Company > Required Contact Fields

About Required Contact Fields

Required contact fields are rules that require selected fields to be submitted when adding a new contact. This feature was added in version 4.2.

Managing Required Contact Fields

Custom client fields can be managed under [Setting] > [Company] > [Required Contact Fields].

> (i) **Required Fields**
>
> The 'First Name', 'Last Name', and 'Email' fields are always required.

Required Contact Fields

Check the fields that should be required when creating or updating a client or contact.

- ☑ First Name
- ☑ Last Name
- ☐ Company/Org.
- ☐ Title
- ☐ Address 1
- ☐ Address 2
- ☐ City
- ☐ Country
- ☐ State/Province
- ☐ Zip/Postal Code
- ☑ Email

[Update Settings]