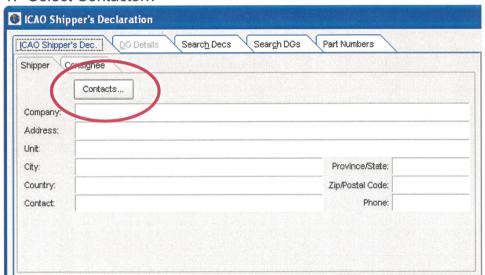
Editing a Company & Contact

Introduction

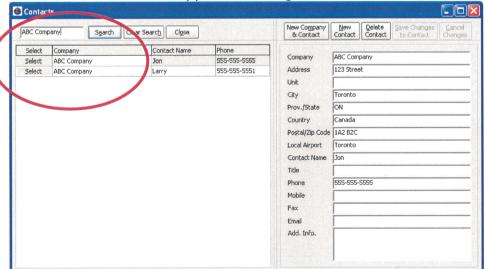
This article will provide a step by step guide on how to edit an existing Company & Contact and Contact. This applies to declarations for all modes of transport.

How To

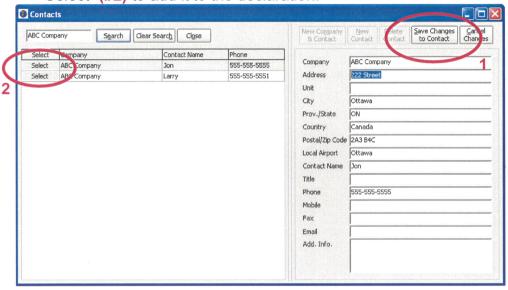
- Edit Company & Contact
- 1. Select Contacts...



2. Search for the contact you want to edit in the search field to the left. The search will find all contacts that match. Click the contact that you want to edit. The contact will appear to the right.



3. You can add, remove, and adjust the information in the contact fields. Once all changes or adjustments have been made select "Save Changes to Contacts" (#1). The adjusted contact will now appear to the left. Click "Select" (#2) to add it to the declaration.



How To

- Edit a Contact

1. Editing a Contact is very similar to editing a Company & Contact. Search for the desired contact. Click the contact that you want to edit. The contact will appear to the right. Once all changes or adjustments have been made select "Save Changes to Contacts. The adjusted contact will now appear to the left. Click "Select" to add it to the declaration.