

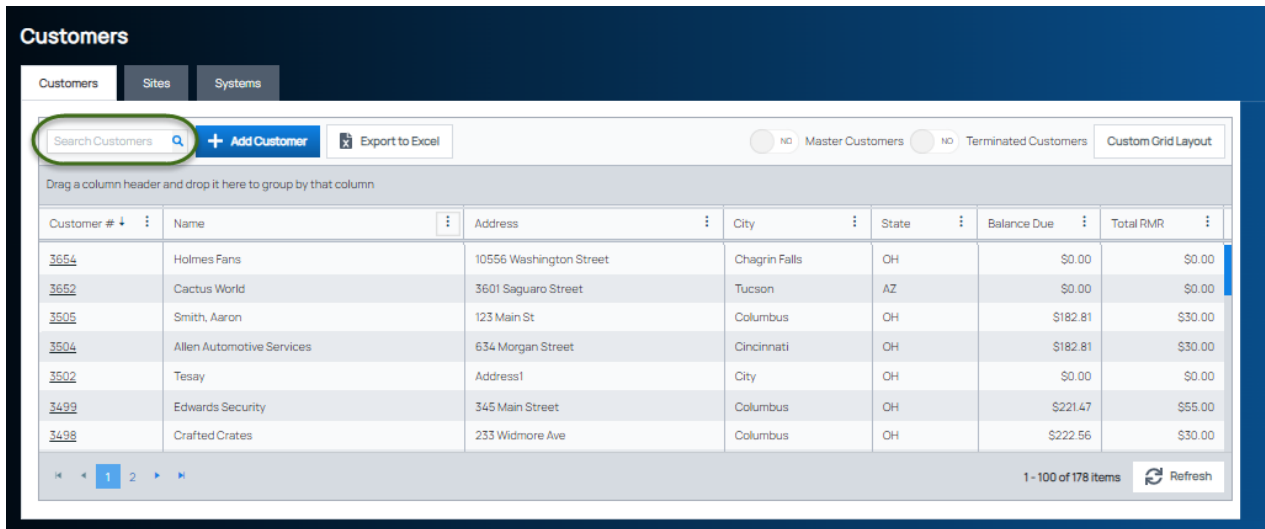
Delete a Site Contact

Last Modified on 05/01/2022 6:24 am EDT

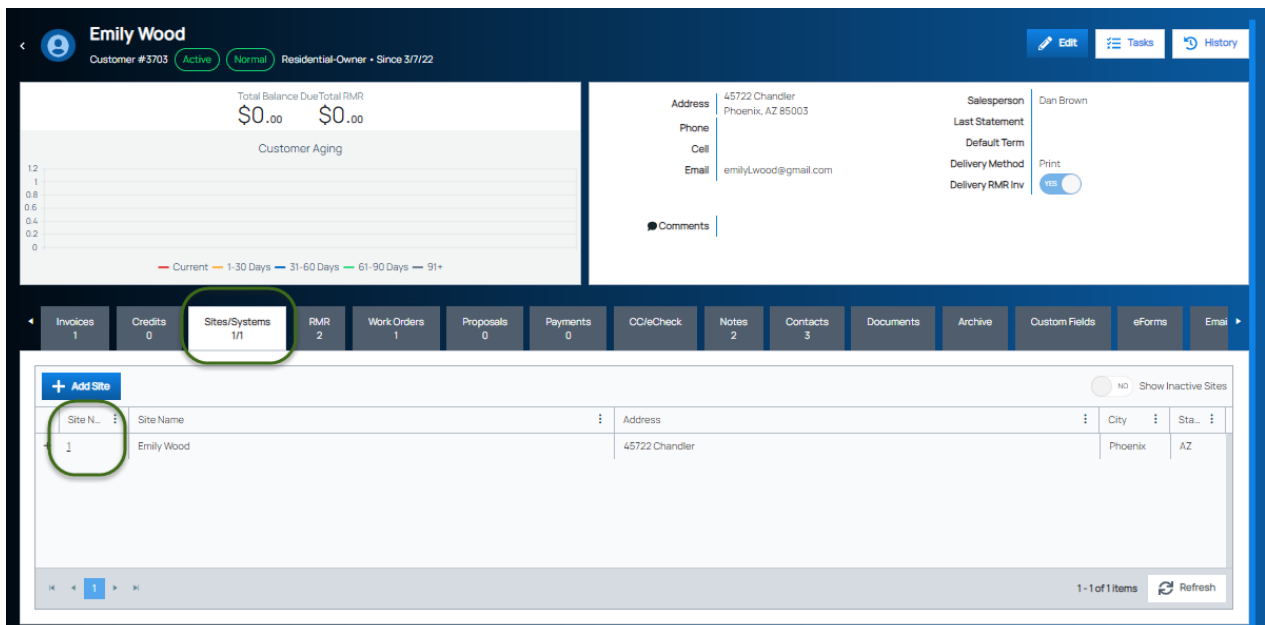
Site Contact records are attached to a Customer record, so you must first access the customer record.

From the main menu, arrive at the Customers list with this path: Accounts Receivable > Customers.

The Customers list will be displayed. Locate the Customer in the list, and then click on the hyperlink in the Customer # column to open the customer record.



The Customer record will be displayed. Click on the Sites/Systems tab, and then in the Site Number column, click on the hyperlink of the Site for which you want to delete a contact.



The Site record will be displayed. Click on the Contacts tab. Locate the Contact you want to delete, and then click the Delete button (trashcan icon).

1 - Emily Wood
Active Emily Wood - 3703

45722 Chandler, Phoenix, AZ 85003
RMR \$2.00
emilylwood@gmail.com

Warranty Start 03/07/2022
Warranty Labor 1 Year Parts & Labor
Warranty Part 1 Year Parts & Labor
Service Level SVC T&M RES

Sales Tax No Tax
Tax Rate 0.0000%
Tax Exempt -
Site Since 03/07/2022
Inactive Date -

Notes 1 Systems 1 RMR 2 Work Orders 1 Site Parts 0 Contacts 1 Zones 0 Authorities 0 Docs Custom Fields Item Defaults eForms Part Ledger External

+ Add New Contact + Add Existing Contact

| Sort | Name | Phone | Cell | Passcode | Relationship | Email | |
|------|---------------|----------------|------|----------|--------------|-------|---------------------------------------|
| 0 | Wilson, Glenn | (602) 998-1111 | | | Neighbor | | Edit Delete |

Please confirm
Are you sure you want to delete the customer contact?
Yes No

1-1 of 1 items Refresh

A confirmation message will be displayed. Click the Yes button to proceed with the deletion of the record.