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Customizing Phone Labels

Cavallo Support - 2025-12-12 - [Setup](#)

In SalesPad Desktop, you may change the label (field name appearance) of the Phone 1, Phone 2, and Phone 3 fields of the Customer Addr Card and Vendor Contact Card. This can be useful for if you prefer to save phone numbers per type such as Mobile, Home, and Cell. This article will show the steps for customizaing the phone labels and then the effect it has 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

Settings - TWO - SalesPad

Application Case Tracker CRM Distribution BOM Equipment Management Invoic

Customer Search Settings

Close Save Export Settings Import Settings

Filter:
label

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: 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
2/1/2018 4:51:30 PM	sa	City changed from Redmond to Grand...