

# Working with Widgets

## Move the Mouse Pointer over Widgets

You will see the window as shown below.






Contact manager will help you to manage the school contact details . This will help in maintaining the records of


- Customers with whom the school have any type of transaction of equipment for the school.
- Your School Management contact details. etc..

Click on Contact Manager. You will see the window as shown below.

Contacts Master Report

 Export

Contact Master					
Sl.No.	Business Name +	Contact Person +	Address +	Mobile No +	Action
<div> Add </div>					

Click on  Add button, you will be able to see the below window.

Add/Edit Contact Details

Contact Details

Relationship Details

Business Name

Mobile No\*


Conact Person\*

Telephone No

Service Description


Address

Service Start Date



Emailld

Service End Date



Website

Add

Close

**Add/Edit Contact Details**

**Contact Details** | Relationship Details

Incharge Person: --Select--

Quality Of Service: --Select--

Satisfaction Level: --Select--

Co-Ordinator: --Select--

Income Account: --Select--

Expense Account: --Select--

Summary

Add Close

You can enter the Contact details as shown in below example.

In the below example we have added SchoolAdmin Lite contact details.

1. Enter School Admin Lite details in Contact Details

**Add/Edit Contact Details**

**Contact Details** | Relationship Details

Business Name	MarvelSoft	Mobile No*	9741588179
Contact Person*	Ragavendra	Telephone No	23322321
Service Description	Administration Software	Address	#284, 19Gmain, 1st Block, Rajajinagar
Service Start Date	03/04/2009	EmailId	info@marvelsoft.co.in
Service End Date		Website	www.marvelspft.co.in

Add Close

2. Enter Relationship Details

**In-charge person** - is staff who is responsible for the transaction between the school and the company.

In case if the contact details you are adding is not related to business Its not a mandatory to select In-charge person.

**Satisfied Level** - Select the level of your satisfaction.

**Co-Ordinator** - Select the Coordinator name from the staff list who coordinates with MarvelSoft.

In case if the contact details you are adding is not related to business Its not a mandatory to select In-charge person.

**Income Account** - If the transaction is income to your school select the type of income added in **Masters-Accounts**. This will help you to make/maintain income payment in **Admin Master-Accounts Payment**.

**Expense Account** - If the transaction is expense to your school select the type of income added in **Masters-Accounts**. This will help you to make/maintain expense payment in **Admin Master-Accounts Payment**.

In case if the contact details you are adding is not related to business it's not mandatory to select Income/Expense Account.

Finally Click on Add. You will get **Contact Added Successfully**.

User can see the added content in Contact Manager as shown below.

Contacts Master Report

Export

Contact Master					
Sl.No.	Business Name +	Contact Person +	Address +	Mobile No +	Action
1	Water Supplier	Anish	#26, 1st cross, Shivnagar	9741448445	
2	Sapna Book House	Avinash	#237, 2nd main, Malleshwaram	9741448445	
3	MarvelSoft	Ragavendra	#284, 19Gmain, 1st Block, Rajajinagar	9741588179	
4	Internet Supplier	Srinath	#12, 1st stage, HSR layout	9741448445	

Add

User can export the contact details to maintain the record of Contacts related to your school as shown below.

Error rendering macro 'viewxls' : The viewfile macro is unable to locate the attachment "contacts.xls" on this page

**The page How to Edit or Delete a record does not exist.**