



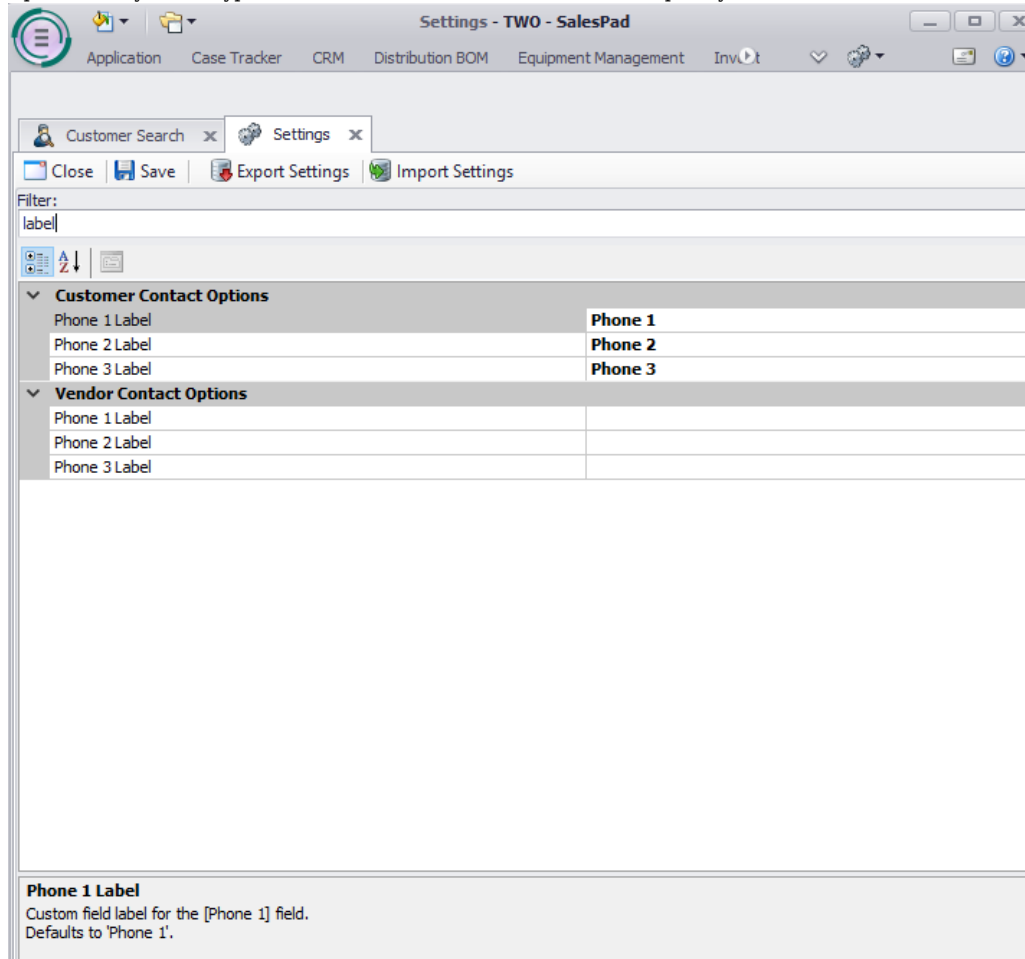
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Customizing Phone Labels

Megan De Freitas - 2024-11-22 - [Setup](#)

To customize a phone label in SalesPad,

1. Open the Settings Module (**Modules > Settings**). The applicable settings are under Customer Contact Options, but you can type "Label" into the filter to find them more quickly



Customer Contact Options	
Phone 1 Label	Phone 1
Phone 2 Label	Phone 2
Phone 3 Label	Phone 3

Vendor Contact Options	
Phone 1 Label	
Phone 2 Label	
Phone 3 Label	

Phone 1 Label
Custom field label for the [Phone 1] field.
Defaults to 'Phone 1'.

2. In each of the three Phone Label fields, type the desired Label for each phone number

Settings - TWO - SalesPad

Application Case Tracker CRM Distribution BOM Equipment Management Invo

Customer Search Settings

Close Save Export Settings Import Settings

Filter:
label

Customer Contact Options	
Phone 1 Label	Work
Phone 2 Label	Mobile 1
Phone 3 Label	Mobile 2

Vendor Contact Options	
Phone 1 Label	
Phone 2 Label	
Phone 3 Label	

Phone 2 Label
Custom field label for the [Phone 2] field.
Defaults to 'Phone 2'.

3. Click **Save**

Before:

Customer Search Settings Customer: [AARONFIT0001] Aaron Fitz Electrical Contact: PRIMARY/Bob Fitz

Close Save

Customer

Customer ID: AARONFIT0001 Customer Name: Aaron Fitz Electrical

Address	Contact Information	Other Address Info
Code: PRIMARY Alt Comp. Name: Aaron Fitz Electrical Contact Name: Bob Fitz Address: 1471 Burke Ave Zip: 49505 City: Grand Rapids State: MI Country Code: US Country: United States	Contact Type: Phone 1: (425) 555-0101 Phone 2: (312) 555-0101 Phone 3: Fax: (312) 555-0101 Email: carlos.cadieux+AARONFIT0001@sa Email To: Email CC: Email BCC: Web Site: Login: Password:	Warehouse: Sales Rep: West, Paul Sales Territory: Ship Method: LOCAL DELIVERY Tax Code: USASTCITY-6* Ups Zone: File Location 1: File Location 2: <input type="checkbox"/> Do Not Mail <input type="checkbox"/> Do Not Email <input type="checkbox"/> Do Not Fax <input type="checkbox"/> Do Not Text

Comments

Add Comment

Contact Audit	Contact User Fields	Contact Resources
Audit On 2/1/2018 4:51:30 PM	User Name sa	Description City changed from Redmond to Grand...

After:

Customer Search

Settings

Customer: [AARONFIT0001] Aaron Fitz Electrical

Contact: PRIMARY/Bob Fitz

Close

Save

Customer

Customer ID: AARONFIT0001

Customer Name: Aaron Fitz Electrical

Address

Code: PRIMARY

Alt Comp. Name: Aaron Fitz Electrical

Contact Name: Bob Fitz

Address: 1471 Burke Ave

Zip: 49505

City: Grand Rapids

Country Code: US

State: MI

Country: United States

Contact Information

Contact Type:

Work: (425) 555-0101

Mobile 1:

Mobile 2:

Fax: (312) 555-0101

Email: carlos.cacheux+AARONFIT0001@sa

Email To:

Email CC:

Email BCC:

Web Site:

Login:

Password:

Other Address Info

Warehouse:

Sales Rep: West, Paul

Sales Territory:

Ship Method: LOCAL DELIVERY

Tax Code: USASTCITY-6*

Ups Zone:

File Location 1:

File Location 2:

☐ Do Not Mail

☐ Do Not Email

☐ Do Not Fax

☐ Do Not Text

Comments

Add Comment

Contact Audit

Contact User Fields

Contact Resources

Audit On

User Name

Description

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