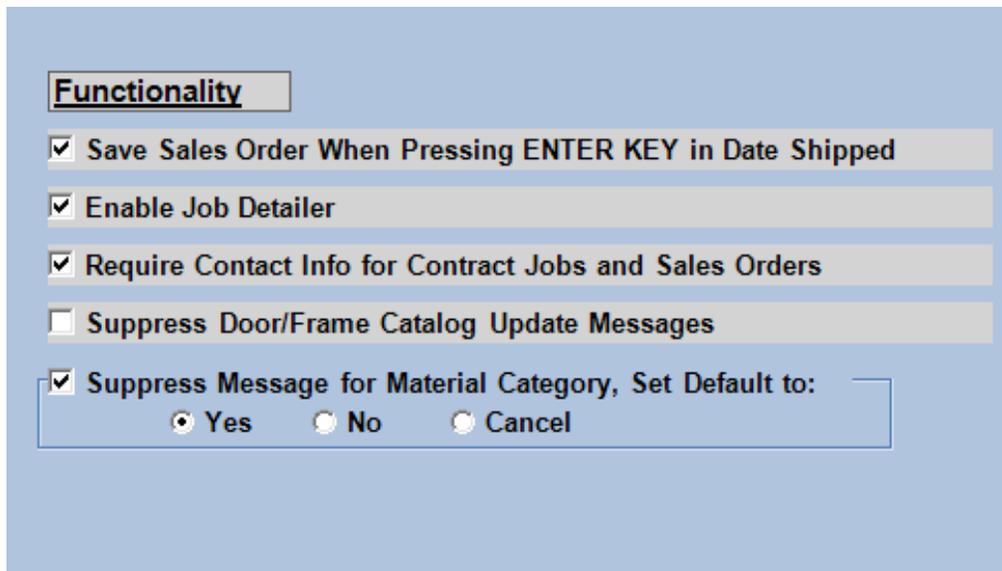


Check Job or Order for Requested Contact

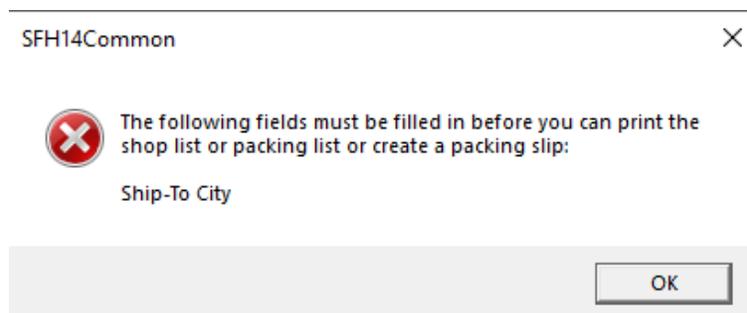
This feature warns you that contact information is incomplete when exiting or printing a Sales Order, or when leaving a Contract Job.

How it works:

1. Launch Software for Hardware.
2. From the Logo screen click *File*.
3. Choose *Optional Settings*.
4. Select *Company*.
5. The Company Options screen appears.



6. There is a new checkbox in the *Functionality* section entitled *Require Contact Info for Contract Jobs and Sales Orders*.
7. To enable just check the box and click *Save*.
8. In our example when closing a Sales Order with incomplete *Ship To* information the following message will appear:



9. Some of the required fields are:
 - a. Sales Order/Proposal:
 - i. Ordered By
 - ii. Sold To phone number
 - iii. Most Sold To fields
 - iv. Most Ship To fields
 - b. Contract Job:
 - i. Jobsite location
 - ii. Job Superintendent
 - iii. Jobsite phone or Superintendent cell phone