
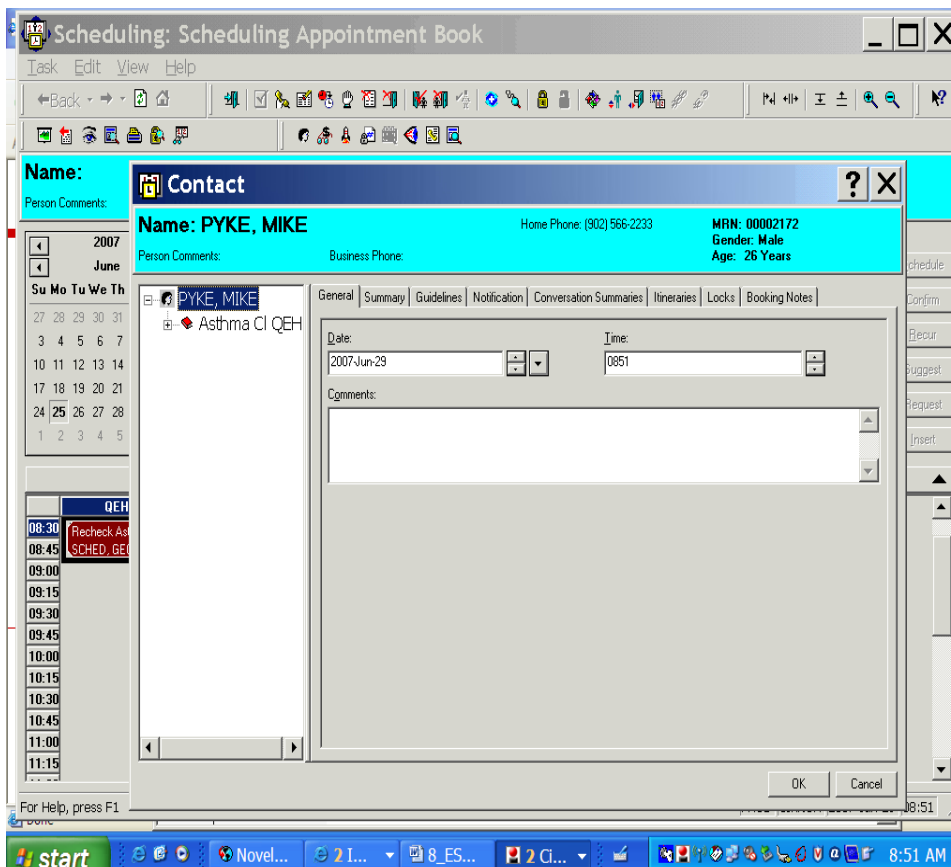


Adding Comments

Contact Comments:

	<p>Contact - Records the date and time of any contact made with the person scheduled for the appointment, as well as allowing you a place to enter any applicable comments concerning the contact. For example, if you call the person to remind them of the upcoming appointment, you could document the contact in the Contact dialog box.</p>
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Click the icon “Contact” in the toolbar or R click on the appointment and highlight Contact, the Contact box populates you can just put the date which default in or put a message in the comment field. Click OK

To view this you go to the Icon “Appointment View” or R click on the Appointment and go to “Inquiry” and Appointment View and click on the Tab “Action History” or “Action Details” it will show the date of contact. Or the same as above but go to Appointment History View and to the Tab “Action History” and it will show time of contact.