
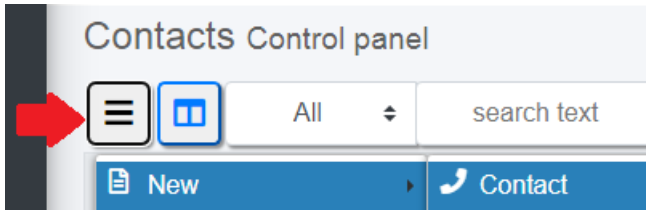


# The Contact Record

Last Modified on 02/05/2022 4:02 pm EDT

Use the  menu option to add a new contact OR double click on an existing contact on the grid to edit





## Details

### Add Contact

Details | Notes | Picture | Payment | Custom | Web Services | **Contracting**

<b>Contact</b>	<b>First Name</b>	<input type="text" value="Tracey"/>	<b>Middle</b>	<input type="text"/>	<b>Last Name</b>	<input type="text" value="Dunne"/>
<b>Dept.</b>	<input type="text" value="Admin"/>		<b>Position</b>	<input type="text"/>		
<b>Drivers license</b>	<input type="text" value="F887766090"/>					
<b>Address</b>	<input type="text" value="8877 Cabbot Trail"/>					
	<input type="text" value="Ballydown"/>					
	<input type="text"/>		<b>State</b>	<input type="text"/>		
<b>Country</b>	<input type="text" value="Canada"/>					
<b>Email</b>	<input type="text" value="tdunne@gmail.com"/>					
<b>Website</b>	<input type="text" value="www.myschoolsite.com"/>					
	<b>Country</b>	<b>Area</b>	<b>Number</b>		<b>Ext.</b>	
<b>Phone 1</b>	<input type="text"/>	<input type="text" value="789"/>	<input type="text" value="5447663"/>		<input type="text"/>	
<b>Phone 2</b>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>	
	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>	

## Notes

Contains all notes pertaining to this specific contact.

## Picture

Contains a picture of contact

## Payment

Contains credit card information for the contact, encrypted when stored in the database

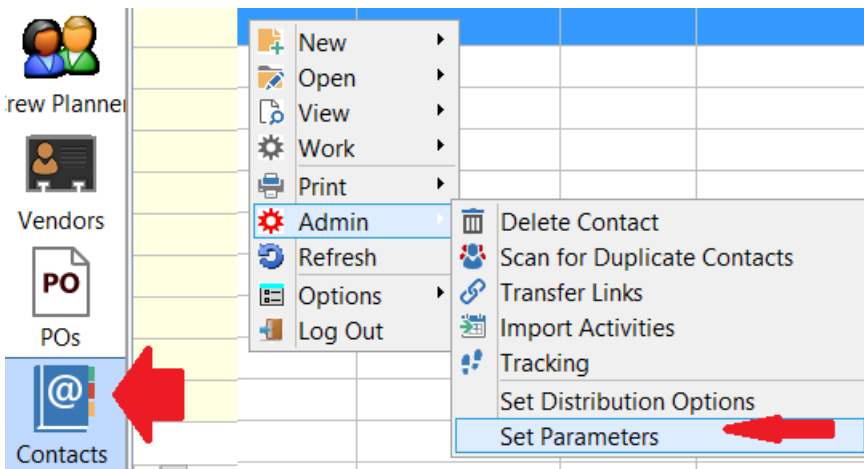
The screenshot shows the 'Edit Contact' form with the 'Payment' tab selected. The form contains the following fields:

- Card Holder Name: Emily Blunt
- Name on Card: Emily Blunt
- Credit Card Number: 5552 2214 5698 7898
- Expiry date: 09 / 29
- Card ID No.: 556
- Address: 99 Wellington Rd
- City: Phibsborough
- State: ON
- Postal Code: L5T Y2K

At the bottom right of the form, there are two buttons: a green 'Save' button and a red 'Cancel' button.

## Custom

The Custom tab holds miscellaneous information that is not provided for in the standard fields. All fields are given specific names by the user through the Contacts Parameters option (currently only available in RentalPoint2) on the right click menu of the contacts.



RP Contact Management Parameter Setup

Record Cleaning	Customer Custom Fields	Language T
Operator Settings	Activity Results	Message Status
		Contact Custom Fields

Field 1 Name	Date Field 1 Name
<input type="text" value="Vehicle Registration #"/>	<input type="text"/>
Field 2 Name	Date Field 2 Name
<input type="text"/>	<input type="text"/>
Field 3 Name	

Edit Contact

Details Notes Picture Payment Custom Web Services Contracting

Vehicle Registration #	Custom 2
<input type="text" value="GWY 1387 (Honda CRV)"/>	<input type="text"/>
Custom 3	Custom 4
<input type="text"/>	<input type="text"/>
Custom 5	Custom 6
<input type="text"/>	<input type="text"/>
Custom 7	Custom 8
<input type="text" value="01/01/1980"/>	<input type="text" value="01/01/1980"/>

## Web Services

Used in conjunction with [RentalPoint Technician Web Calendar](#)

## Contracting

Used to identify contacts as [Technicians](#)