

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...

ICAO Shipper's Declaration

ICAO Shipper's Dec. | DG Details | Search Decs | Search DGs | Part Numbers

Shipper | Consignee

Contacts...

Company: _____

Address: _____

Unit: _____

City: _____ Province/State: _____

Country: _____ Zip/Postal Code: _____

Contact: _____ Phone: _____

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.

Contacts

ABC Company | Search | Clear Search | Close

New Company & Contact | New Contact | Delete Contact | Save Changes to Contact | Cancel Changes

Select	Company	Contact Name	Phone
Select	ABC Company	Jon	555-555-5555
Select	ABC Company	Larry	555-555-5551

Company: ABC Company

Address: 123 Street

Unit: _____

City: Toronto

Prov./State: ON

Country: Canada

Postal/Zip Code: IA2 B2C

Local Airport: Toronto

Contact Name: Jon

Title: _____

Phone: 555-555-5555

Mobile: _____

Fax: _____

Email: _____

Add. Info.: _____

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.

The screenshot shows the 'Contacts' application window. On the left, there is a table with columns for 'Select', 'Company', 'Contact Name', and 'Phone'. The table contains three rows: one with 'ABC Company', 'Jon', and '555-555-5555'; another with 'ABC Company', 'Larry', and '555-555-5551'. A red circle labeled '2' highlights the 'Select' button in the first row. On the right, there is a form with fields for 'Company', 'Address', 'Unit', 'City', 'Prov./State', 'Country', 'Postal/Zip Code', 'Local Airport', 'Contact Name', 'Title', 'Phone', 'Mobile', 'Fax', 'Email', and 'Add. Info.'. The 'Save Changes to Contact' button is circled in red and labeled '1'.

Select	Company	Contact Name	Phone
Select	ABC Company	Jon	555-555-5555
Select	ABC Company	Larry	555-555-5551

Company: ABC Company
Address: 222 Street
Unit:
City: Ottawa
Prov./State: ON
Country: Canada
Postal/Zip Code: 2A3 B4C
Local Airport: Ottawa
Contact Name: Jon
Title:
Phone: 555-555-5555
Mobile:
Fax:
Email:
Add. Info.:

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.