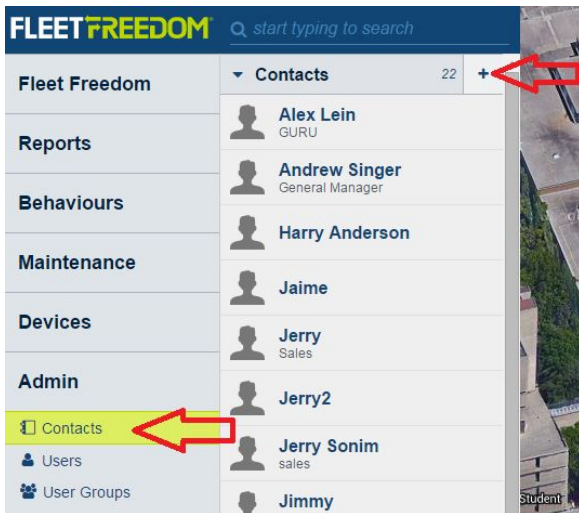


How to Create a New Contact

1. Select Admin, Contacts and the + sign.

The screenshot shows the 'Details' page for a contact named Lynn Phillips. The page has a header 'Details' and a sub-header 'Details'. Below the header is a large grey box with the text 'No image available' and a red circle around an 'Upload' button. The form fields are: Name (Lynn Phillips), Notes (empty), E-mail (lphillips@live.ca), Mobile (empty), Office (111222334), Fax (111222333), Address (empty), URL (empty), and Roles (admin).

2. Add a photo for the contact by selecting the upload button.

3. Add any contact details and Select Save.

4. You can set up a New Asset or User for the contact under Quick Links.

(a) Select New Asset or New User to get started

Quick Links



[Setting up a New User Guide](#)

[Setting up a New Asset Guide](#)



If you need assistance with your Account, please contact one of our Customer Service Representatives.

Office Hours: Monday to Friday 9:00 AM - 5:00 PM EST

Fleet Freedom Support Phone Number: 1 (866) 787-2548 Option 2 English or 9 French

Email: support@fleetfreedom.com