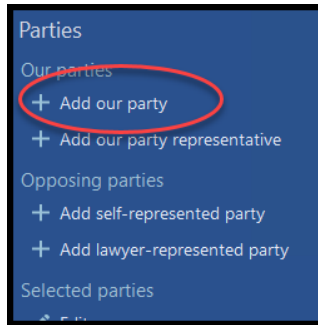


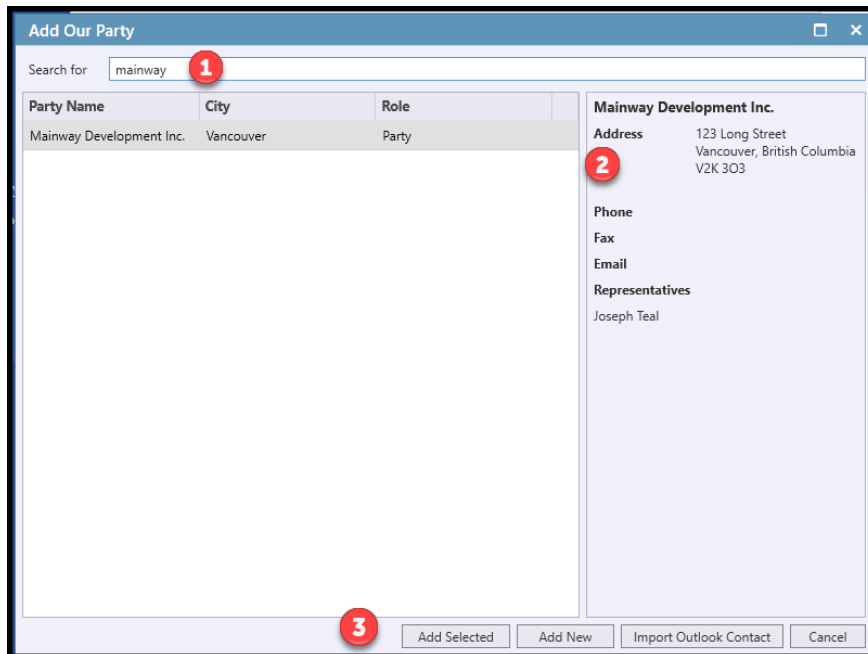


# ACL5

## ADDING A PARTY FROM CLIENT AND CONTACT DATABASE



On the **Parties** page, click **Add our party**.



**1**

Begin typing the individual or company name in the **Search For** field.

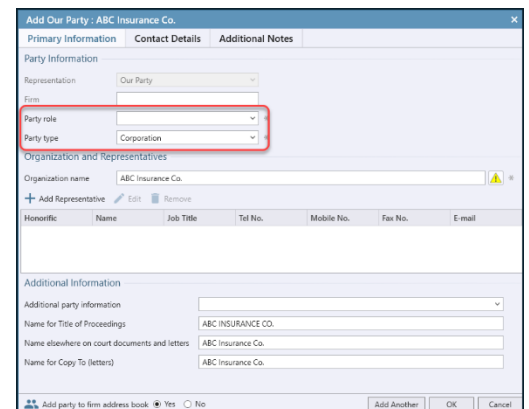
**2**

Review the contact information in the preview. This information can be edited once the party has been added to the file.

**3**

Click **Add Selected**.

**Note** - users will need to review the **Party Role** and **Party Type** once the client/contact has been brought into the **Parties** page.



For assistance contact:

**ACL Support**

416.363.1650 x100 / 1.800.340.3234 x100

[supportacl@dyedurham.com](mailto:supportacl@dyedurham.com)

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