

# Contacts

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## Overview

This window allows creating and editing contact records. Contacts are customers, suppliers, pupils to be, and generally, people or entities not being pilots.

This window is accessible depending on the user role.

## Operation

The screenshot shows a web application window titled 'Freixa, Jordi'. On the left is a tree view with categories: Clientes (expanded), Freixenet Altadill, Juan Car, Robles Guifré, Carlos, Colaboradores, Posibles alumnos, and Proveedores. The main area displays the contact's details:

- Name:** Name (Jordi), Forename (Freixa), and another empty Forename field.
- Addresses:** Address, City, Zip, Region, Country, and email (jordifreixa@gmail.com).
- Phones:** Mobile, Phone, another Phone, and Fax.
- Other:** Date created (25/02/2011), Birth date (27/12/1982, 23 Years), Language (Castilian), ID, Customer number, Mails Allowed (checked), and Customer (checked).
- Groups:** A list box containing Clientes (selected), Colaboradores, Posibles alumnos, and Proveedores.

Fields in this window are very similar to the ones in the pilot window identification tab, except for the fields describer below:

- |                 |  |
|-----------------|--|
| Language        | The language ATO Explorer will use when writing invoice documents for this contact.  |
| Customer number | It is usually the same number which identifies a customer in the accounts payable application.   |
| Customer        | This check box identifies the group of contacts the invoice process is related to.   |
| Groups          | This list shows all contact groups defines in the miscellaneous window. Just click on a contact group to add the current contact to the clicked group. |



## Menu

**Email** This option opens the email window ready to send a message to the components of the selected contact group.  
Only contact with 'allow emails' check-box checked are included in the list.

**Create pilot record** It creates a new pilot record out of the contact data.



It is necessary filling in the first surname and selecting a contact group to save a record.



The option which allows creating a pilot record out of a contact record gets disabled when a pilot exists with same name, email or ID.

