

Changing the Default Phone Format

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aACE initially provides two options for mailing and phone formats. You can set the default postal format at **System Admin > Preferences > My aACE > Regional Default Postal Format**. When you create companies and contacts, the phone format is automatically structured based on this setting.

For further customization, you can specify the default phone format:

1. Navigate to **System Admin > Postal Formats**.
2. Click the postal format to change.
3. Click **Edit**.
4. Click the Phone Format field and select the preferred format.

The screenshot shows the 'Postal Formats' application window. The title bar reads 'Postal Formats' and the menu bar includes 'File', 'Edit', 'Format', 'Tools', and 'Help'. The main content area is titled 'Postal Format: American' and has an 'ACTIVE' status indicator. Below the title, there are tabs for 'Postal Format Details', 'Notices', 'Emails', and 'Docs'. The 'Postal Format Details' tab is active, showing a form with the following fields:

Phone Format	Country Code	Currency
<input type="checkbox"/> Do Not Format	US	USD
<input checked="" type="checkbox"/> (###) ###-####		
<input type="checkbox"/> ###.###.####		
<input type="checkbox"/> ###-###-####		
<input type="checkbox"/> #####-####		
<input type="checkbox"/> ##### ####		

Below the form, there is a text area containing the merge fields: <<City>>, <<Region>> <<Code>>

At the bottom of the window, there is a section titled 'Merge Fields Available for Mail Format' with the following list:

Merge Field	Description
<<Name>>	Contact or Employee Name
<<Company>>	Company or Office Name
<<Department>>	Department
<<Address>>	Address
<<City>>	City
<<Region>>	State, County, or Province
<<Code>>	Postal Code
<<Country>>	Country

The bottom of the window has a 'Cancel' button and a 'Save' button.

5. Click **Save**.