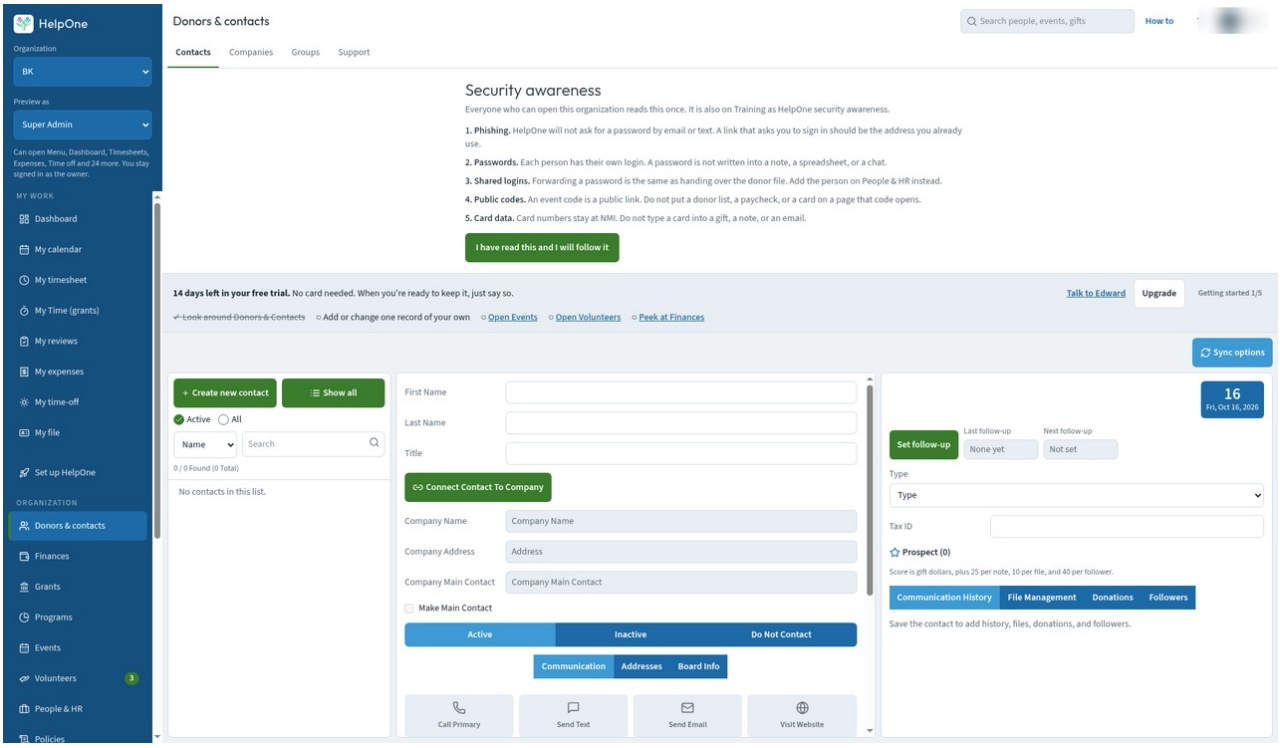
How to link a contact to an organization

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Linking a person to a company shows who works where, and keeps reports accurate.

Steps

1. Go to Donors & contacts and open the contact.
2. Click Connect Contact To Company.
3. Pick the company. If it doesn't exist yet, create it first on the Companies tab.
4. Check Make Main Contact if this person is the main contact for that company.
5. Save the contact.



The company name, address, and main contact then show on the contact record.