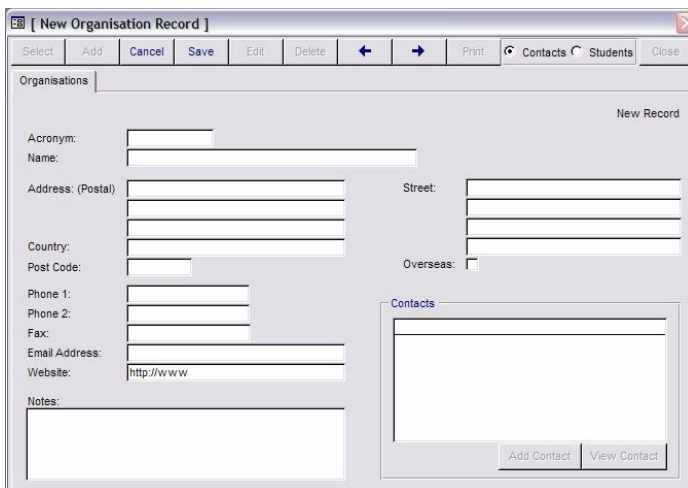


# Add an Organisation and Contact

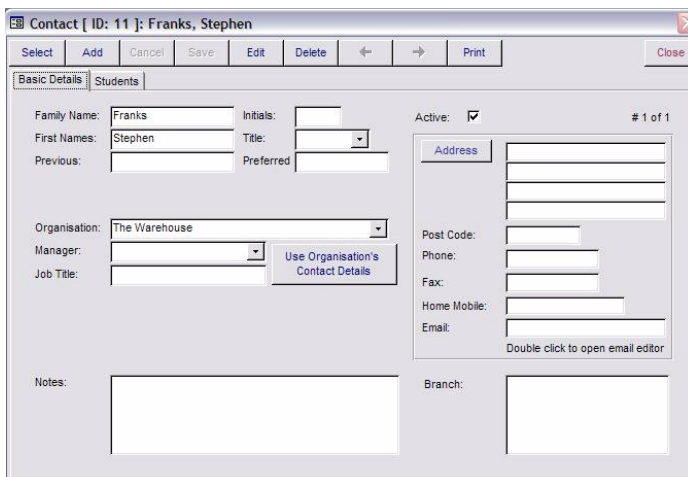
1. Click on the **Administration** button.
2. Click on the **Organisations** button.
3. Click on the **Add** button.




4. Type in the details of the organisation and click on the **Save** button.



5. To add a contact to the current organisation click on the **Add Contact** button.



6. Type in the details of the contact and [click](#) on the **Save** button.
7. If the Contact's Address Details are exactly the same as the Organisation they belong to [click](#) the **Use Organisation's Contact Details** button. This will copy the details across for you without having to re-type them.



The screenshot shows a form with three input fields: 'Organisation:' with a dropdown menu containing 'The Warehouse', 'Manager:' with an empty dropdown menu, and 'Job Title:' with an empty text box. To the right of these fields is a button labeled 'Use Organisation's Contact Details'.

You have now successfully created an **Organisation** and a **Contact**.