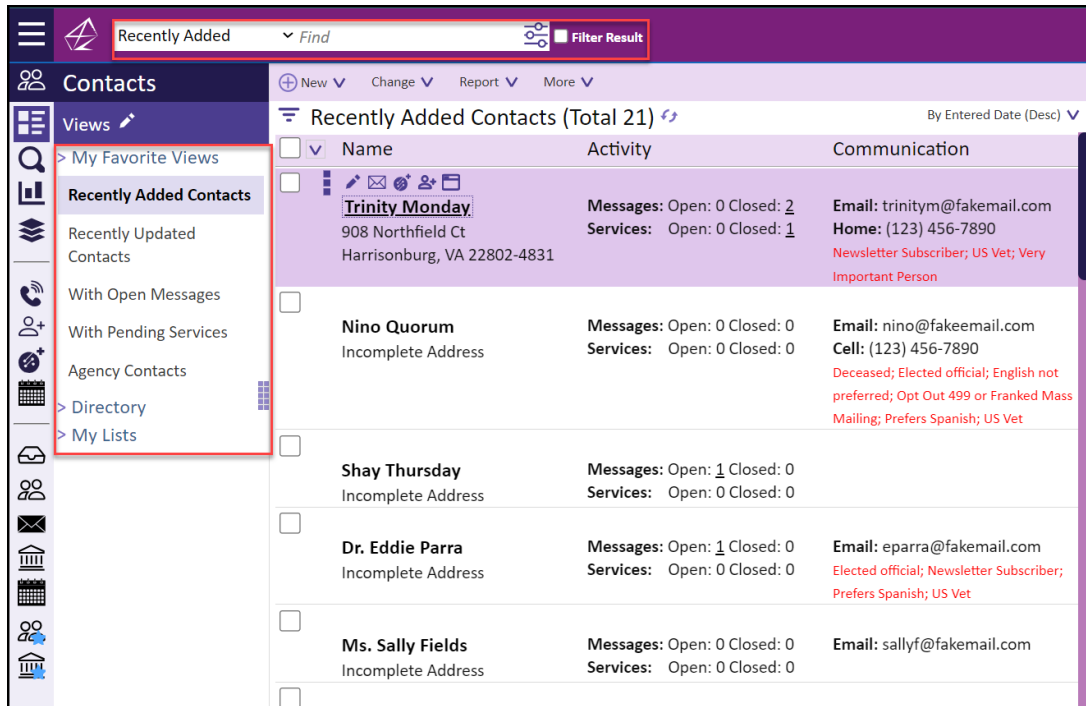


## Modifying an Individual Contact Record


**Market:** House, Senate

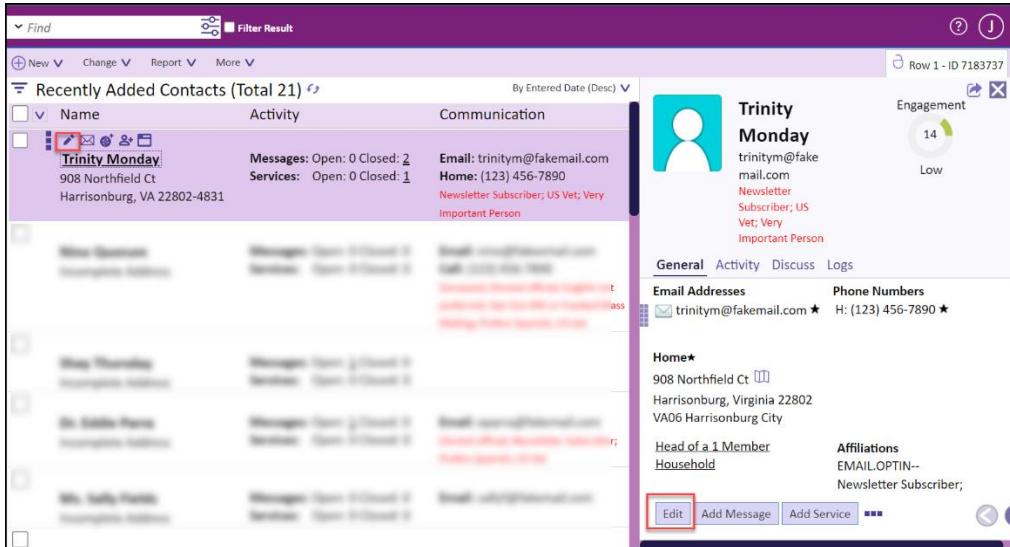
**Description:** These instructions teach users how to modify information in a contact record.

1. Search for the contact using the **Search Bar** at the top of the page to look for the individual across the various **Contact Views**.



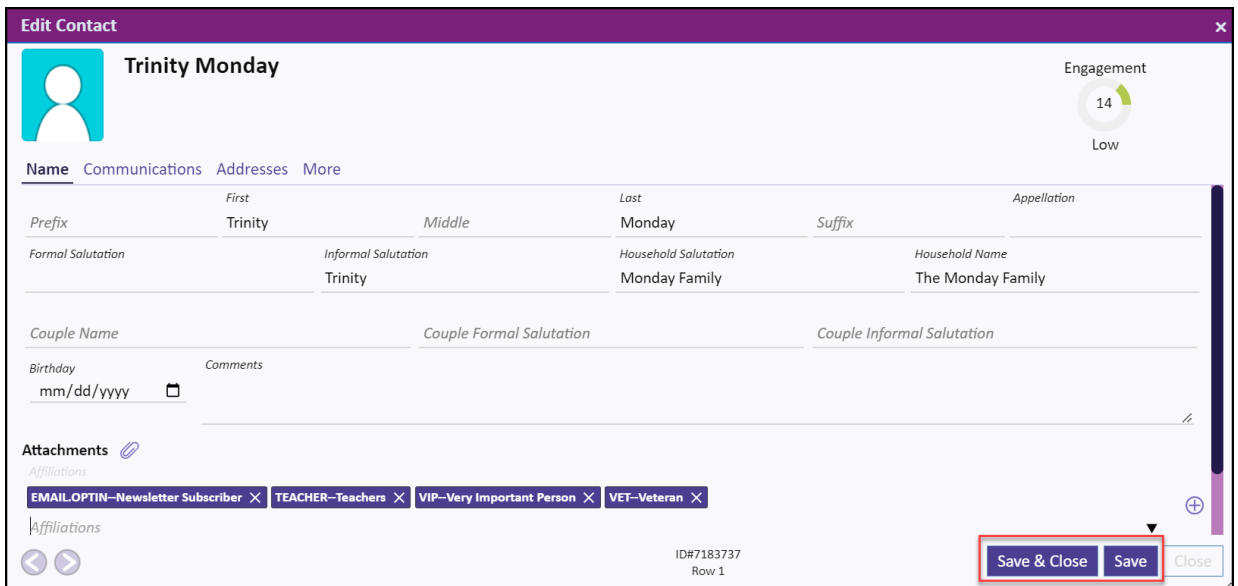
Name	Activity	Communication
<b>Trinity Monday</b> 908 Northfield Ct Harrisonburg, VA 22802-4831	Messages: Open: 0 Closed: 2 Services: Open: 0 Closed: 1	Email: trinitym@fakemail.com Home: (123) 456-7890 Newsletter Subscriber; US Vet; Very Important Person
<b>Nino Quorum</b> Incomplete Address	Messages: Open: 0 Closed: 0 Services: Open: 0 Closed: 0	Email: nino@fakeemail.com Cell: (123) 456-7890 Deceased; Elected official; English not preferred; Opt Out 499 or Franked Mass Mailing; Prefers Spanish; US Vet
<b>Shay Thursday</b> Incomplete Address	Messages: Open: 1 Closed: 0 Services: Open: 0 Closed: 0	
<b>Dr. Eddie Parra</b> Incomplete Address	Messages: Open: 1 Closed: 0 Services: Open: 0 Closed: 0	Email: eparra@fakemail.com Elected official; Newsletter Subscriber; Prefers Spanish; US Vet
<b>Ms. Sally Fields</b> Incomplete Address	Messages: Open: 0 Closed: 0 Services: Open: 0 Closed: 0	Email: sallyf@fakemail.com

2. Select the  icon to quickly edit the contact record. You can also select the **Edit** quick action in the reading pane.



The screenshot shows the 'Recently Added Contacts (Total 21)' list. The first contact, 'Trinity Monday', is highlighted. The detailed view on the right shows the contact's profile, including email addresses, phone numbers, and home address. The 'Edit' button is highlighted in the bottom right corner of the contact details panel.

3. Modify the contact information and click either **Save & Close** or **Save** button to save.



The 'Edit Contact' form for 'Trinity Monday' is displayed. The form includes fields for Name (First, Middle, Last, Appellation), Prefix, Suffix, Formal Salutation, Informal Salutation, Household Salutation, Household Name, Couple Name, Couple Formal Salutation, Couple Informal Salutation, Birthday, and Comments. There are also sections for Attachments and Affiliations. The 'Save & Close' and 'Save' buttons are highlighted in the bottom right corner.