SWS - Forms in the Maintenance Menu - Contact Point Types
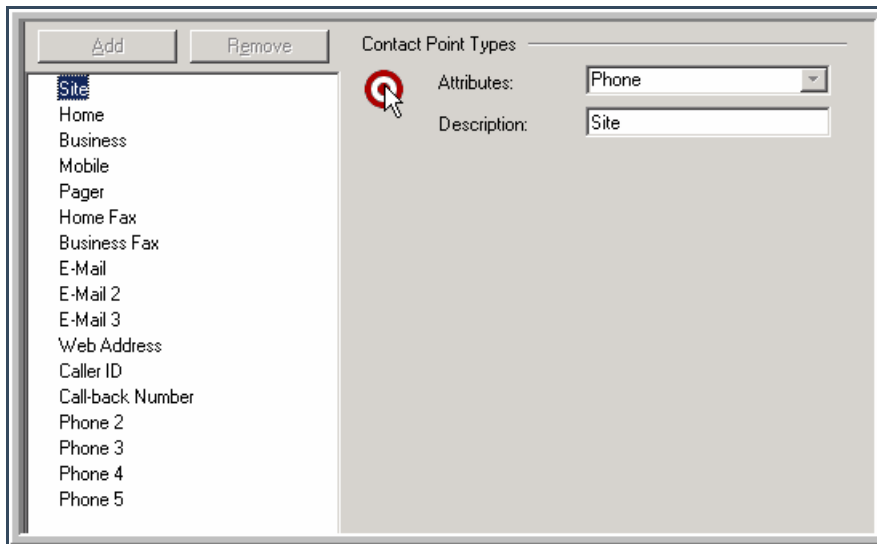
The Contact Point Types form provides a list of currently configured phone, fax, email, and pager descriptions that can be displayed on forms containing Contact Point information. Entries can be added, changed, or deleted as necessary.

Note: Some Contact Point Types are defined as System Types and cannot be deleted. However, the user can modify names, if necessary.

Adding a New Contact Point Type

1. Navigate to the Maintenance menu and select "Contact Point Types".

   Result: The "Contact Point Types" form displays as shown in the following screenshot:

2. Click "Edit" and then click "Add".

   Result: The system automatically prepopulates the "Description:" field with the next sequential Contact Point Type.

3. Select the Contact Point Type you want to add from the "Attributes:" dropdown menu.

   Note: Your options are: Phone, Fax, Pager, Email Address, Web Address, and Retransmission.

4. If you want to enter a description other than the one automatically included, enter it into the "Description:" field, and click "Save".