DATA ENTRY – PHONE TYPE MANDATORY

When entering new people to Colleague, a Phone Type needs to be associated with the phone number.

NAE:
Phone type is entered next to the phone number.

ADR:
Phone type is also entered next to the phone number.

If you do not know the phone type, please choose UNK Unknown.

PHONE TYPES:
Phone type controls where the phone number is stored. Personal phones are associated only with the person. Address phones are associated with the address and any residents of that address.

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Personal or Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS</td>
<td>Business</td>
<td>Address</td>
</tr>
<tr>
<td>CEL</td>
<td>Cell Phone</td>
<td>Personal</td>
</tr>
<tr>
<td>FAX</td>
<td>Fax Number</td>
<td>Address</td>
</tr>
<tr>
<td>HOME</td>
<td>Home Phone</td>
<td>Address</td>
</tr>
<tr>
<td>LOC</td>
<td>Local</td>
<td>Personal</td>
</tr>
<tr>
<td>UNK</td>
<td>Unknown</td>
<td>Personal</td>
</tr>
<tr>
<td>WORK</td>
<td>Work</td>
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</tbody>
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