

Live Clients & Contact Details Cleanup Guide

- Contact Home and Work**

Communication Details

Preferred Communication Method	Email ▼
Mobile	+254 7123456789
Work	+254 7987654321
Home	
Fax	
* Email	sampleuser@gmail.com

Mobile, Work and Home Fields

- Ensure that one of the contacts' mobile numbers is available and correctly formatted and that it is entered in either of the designated fields with the **country code** followed by the **number**, for example, **+254 7123456789**.

Email Field

- Ensure that the contacts' email address is available and in the correct format.

- Nationality**

Primary Contact

* Title		* Salutation	
* First Names		* Gender	
Initials		Date of Birth	dd/mm/yyyy 21
* Surname		Nationality	
Suffix			

Nationality

- Please select the nationality of the contact from the dropdown list provided.

- Primary City, Primary Address, Primary Address Line 2, Primary Address Line 3 and County

Add Address
?
X

Main Details

* Location
Home
* Location Use
Residential

Location Type

* Country
Kenya
Location Type
Address

Address Details

* Address Line 1
P.O. Box 12345
* City/Town
Nairobi

Address Line 2
County
Nairobi

Address Line 3
Postcode
00200

Additional Information

Location Notes
Any other Location Information that is provided

OK
Cancel

Address Line 1.

- Please provide the contacts address in one of the following formats.
 1. Postal Address e.g., **P.O. Box 12345**
 2. Street Name, Apartment name e.g., **Muthaiga, Oil Libya plaza**

City/Town.

- Please Use the list of cities provided in the city's lookup sheet provided.

County.

- If the contact's country is identified as Kenya, please ensure to include the county of residence as well.

Location Notes.

- Any other location information provided by the contact.