

# Fast-Class File

Client Data System

## Volume 132: Adding Contacts to a Set

### To Add a Contact to a Set:

- Open a contact record.
- Click on the **Add Personal** tab.
- In the Set Membership section, click the **Add Record** button.
- In the **Find Sets** window, enter the name of the set in the Name field.
- Click **OK**.

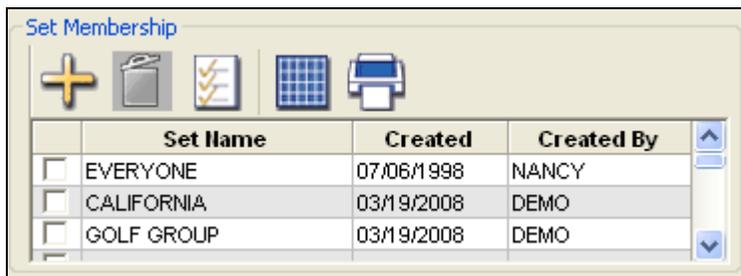


Figure 1: Set Membership section

### To Add a List of Contacts to a Set:

- Open a list of contacts.
- Tag the contacts you want to add to the list.
- Click the **Sets** button.
- In the Find Sets window, enter the name of the set in the **Name** field.
- Click **OK**.
- In the **Set List** window, highlight the set and click the **Select, Ok** button.

### To Add Contacts to a Set from an Open Set:

- From the Set Members window, select the **Add Record** button.
- In the Find Contact Information window, enter the name of the contact you want to add in the **Name** field.
- Click **OK**.