Creating a new contact in Synaptic Comparator

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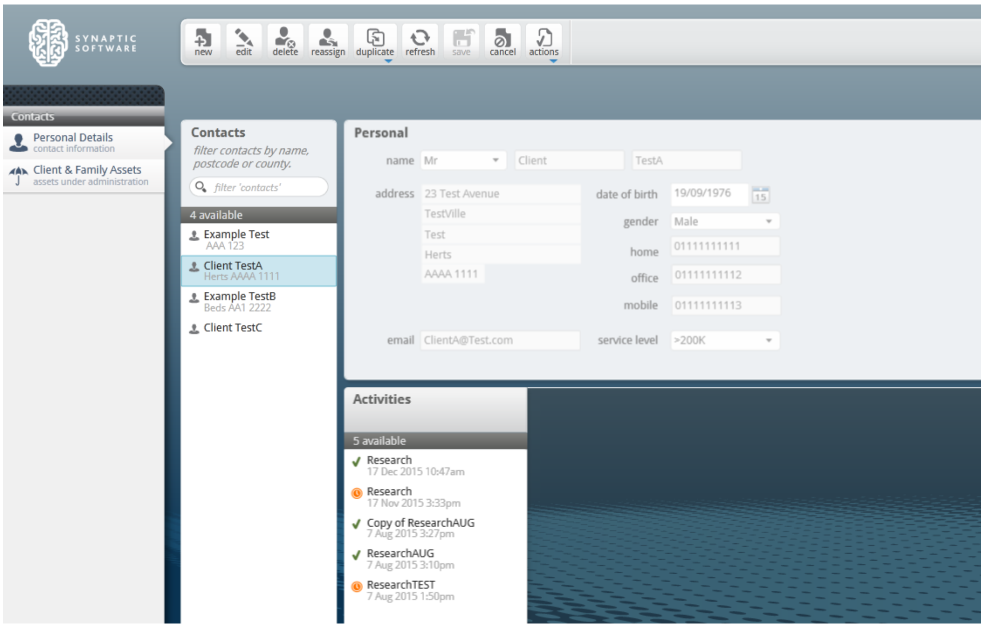
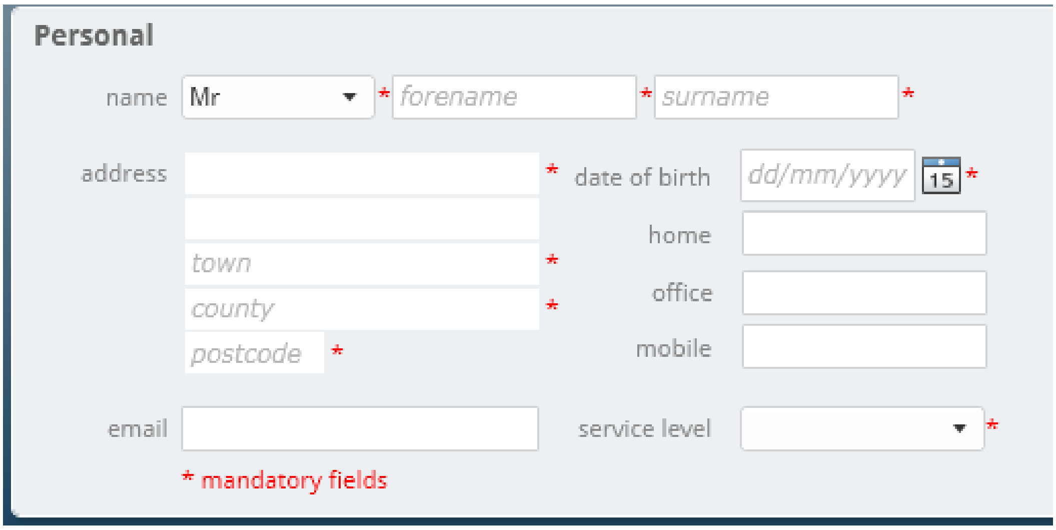
To create a new contact in Synaptic Comparator, click on the Contacts button in the left hand menu:

You will then be presented with the **Contacts** screen:



Click the **new** button:

The contact details (titled Personal) will then go blank except for the title field:



Complete the input fields as per the labels to the left hand side. Fields marked with a * are mandatory fields and must be entered before you can save a contact.

Please be aware that the **service offering** field directly relates to the adviser charges you have set per service offering. For more information on how to check / set the adviser charges, please see the related article.

When you have finished adding the contact details, you can click **save** to create the new contact, or **cancel** if you've decided not to keep the information entered

To setup the Assets Under Administration for your client, please see the related article.