

# Job Tracker Professional

Ignore Contact Option.



Now you have an 'Ignore Contact' tick box in the contacts page to allow you to make a contact, customer or client, unavailable for selection in relation to jobs or quotes. They will no longer be available for selection in the 'picking contact' search screen.

Open Job Tracker Professional.

Click on 'Customers' located on the left of the screen.

Click on the 'Search Contact' button at the bottom of the page.

Within the search field enter the name of the contact, customer or client, you would like to make unavailable for selection in relation to jobs or quotes.

Click on the contact, customer or client in the results to highlight them then click the 'load contact' button at the bottom on the screen.

The screenshot shows the 'Job Tracker Professional [Customer Relationship Management]' window. The 'Type of Contact' section at the top right has the 'Ignore Contact' checkbox checked. The 'Client Details' section on the left contains fields for Sage A/C, Name (Dannielle Perotti), Address, Post Code, Country, VAT #, Short Name, and Short Add. The 'Contact Information' section on the right includes fields for Contacts, Telephone, Mobile, Fax, Email, Website, Parts Discount %, and Labour Discount %. The 'Additional Information' section at the bottom left contains fields for Account No, Date Created, Last Used, Subcont sent?, Appointment, Birthday, Last Contact, and Value £. The 'Mailing Options' section at the bottom right includes checkboxes for Email, SMS, Post, Fax, Text emails, Do Not Contact, and Exclude from Sales Marketing. The 'SAVE CONTACT' button is highlighted in the bottom left corner of the interface.

Tick the 'Ignore Contact' box in the top right of the screen.

Then click the 'save contact' button in the bottom left of the screen.

The Contact, Customer or Client will also now be unavailable for selection in the 'picking contact' search screen.

