

## Add New Contact

<i>Speech</i>	<i>Cursor Actions</i>
To add a new contact to your Sumac database,	Show Console.
click Contacts in the main Sumac console window,	Open Contact List.
then click New.	Click New.
That opens a window where you can enter some basic information about the new contact.	Show window.
Click to specify whether you are adding a new individual or an organization to your database.	Point to Individual Click Organization Click Individual
For an individual, enter the contact's first and last name.	Enter First Name and Last Name.
Notice that Last Name is the only mandatory field . Every contact in Sumac <i>must</i> have a last name. If you do not know this contact's last name, enter a last name like <i>[Unknown]</i> , so you can still add this contact to your database	Point to Last Name.
If appropriate, enter the new contact's Organization, Phone number and Email address.	Enter Organization, Phone number, Email address.
Notice that when you enter a phone number or email address, you can specify whether they are for the contact's residence or business.	Point to Residence/Business radio buttons.
To avoid adding a duplicate contact, the bottom half of this window lets you review a list of contacts with similar sounding last names.	Point to bottom half of the window.
Exact matches appear in Red, and this helps you ensure that you are not creating a new contact record for a contact who is already in your database.	Point to names in Red.
When you are done entering information, click OK to add this contact to your database.	Click OK.
When you click OK, if you specified an email address for the new contact, Sumac searches the entire database looking for contacts with the same email address. If there are any, then you get a message that tells you how many contacts have the same email address.	Show warning screen.
You can click Add, to ignore the duplicate email addresses and go ahead adding the new contact. Alternatively, you can click Review to see the contacts with the same email address.	Click Add.
That opens the contact record for the new contact, so you can enter any additional information, like contact types, communication preferences, and mailing address.	Point to Contact Types, Communication Preferences. Click Residence Address tab.

Click OK to save all the information about this contact in your database.

Click OK.

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