

Building Contacts List

Multiple “Contacts” are listed here as an extension of the main contact list. This allows users to enter multiple contacts such as emergency and after hours contacts at the building level, helping you with customer relationships by knowing who to contact for a given type of issue. This information is tied into our Communication Manager as well.

The screenshot shows the ExpressTime Data Manager interface. The main window displays building information for building 1045, 'Geaux Tiger Geaux Design Studio's'. The 'Contacts' tab is selected, showing a table of contacts for this building. The table has columns for Name, Contact Type, Department, Phone, Ext, Cell Phone/Pager, Email, and Comments.

Name	Contact Type	Department	Phone	Ext	Cell Phone/Pager	Email	Comments
Bennett Beebutter	Emergency	General Manager	(123)456-7891	123	(123)456-9876	bbeebutter@email.com	Afterhours emergency contact
Jeaux Jo DeRoche'	Owner	Owner	(246)810-1212		(246)810-1313	JJderoche@email.com	Billing and payment contact
Anthony Rivers	Secondary	Asst. Manager	(123)987-9876	na	(123)456-1111	arivers@email.com	Secondary contact - Afterhours