

# Contact Person

## What it does:

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Allows you to add the different types of people with whom you have contact.

## Adding the table entry

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Menu | Tables | Generic Validation Tables |

**Contact Person  
Entry details**

Code(contact person) can be 1-4 characters.

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Code: JUV  
Short description:\* Juvenile  
Long description:\* Juvenile  
Active:\*  Yes  No

Notes:

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- **Code** – Choose a code. It can be 1-4 characters.
- **Short description** – The short description can be up to 15 characters
- **Long description** – The long description is what the users see, it can be up to 50 characters long.

Click the **Update** button to save your work.

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**Contact Detail  
Laura Ingalls (File# 1)**

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Contact date/time: 12/26/2018 8:54:54 am 

 Contact person:\* JUV - Juvenile ▼

Contact type:\* PHON - Phone ▼