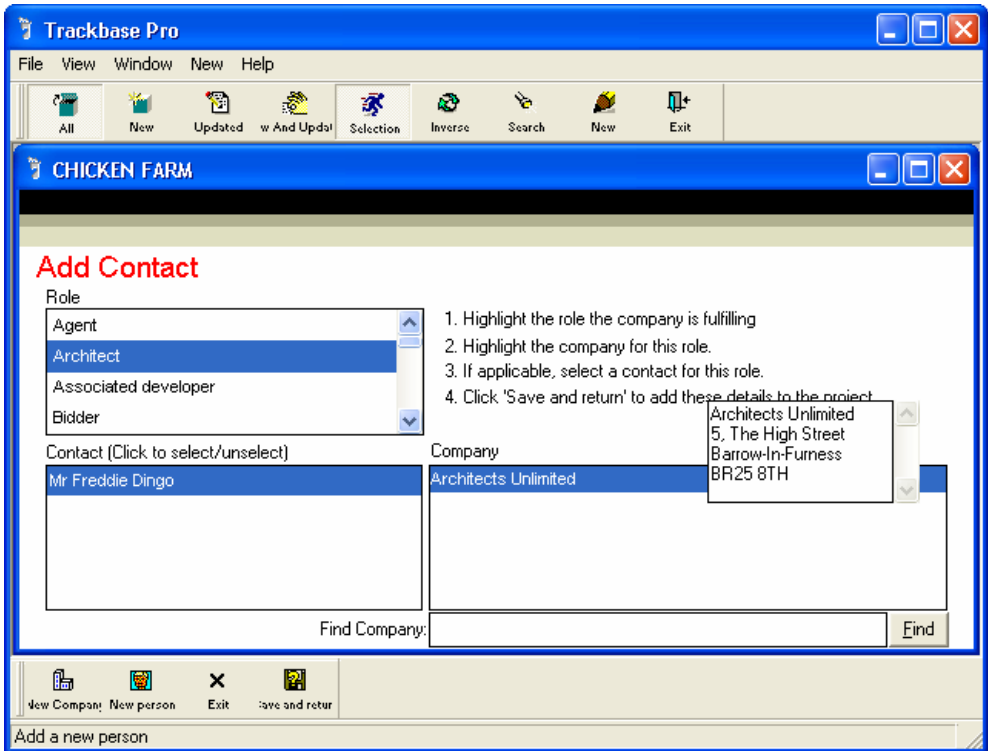
To add a person to this company, click on the 'New Person' button  on the bottom toolbar.

This will open the 'Add/Edit' window shown below. Fill in the person's details in the appropriate boxes. Click 'OK' to save your changes.



Back on the main 'Add Contact' screen you will see your newly added contact. Click on the company, contact and the contact's role (for example Architect) so they are all highlighted as shown below.

Then click on the save changes button  on the bottom toolbar.



You have successfully added a company and contact to a project!

