

# Impact

## Contacts Module

The Contacts Module serves as the electronic address book for all the Impact modules. It enables a user to easily save and retrieve information about local contractors, builders, planners, attorneys, engineers, and other professionals commonly associated with the community development process.

The Contacts Module also has links to the Projects and Permits Modules. From within the Contacts Module you can locate all the planning projects or building permits that a contact is associated with.

Besides the usual address and telephone numbers features, you may also track a contact's licenses and certifications, insurance, powers of attorney, and fiscal notes, including letters of credit and performance bonds.

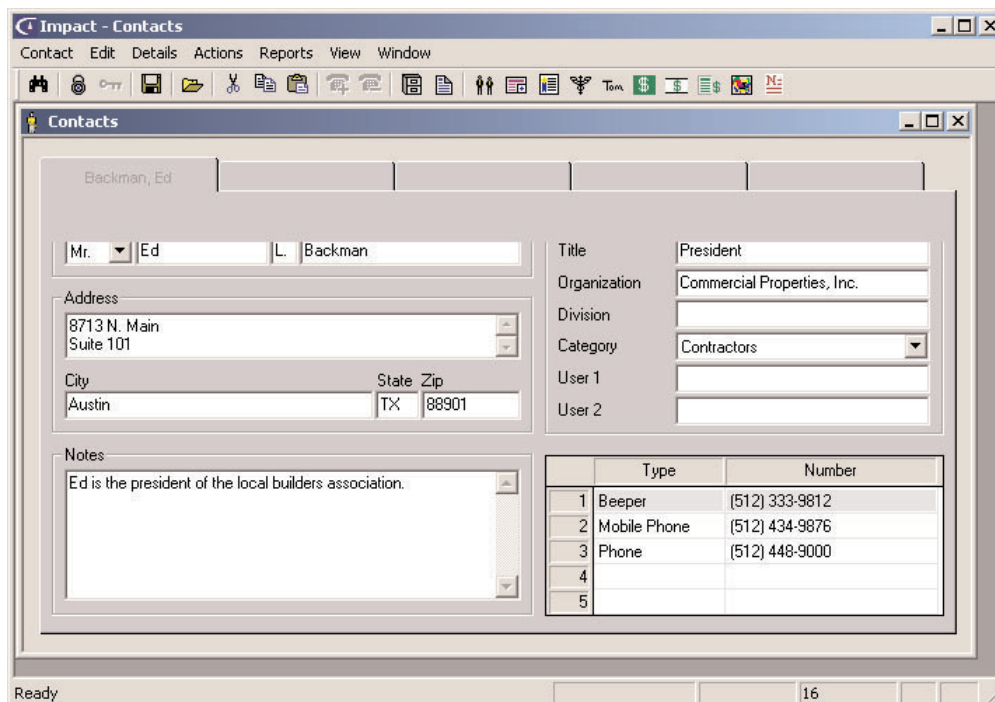
With the Contacts Module it is easy to know if a contractor has a valid license, or to determine if the

contractor's registration fees have been paid. Similarly, you can track expiration dates for letters of credit and performance bonds posted by developers.

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*Find out more at  
[www.imp-res.com](http://www.imp-res.com)*

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*The right tool for the local official.*


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## *Quickly find critical contact information.*

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 Select a Contact file using an extensive range of criteria, including:

- Last Name, First Name
- Organization

Up to five Contact files can be open at the same time.


 Lock a contact to gain update access. Other users will be able to view the same contact, but not update it.


 Unlock a contact. All edits will be discarded.

 Save a new or changed contact.


 Quickly clear the current contact folder. No data is deleted or lost.


 Cut the highlighted text.

 Copy the highlighted text.

 Paste the text saved in the Windows clipboard.


 Add a phone number.


 Delete a phone number.

 Find all projects the contact is associated with.


 Find all building permits the contact is associated with.


 Track a contact's associates, such as co-workers, partners, and employees.


 Track a contact's professional or business licenses.


 Track a contact's professional certifications.

 Track a contact's insurance.


 Track all individuals who have power of attorney for the contact.

 Track payments for license and registration fees.

 Keep an escrow account for the contact to pay license fees, registration fees, project or permit application fees, and reinspection fees.

 Track bonds and letters of credit issued by the contact.

 View or save contact images.

 Attach a contact note to clarify decisions, document meetings, record a telephone conversation, or pass a message to coworker.



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