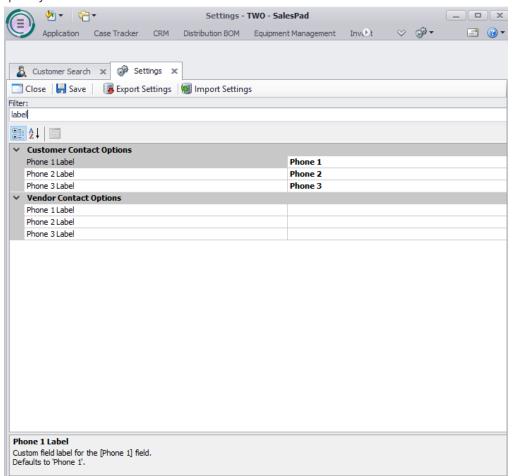


Customizing Phone Labels

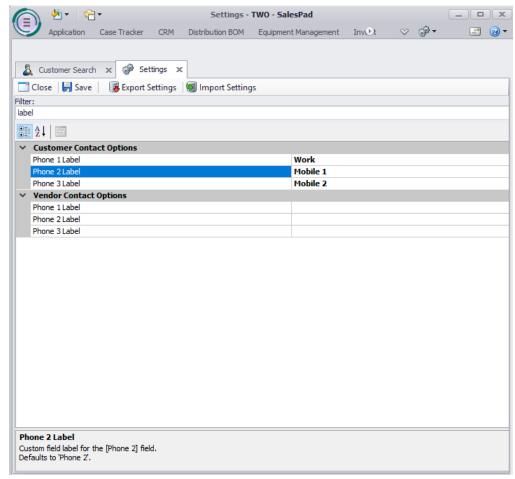
Megan De Freitas - 2024-11-22 - Setup

To customize a phone label in SalesPad,

 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



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



3. Click **Save**

Before:

Loustomer Search x ★ Settings x Loustomer: [AARONFIT0001] Aaron Fitz Electrical x Contact: PRIMARY/Bob Fitz x									
Close Save									
Customer									
Customer ID:	AARONFIT0001. Customer Name: Aaron Fitz Electrical								
Address					Contact Information			Other Address Info	
Code:	PRIMARY				Contact Type:			Warehouse:	
Alt Comp. Name:	Aaron Fitz Electrical				Phone 1:	(425) 555-0101		Sales Rep:	West, Paul ▼
Contact Name:	Bob Fitz				Phone 2:			Sales Territory:	_
Address:	1471 Burke Ave				Phone 3:			Ship Method:	LOCAL DELIVERY
					Fax:	(312) 555-0101		Tax Code:	USASTCITY-6* ▼
					Email:	carlos.cacheux+AAI	RONFIT0001@sal	Ups Zone:	
Zip:	49505				Email To:			File Location 1:	
City:	Grand Rapids	State:	MI	4	Email CC:			File Location 2:	
Country Code:	US •	Country:	United States		Email BCC:			Do Not Mail	
					Web Site:			Do Not Email Do Not Fax	
					Login:			Do Not Text	
					Password:			_ BOTHOUTEAU	
Comments					Contact Audit	Contact User Fields	Contact Resources		
Add Comment					Audit On		User Name		Description
_					2/1/2018 4:51:30 PM		<u>sa</u>		City changed from Redmond to Grand
				¥ .					

After:

