

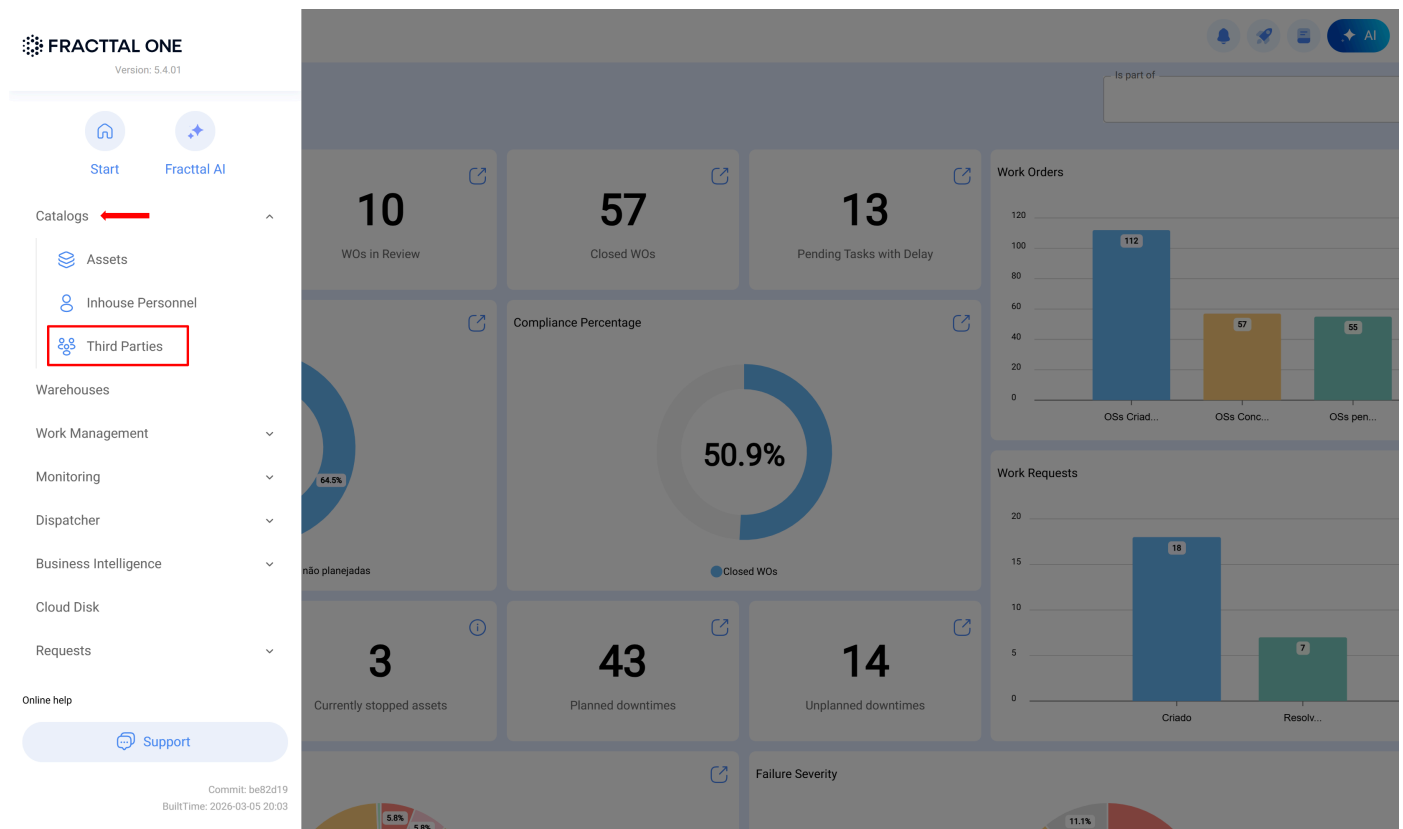
How to Add Contacts in the Third-Party Module in Fractal One?

help.fractal.com/hc/en-us/articles/34630186774925-How-to-Add-Contacts-in-the-Third-Party-Module-in-Fractal-One

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

Steps to Add a Contact to a Third Party

1. Go to **"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.

Name: COMPANY X

Enabled	Name	Code	Email	Web Site	Address	City	State
<input type="checkbox"/> Yes	COMPANY THIRD PART	CTP-001					

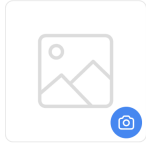
Showing 1 of 1

+

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

The screenshot shows a software interface with a sidebar on the left containing menu items: General, Custom Form, Branches, Contacts (highlighted with a red arrow), Services, Historical, Attachments, and Document Management. The main area displays a message: "No data to show with these parameters" accompanied by a folder icon. At the bottom left, it says "Showing 0 of 0". A red box highlights a blue circular button with a white plus sign in the bottom right corner.

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



Name
CONTACT THIRD PART

Branch

Job Title
SPECIALIST

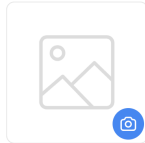
Primary Telephone
00000000

Mobile
00000000

Email
CONTACT@FRACTTAL.COM

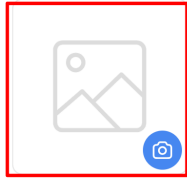
Skype

LinkedIn



Contact Information to be Completed

Add contact photo: To insert a photo, click on the box located in the upper left corner and upload the image file.



Name
CONTACT THIRD PART

Branch

Job Title
SPECIALIST

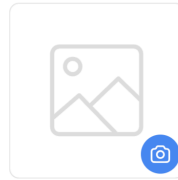
Primary Telephone
00000000

Mobile
00000000

Email
CONTACT@FRACTTAL.COM

Skype

LinkedIn



← New Contact

Name
CONTACT THIRD PART

Branch

Job Title
SPECIALIST

Primary Telephone
00000000

Mobile
00000000


Email
CONTACT@FRACTTAL.COM

Skype

LinkedIn


A square placeholder for a profile picture, containing a signature and a small blue camera icon in the bottom right corner.

← Load file



Drag Files or Click to Browse

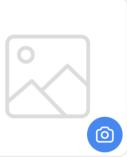
Add



Upload

- **Name and Branch:** Enter the full name of the contact and, if applicable, the branch to which they belong.
- **Position:** Specify the position or role 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 Skype ID and LinkedIn profile of the contact.
- **Add contact signature:** Click on the camera icon inside the gray circle at the bottom to insert a signature image or sign digitally.

Contact



Name
CONTACT THIRD PART

Branch

Job Title
SPECIALIST

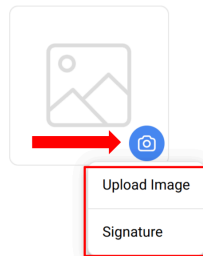
Phone
1

Mobile
00000000

@FRACTTAL.COM

Skype

LinkedIn



← New Contact

Name
CONTACT THIRD PART

Branch

Job Title
SPECIALIST

Primary Telephone
00000000

Mobile
00000000

Email
CONTACT@FRACTTAL.COM

Skype

LinkedIn

Upload Image

Signature

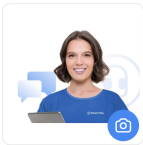
← Signature

Clear



Complete the data and click **"Accept"**.

← New Contact → ✓ Accept

 Name
CONTACT THIRD PART

Branch

Job Title
SPECIALIST


Primary Telephone
00000000

Mobile
00000000

Email
CONTACT@FRACTTAL.COM

Skype

LinkedIn



Once you have finished entering the contact information, make sure to click **"Save"** to record the updates.

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

Note: Before adding a contact, make sure the company is already registered in the system.