# The System "Phones" data edit form

This edit form is used to hold phone and other contact numbers such as Skype-IDs for people, organisations, customers and suppliers. Note that systems may use this data, for example to send automated messages to Staff, so it is useful for it to be entered, and for it to be correct.
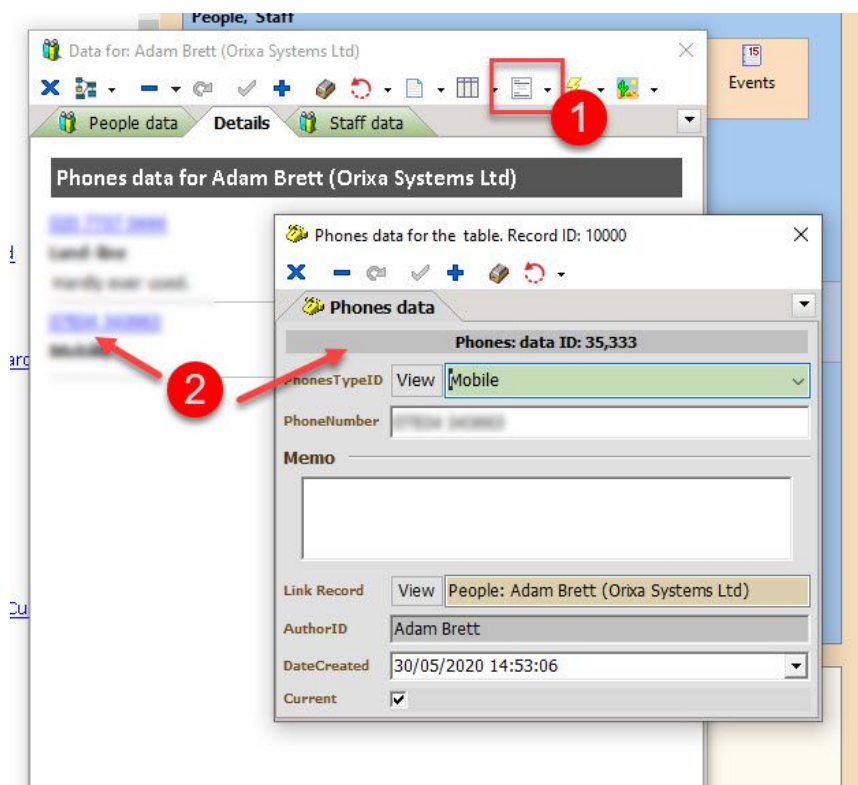
As some systems use specific "Phone Types" remember that unless an address with the correct type is present certain reports may not be generated correctly, for example an SMS delivery system may require a Staff member to have a Phone record with PhoneType = "Mobile Phone", without this the SMS may not be sent.

Within Orixa the Organisations and People BusinessObjects both automatically link to Addresses, Emails and Phones BusinessObjects. So you can add as many of each of these three types of data to your system as you need to. It also means that any Extension BusinessObjects you add to the Organisations and People BusinessObjects automatically share these addresses, for example if a Customer or Staff BusinessObject is added to your system it will share the Addresses of its "master" Organisation record.

**Any** BusinessObject in your App can link to the "Phones" data-entity if needed. For example you might wish to store phone-numbers relating to a Project or some other data-entity through a direct link to the entity. In this case your Administrator can edit the BusinessObjects settings for Projects to achieve this, and the features required to add an view these records will become available.

> Note that the exact layout of your Phones Edit form may look slightly different from the images below, if it has been customized by your Administrator. Your Administrator may also have extended it with other features, including extra data-fields, actions and reports.

## Features of the Phones Edit form



**Phones Edit Form**

1. Details of a Person or Organisation's phone number(s) can be found from the List-Items tool-button in the main tool bar on either the People or Organisations Edit Form.

2. Once the list of phone numbers is shown, click on any record to view, edit or delete it.

The Phone data-table includes data-fields for the phone-number and phone-type, also the date the record was created, whether the phone-number is "current" (in use) and the name of the author (the person who created the record).