

Salutations

Overview

Titles refer to salutations used to address a person or group, for example “Mr,” “Mrs,” or “Department”.

Create your preferred salutations under **Administration > Settings > Titles**. There you can manage all entries that should appear in contact record and in the registration area of your webshop.

Backstage already includes several default salutations. You can add more at any time.

Salutations / Overview

Edit ▾

Quick SearchFilterSortingViews ▾Select ▾Export

	ID ▾	Name	Creation Date	Date Last Changed
	1	Mrs.	10/01/2019 11:38:09 AM	10/01/2019 11:38:09 AM
	2	Mr.	10/01/2019 11:38:09 AM	10/01/2019 11:38:09 AM
	3	Department	10/01/2019 11:38:09 AM	10/01/2019 11:38:09 AM
	4	Herr	10/01/2019 11:38:09 AM	10/01/2019 11:38:09 AM
	5	Frau	10/01/2019 11:38:09 AM	10/01/2019 11:38:09 AM
	6	Abteilung	10/01/2019 11:38:09 AM	07/07/2022 12:05:44 PM
	7	Herr Dr.	10/01/2019 11:38:09 AM	10/01/2019 11:38:09 AM
	8	Frau Dr.	10/01/2019 11:38:09 AM	10/01/2019 11:38:09 AM
	9	Dr.	10/01/2019 11:38:09 AM	10/01/2019 11:38:09 AM
	10	Monsieur	10/01/2019 11:38:09 AM	10/01/2019 11:38:09 AM
	11	Madame	10/01/2019 11:38:09 AM	10/01/2019 11:38:09 AM
	12	Département	10/01/2019 11:38:09 AM	10/01/2019 11:38:09 AM

Salutations Overview

Create salutations

To add custom salutations to the default ones, proceed as follows:

1. Navigate to **Administration > Settings > Titles** and select **Edit > New**.
2. Enter a distinctive name for the custom salutation.
3. Select one or more languages in which the salutation should be available.
 - Choose the desired languages from the list of unassigned items and click **Add**.
To reverse the selection, use **Remove**.
4. Click **Save**.

Note

The assigned language is relevant to your webshop. Users only see the salutations that match the language they select during registration.

In Backstage, all salutations are always available, regardless of language.

Use salutations in master data

Once you define your salutations under **Administration > Settings > Salutations**, you can use them throughout all master data areas (for example, Sales > Customers or Purchasing > Authors) in your system.

You simply select the appropriate salutation in the **Contacts** tab:

1. Open a master data record, for example, in **Sales > Customers** or **Purchasing > Authors**.
2. Go to the **Contacts** tab and select or create a contact record with **Manage Contacts > New**.
3. In the contact's master data, locate the **Salutation** field and select a title to assign it to the contact person.
4. Click **Save**.

Master Data **Contacts** Contact History Accesses Outputs Prices Financial Docume

« < 1 (1) > » Back to Contacts Overview Manage Contacts ▾

▼ Master Data

Salutation: Mrs. ▾

Mail Salutation:

First Name: *

Last Name: *

▼ Communication

Phone 1:

Phone 2:

Phone 3:

Choose Salutation >>

Abteilung

Department

Département

Dr.

Frau

Frau Dr.

Herr

Herr Dr.

Madame

Monsieur

Mr.

Mrs.

Master data record > Contacts tab: Select a salutation from the list

Use salutations in Webshop's registration form

Salutations are also available to your webshop users during registration.

Depending on the webshop language selected by the user, they will only see the salutations that are assigned to that language.

Example: Language-specific salutation options during the registration process:

Please enter your registration details. Fields marked with an asterisk (*) are required.

- ☐ Business user
- ☒ Private user
- ☐ Already registered

Your Information

Title *

First name *

Last name *

Job Title

Department

Email *

Phone *

Department

Department

Dr.

Mr.

Mrs.

email@example.com

Company Information

Company name

Publication or second name

Address *

Address 2

Post Code/ZIP *

City *

State/Province:

Webshop registration form > Select a salutation from the list

Manage salutations

You can manage salutations under **Administration > Settings > Titles**.

Create a record

- Select **Edit > New**.

Edit a record

- Double-click the entry, or select it and choose **Edit > Open**.
- Make your changes and click **Save**.

Delete records

- Select the entries you want to remove and choose **Edit > Delete**.

Note

The integrated table functions allow you to search, filter, and sort records. For more information on these functions, as well as how to set up custom views and use the export function, see the [Advanced Table Views](#).