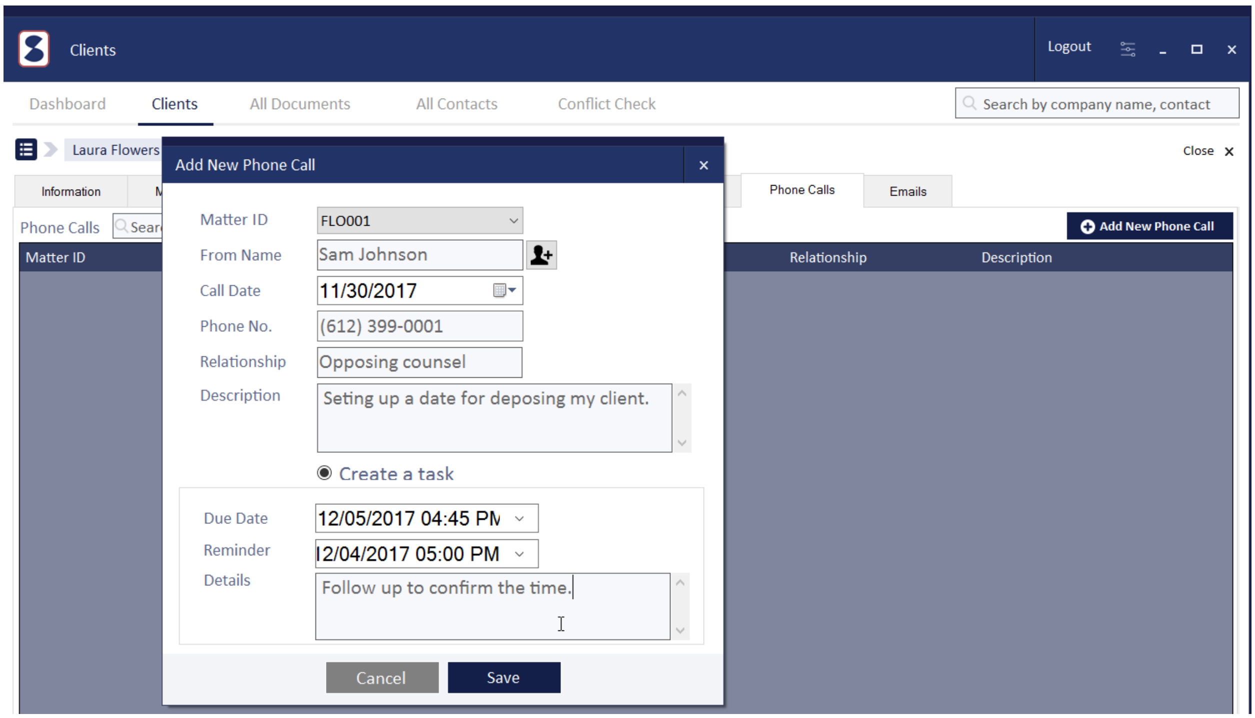
Creating a phone log

From the client tab, click the "Edit" button for a specific client and go to the "Phone Calls" tab. You can add new phone calls by clicking on the "Add New Phone Calls" button. If you enter any existing contact name into the "From Name" field, related information automatically appears into the fields. If you are adding a new contact, you can click the add contact icon to the right of the name field, and fill in the related fields.



Editing an existing phone call

You can edit an existing phone call by clicking the "Edit" button.

Deleting an existing phone call

You can delete an existing phone call by clicking the "Delete" button. Note: Sentian Solutions does not recommend deleting any phone calls from the program.

Searching for phone call

You can search for a phone call by entering search keywords such as: "from, matter ID, date, phone, relationship" into the search field.