

## How to Add a Contact to an Existing Tenant Details

### Overview

You may wish to add a contact to an existing Tenant Details if there is several tenant contacts under the one lease name. You may also require to setup tenant contacts for a commercial tenant where you require an accounts contact, lease contact, repairs contact etc.

This document will cover:

- How to Add a Contact
- How to Delete a Contact

### How to Add a Contact

1. Go to Files > Tenant or click on the tenant icon on the desktop
2. Put in the tenant alpha index and press ENTER
3. Click on Add Contact
4. Enter the details of the secondary contact including details for the name, salutation, phones numbers and email address



Tenant Details

Alpha index ANISTON1 Active

Lease name Jennifer Aniston

General | Rental | Bank | Inspections | Renegotiation | Notes/Mail/Reminder | Invoices | Commercial

Property BEACH1 1 Beach Road  
COOGEE BEACH NSW 2034

Darren and Samantha  
Darren and Samantha  
Home:085552300

Contact

Name

Salutation   Total contacts: 1

Date of Birth

Home  Work

Fax  Mobile

Email

Primary Contact  Lease Contact  Accounts Contact  Repairs Contact

Lease

Short name Jennifer Aniston Bond required \$0.00

Original lease date 10/05/15 Vacating  Bond no

Lease start date 10/05/15 Termination  Bond collected \$2,000.00


Lease end date 09/05/16 Lease break  Bond held \$2,000.00

Mark this contact as required-

- Lease Contact
- Account Contact
- Repairs Contact

NOTE: You may encounter the following message as the primary contact will be set to be the contact for all:

Tenant Details

 **Accounts contact has already been assigned!**

Please confirm that you want to make this contact the accounts contact

5. Click OK
6. Click OK-F12 to save details

## How to Remove a Contact



1. Go to Files > Tenant or click on the tenant icon on the desktop
2. Put in the tenant alpha index and press ENTER
3. Look at the drop down menu under Contact Name and find the contact you wish to remove
4. Click on Remove Contact

**Tenant Details**

Alpha index: ANISTON1 Active

Lease name: Jennifer Aniston

General | Rental | Bank | Inspections | Renegotiation | Notes/Mail/Reminder | Invoices | Commercial

Property: BEACH1 1 Beach Road  
COOGEE BEACH NSW 2034

Darren and Samantha  
Darren and Samantha  
 Home:085552300

Contact

Name: Vince Vaughan

Salutation:  Total contacts: 1

Date of Birth:

Home:  Work:

Fax:  Mobile:

Email:

Primary Contact  Lease Contact  Accounts Contact  Repairs Contact

Lease

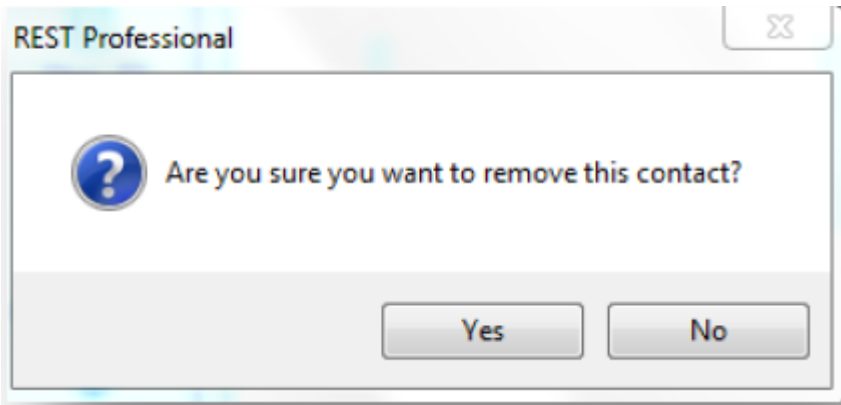
Short name: Jennifer Aniston Bond required: \$0.00

Original lease date: 10/05/15 Vacating:  Bond no:

Lease start date: 10/05/15 Termination:  Bond collected: \$2,000.00

Lease end date: 09/05/16 Lease break:  Bond held: \$2,000.00

5. A message will appear confirming that you want to remove this contact, Click on YES.



6. Click OK-F12 to save changes

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