



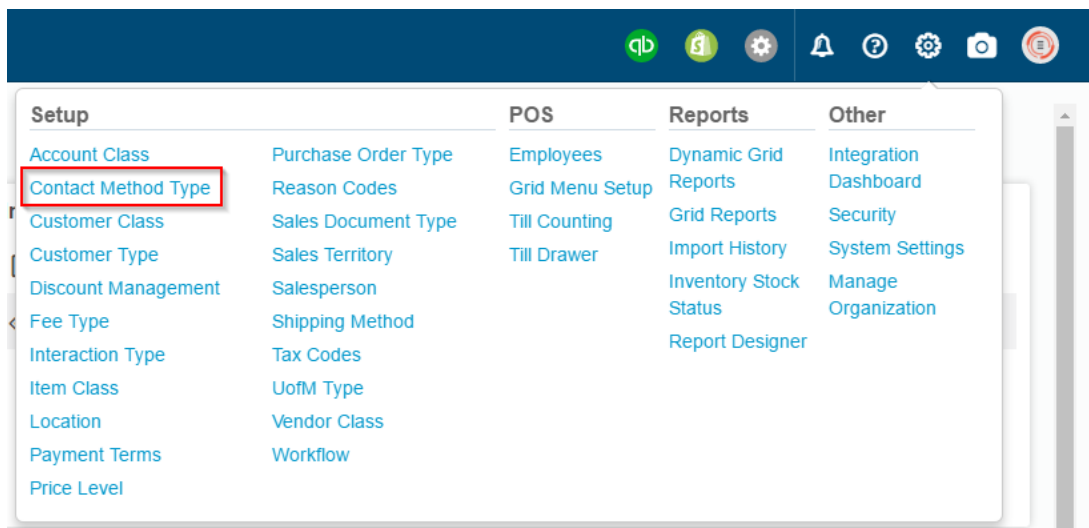
## Contact Method Type

Megan De Freitas - 2025-06-10 - Settings

### Overview

Interacting well with customers, vendors, sales reps, and others is a crucial part of running a successful business. SalesPad Cloud makes managing communications with your various contacts easy and efficient with Contact Method Types.

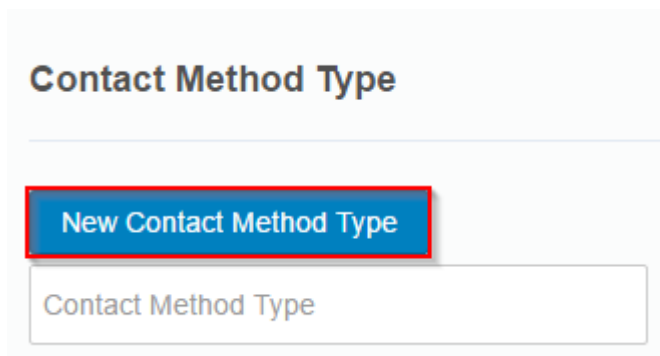
To get started, select **Contact Method Type** from the Settings menu.



### Contact Method Type

#### Create a Contact Method Type

To create a Contact Method Type, click the **New Contact Method Type** button in the upper left-hand corner of the screen.



The Contact Method Type drawer will appear. Fill out the information fields in this drawer.

## Contact Method Type

 Feedback

✕

Contact Method Type

Email

Contact Method Kind

Email

✕ ▼

Abbreviation

E:

Seq

☒ Is Primary

For a brief explanation of the different information fields in the Contact Method Type drawer, click [here](#):

Contact Method Type

*Contact Method Type* - Allows you to give the Contact Method Type a unique name

*Contact Method Kind* - Specifies which style of Contact Method this is (email, phone, etc.)

*Abbreviation* - Allows you to establish an abbreviation for the Contact Method Type

*SEQ* - Determines where on your Contact Method Type list this method falls

*Is Primary* - If this box is checked, this Contact Method Type is the primary method of communication with this customer

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When you've finished entering your information, click **Save**.

### Edit a Contact Method Type

To edit an existing Contact Method Type, first select the Contact Method Type from the list on the left-hand side of the Contact Method Type window.

## Contact Method Type

Contact Method Type

Email
Phone
Mobile 2
Fax
Other
Url
Website

Once you've selected the Contact Method Type you want to edit, make your changes in the information fields on the right-hand side of the screen.

Contact Method Type	Contact Method Kind	Abbreviation
Email	Email	E:
Seq	<input checked="" type="checkbox"/> Is Primary	
0		
<div>Save</div>		

When you've finished making your changes, click **Save**.

### See it in Action

Contact Method Type dropdowns appear on the Contacts tabs on Customer and Vendor cards.

## Address Information

Address 1

Address 2

Address 3

Address 4

Address 5

City

Email

Fax

Mobile

Other

Phone

Url

Set Inactive

Save