



Adding an Organization Contact

1.1 Contacts Capture in PARTS

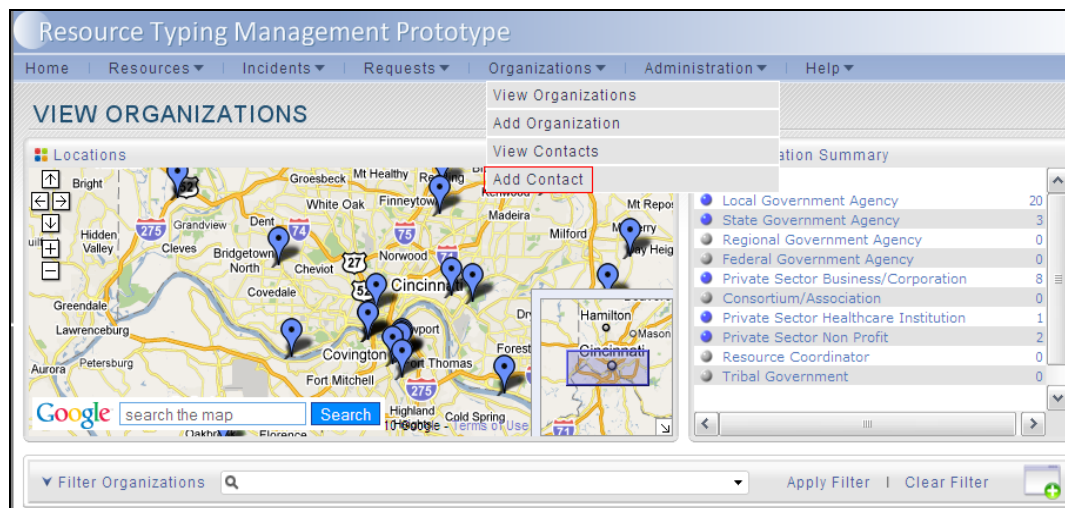
PARTS has the capability to capture contact information and organize it pertaining to organization where a contact may be a primary or secondary point of contact (POC). (PARTS also allows human resources to be captured with unique attributes For more information, please see "Human Resources Import and/or Add Human Resource.)

1.2 Information Required for Contacts

For each contact, there are required fields to be completed as mandated by PARTS to establish them both as unique and verifiable. These fields include primary and secondary phone numbers, and where applicable, information pertaining to them uniquely as a POC for a specific organization. Additionally, contacts may have special privileges within PARTS, including the ability to receive alert notifications from PARTS on behalf of shared resources provided by their organization.

1.3 How to add an Organizational Contact

1. Begin by logging into PARTS and selecting "Add Contact" from the Organization menu across the top of the screen.



2. Complete the form with contact information.

Resource Typing Management Prototype

Home | Resources | Incidents | Requests | Organizations | Administration | Help

CONTACT

Contact:

Salutation:

Last Name:

First Name:

Middle Name:

Name Suffix:

Address 1:

Address 2:

City:

State:

Zip Code:

Organizations: Add Organization | Total: 0

There are no organizations associated with this contact.

3. Select "Add Organization" to associate the contact with an organization.

Resource Typing Management Prototype

Home | Resources | Incidents | Requests | Organizations | Administration | Help

CONTACT

Contact:

Salutation:

Last Name:

First Name:

Middle Name:

Name Suffix:

Address 1:

Address 2:

City:

State:

Zip Code:

Organizations: Add Organization | Total: 1

Organization Details: Remove Organization

Organization:

Position:

Shift:

Status:

Occupation:

Category:

Relationship:

ID Number:

Contact Channels

There are no contact channels defined for this organizational contact.

Save Cancel