

FP2 - TIP 'O THE WEEK #25 PROPERTY TABS

This week we're going to discuss the Contact Information Tabs on the Properties window.

In FP2 there are six tabs available for sorting and storing your contact information for a particular property.

1. Occupant
2. Owner
3. Contacts
4. Alternate Tab (visible only if named)
5. Custom Tab (visible only if named)
6. Custom Tab (visible only if named)

All of these tabs can be named or renamed by going into the set up menu. Set up → system information → custom settings → properties (tab)

The first tab is usually "Occupant". Occupant is the person/business that occupies the property.

Occupant Owner Contacts Alternate Tab 2 Tab 3

Name:

Business: Your Town Library

Address: 642 Park Lane

City: Your Town **Prov:** ON **PC:**

Phone: 555-1111 **Fax:** 555-2222

Email:

Occupant-->Owner Occupant-->Contact

Note: Always enter "first name" beside where it says "Name:" and then enter the "last name" in the box beside it. The searchable fields are Last Name, and Business, as signified by boxed outline of these fields.

The next tab is the usually Owner Tab. This is for the person or company that owns the actual property.

Occupant	Owner	Contacts	Alternate
Name:		Fred Wilson	
Business:		Brown's Commercial School	
Address: 333 Main Street SW			
City:	Your Town	Prov: BC	PC: U2U 2U2
Phone:	(250)555-5559	Fax:	(250)555-5554
Other:	(250)555-5550		
Email:	brown@hotmail.com		
Owner-->Contact			

It is not unusual that information contained in one of these sections would apply to another, (e.g. the owner is also the occupant, or the occupant is also the contact). To copy information from the Occupant section and paste it in the Owner or Contact tabs, Click on Occupant → Owner or Occupant → Contact

The third tab is the often the Contacts Tab. It is for any other contact person/information that relates to the property. There are no searchable fields here.

Occupant	Owner	Contacts	Alternate
Name:		Mary Wing	
Address: 622 Your Street			
City:	Your Town	Prov: BC	PC: U2U 2U2
Phone:	(250)555-5511		
Home Ph.:	(250)5551122		
Other:	(250)555-5533		
Work phone:	(250)555-5544		
Email:	marymary@hotmail.com		

Three other tabs are available if you need them for your department. They will be visible only if activated by naming them. The Alternate tab and the two optional tabs have the same layout and contain the same type of information as Contacts tab).

Quote of the week: "Computers are useless. They can only give you answers."
—Pablo Picasso (1881-1973).