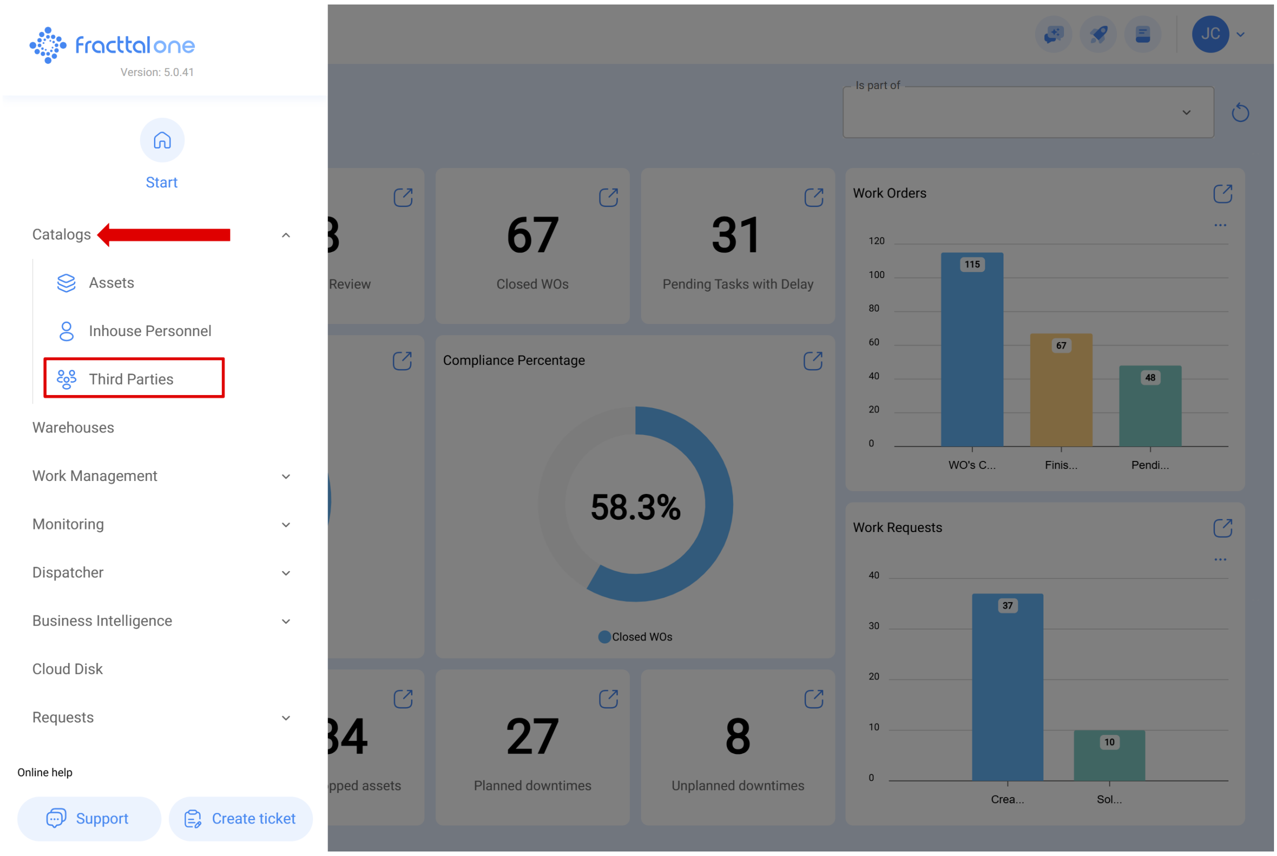
# How to Add Contacts in the Third Parties Module in Fracttal One

help.fracttal.com/hc/change_language/en-us

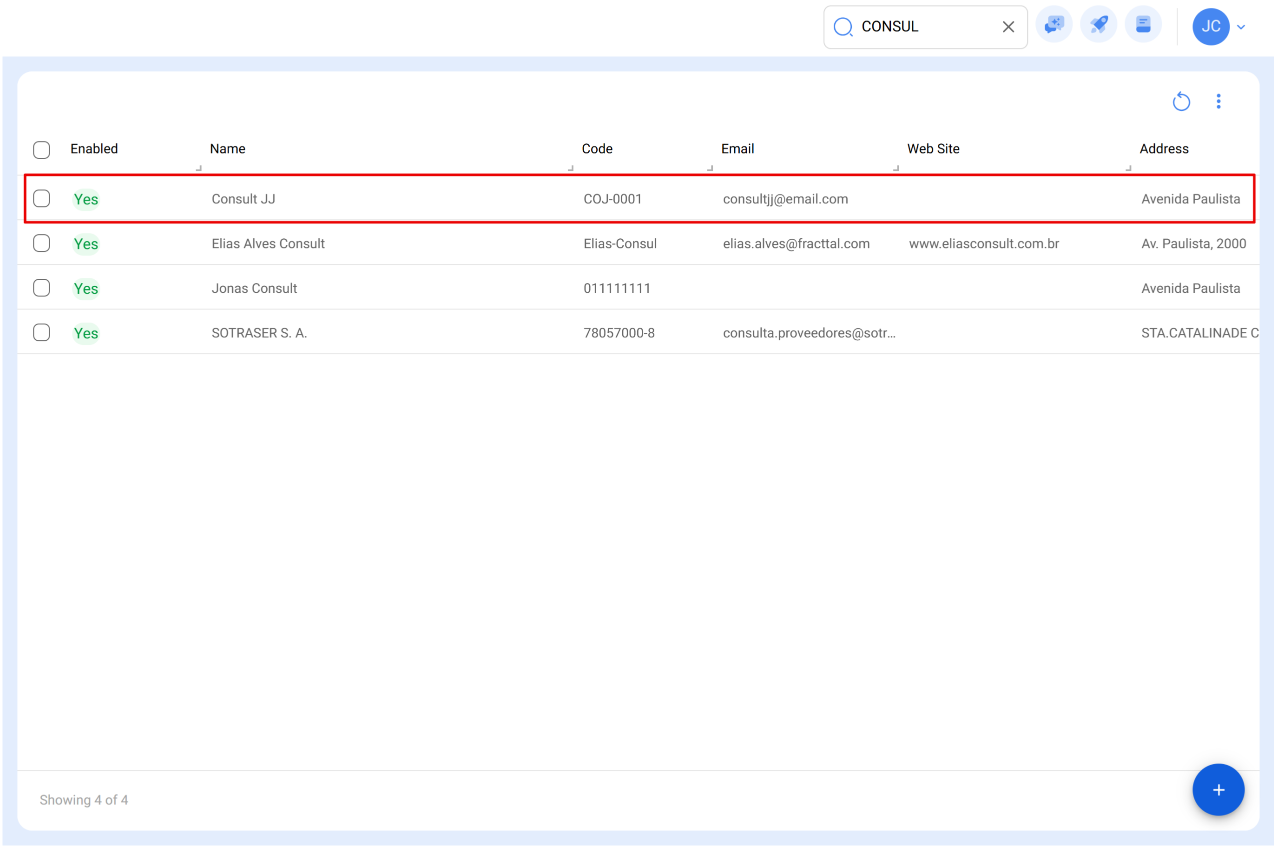
In Fracttal One, the Third Parties module allows users to manage information about external companies, such as suppliers and service providers. Adding contacts to these companies is essential to maintaining efficient communication and assigning responsibilities in Work Orders (WOs).

## Steps to Add a Contact to a Third Party

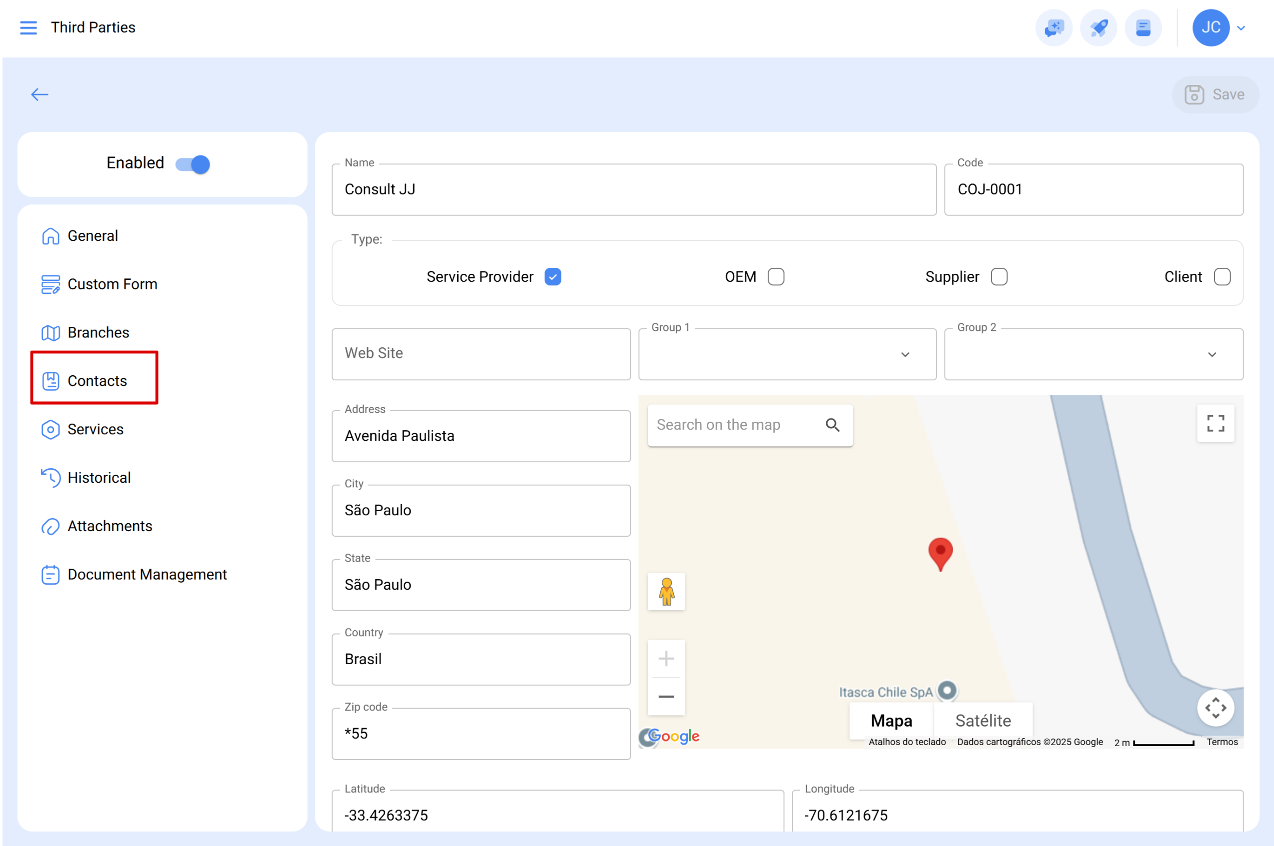
**1.** Access "**Third Parties**" in the Catalogs menu and select the corresponding company.

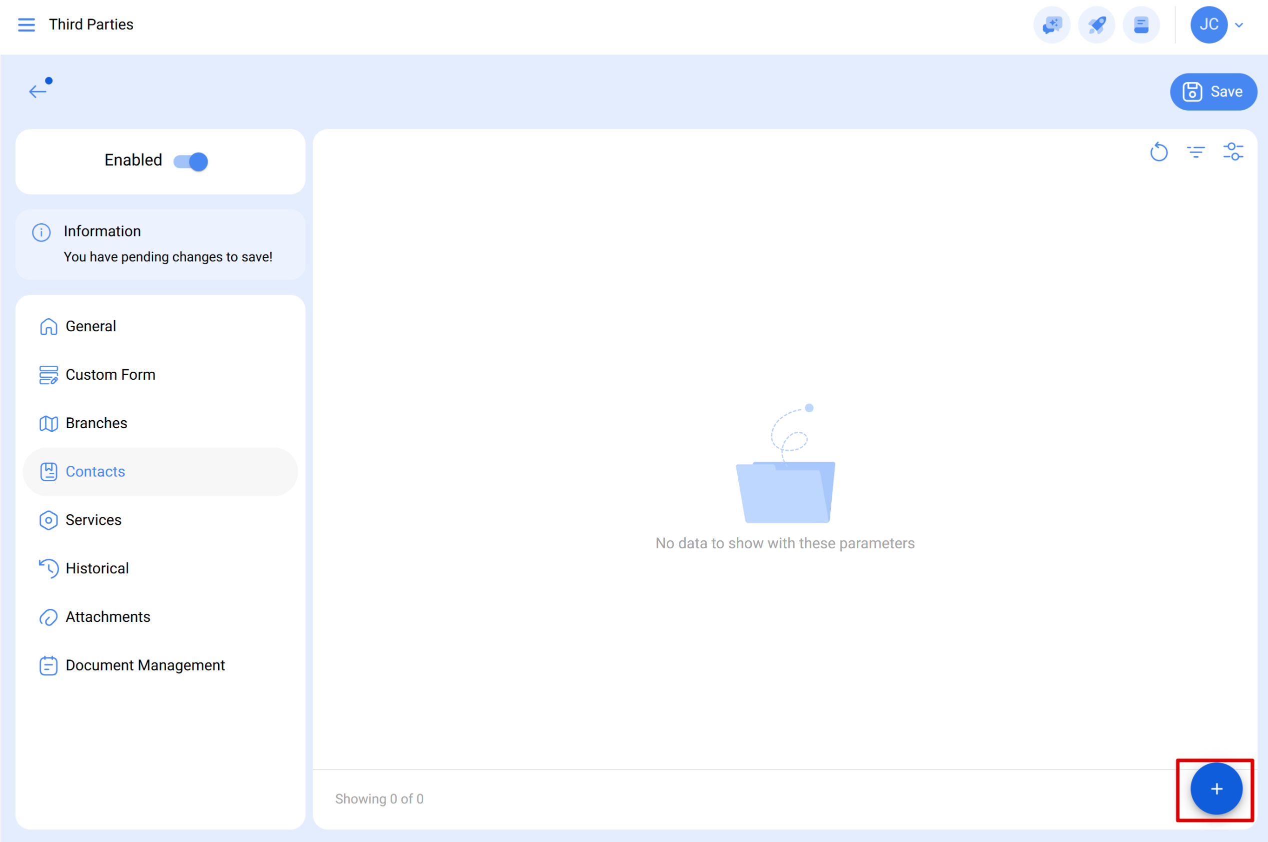



**2.** Identify the third-party company to which you want to add the service provider's contact.

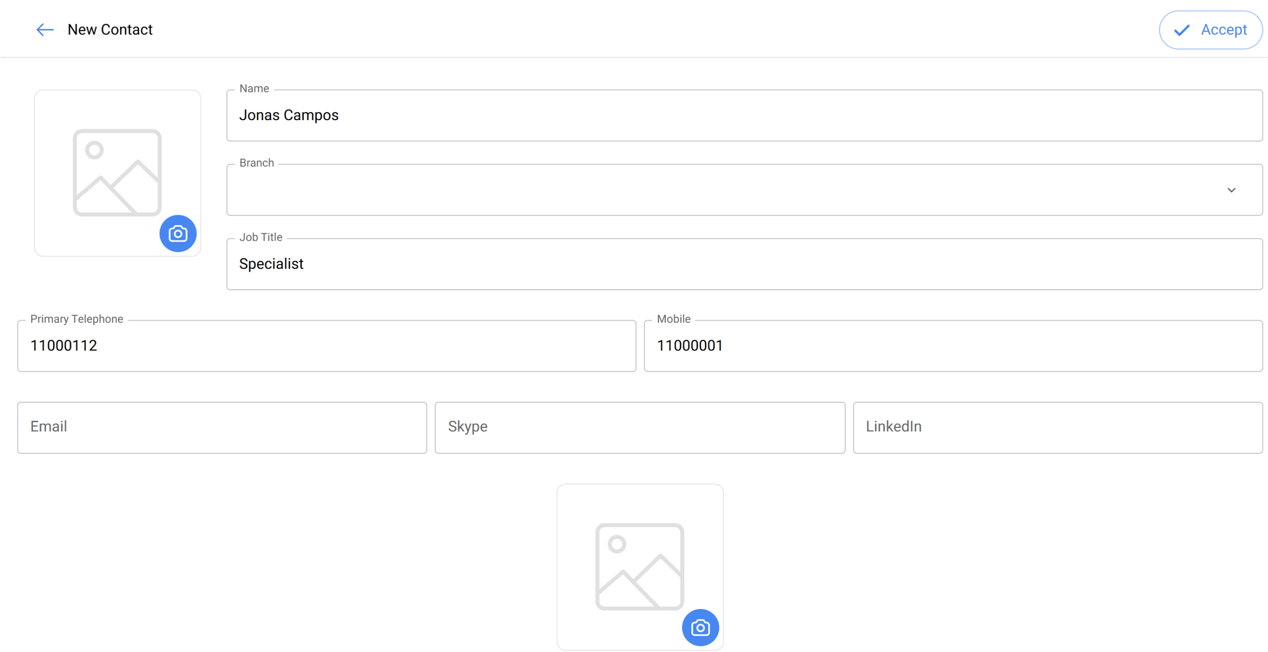



**3.** Go to the "**Contacts**" tab and click "**Add**."



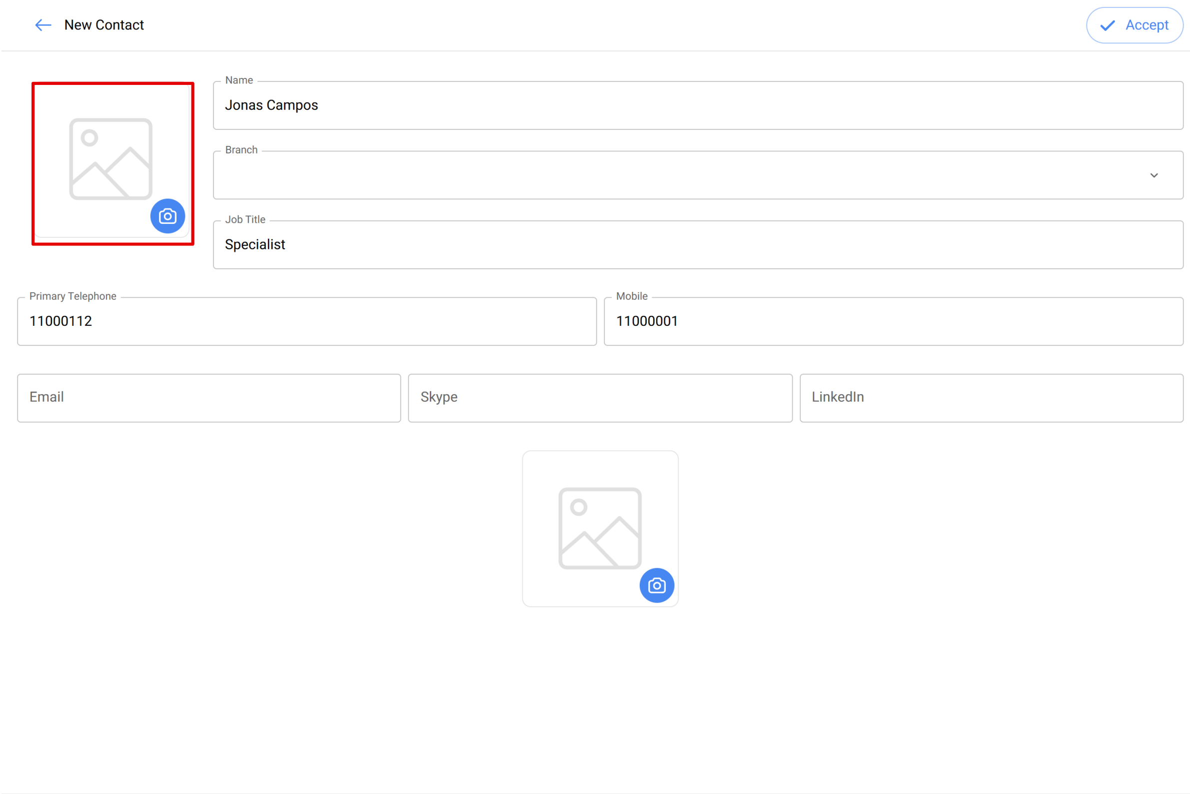



**4.** A tab will open with fields to complete, where you can enter the information and include the necessary details of the contact.



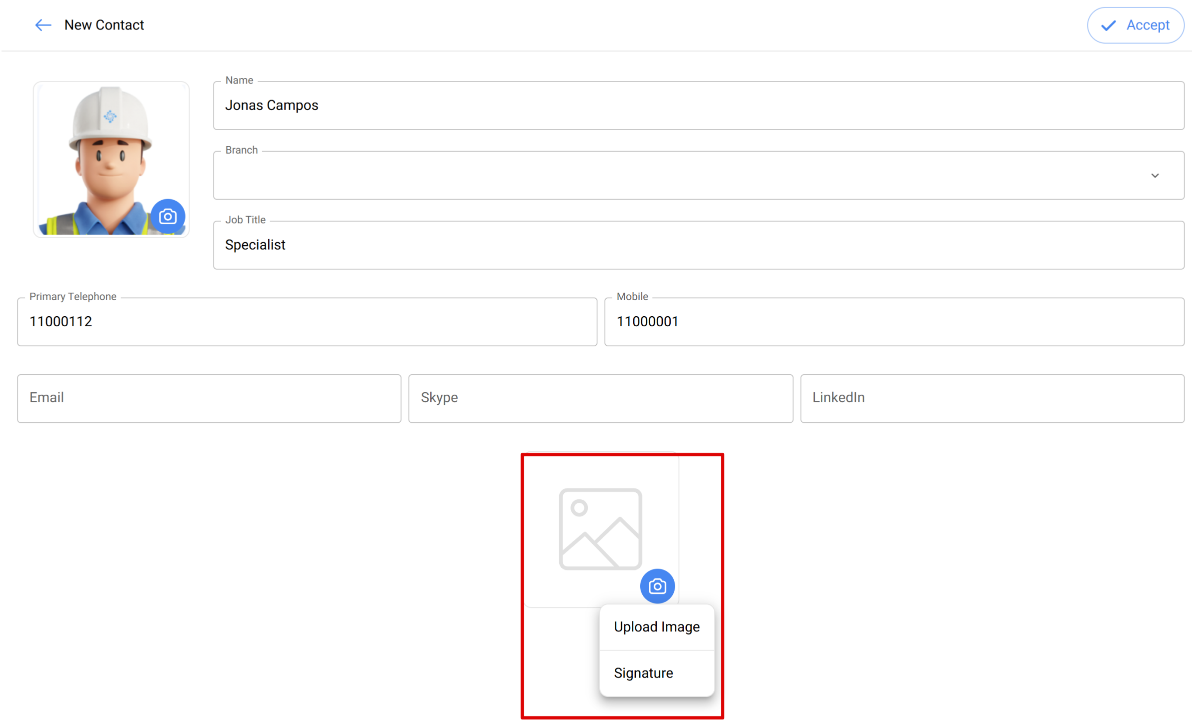

## Contact Information to Be Completed

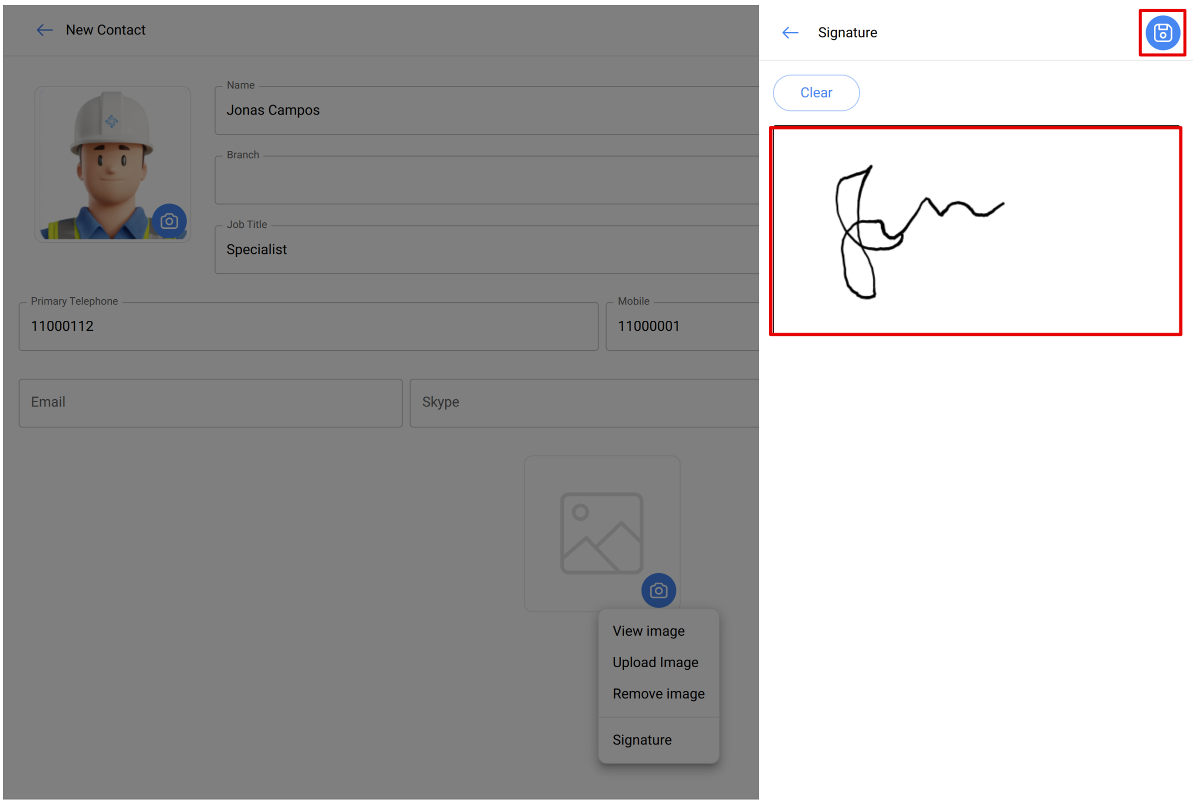
- **Add Contact Photo:** To insert a photo, click the box located in the upper left corner and upload the image file.



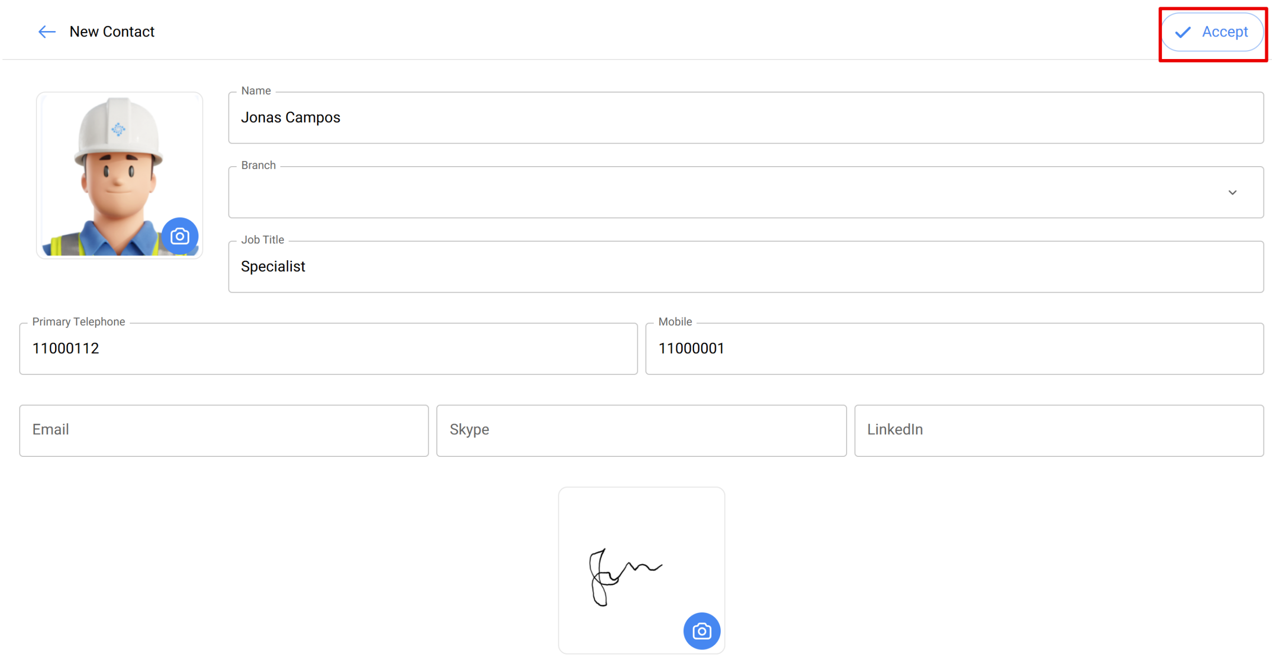

- **Name and Branch:** Enter the contact's full name and, if applicable, the branch to which they belong.
- **Job Title:** Specify the role or function within the third-party company.
- **Phone and Mobile:** Enter the main contact numbers.
- **Email:** Provide the email address for communication.
- **Skype and LinkedIn:** If applicable, enter the contact's Skype ID and LinkedIn profile.

- **Add Contact Signature:** Click the camera icon inside the gray circle at the bottom to insert an image of the signature or sign digitally.



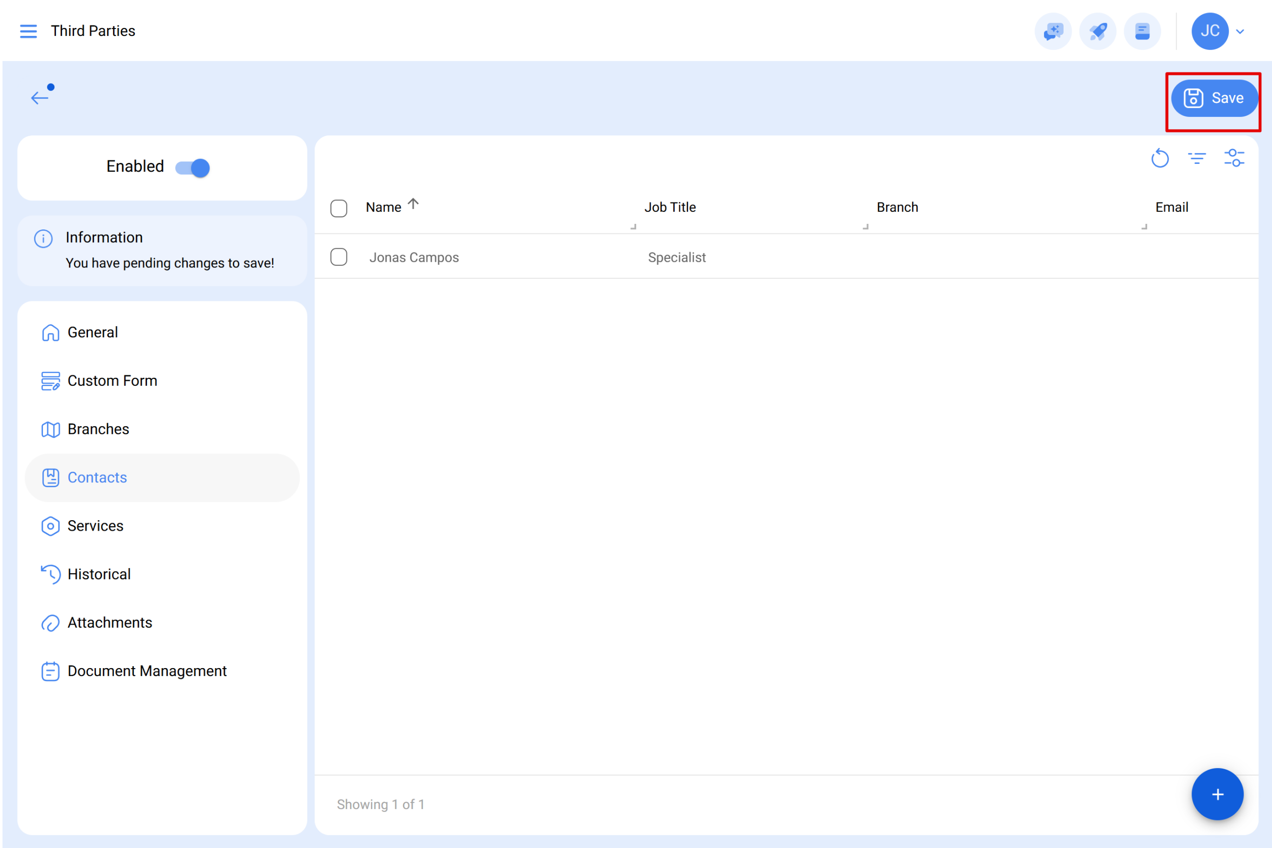



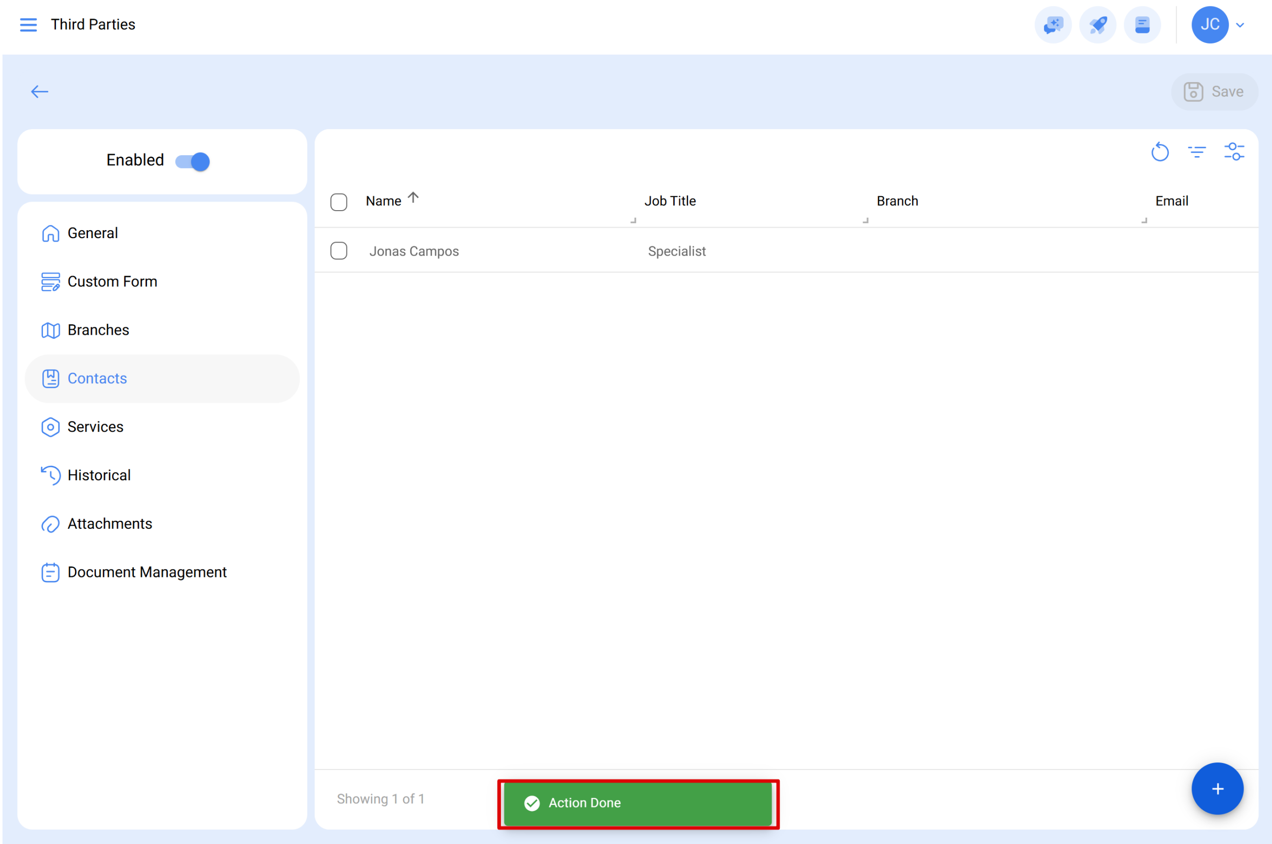

Complete the required fields and click "**Accept**."




Once the contact information has been added, make sure to click "**Save**" to register the updates.

After completing this step, the confirmation message "**Action Done**" will appear, indicating that the information has been successfully saved.






Contacts added can be assigned as responsible parties in **Work Orders** associated with the third-party company, facilitating management and communication.

**Note:** Before adding a contact, ensure that the company is already registered in the system.