

CMPOne Bad Phone Numbers and Addresses

CMPOne allows for easy tracking of current and bad phone numbers and addresses. This help document will detail how to add a phone number or address to the bad phone number/address area for easy tracking.

Addresses

- First, navigate to Case File > Opponent > (Contact Card).
- Edit the address by clicking the pencil icon.
 - In the pop-up, select “Yes” if the address is a bad address.
- You can now change the address.
- Click “Save”.

To view the stored bad addresses:

- First, navigate to Case File > Opponent > (Other Addresses).
- At the bottom, expand the “Bad Addresses” tab.
- You can use this grid like others in CMPOne by sorting, searching, and sharing with excel, pdf, and/or printing.

Phone Numbers

- First, navigate to Case File > Opponent > (Contact Card).
- Edit the phone number by clicking the pencil icon.
 - In the pop-up, select “Yes” if the address is a bad number.
- You can now change the phone number.
- Click “Save”.

To view the stored bad phone numbers:

- First, navigate to Case File > Opponent > (Other Addresses).
- At the bottom, expand the “Bad Phone Numbers” tab.
- You can use this grid like others in CMPOne by sorting, searching, and sharing with excel, pdf, and/or printing.

Questions?

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