Updating Multiple Contact Records
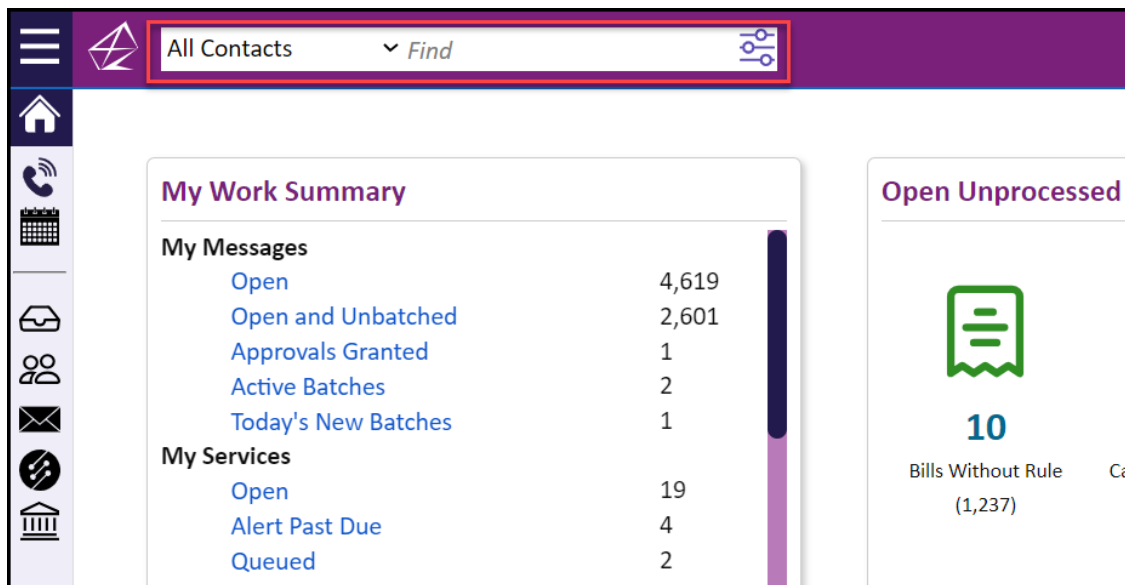
Market: House, Senate

Description: These instructions teach users how to modify information for multiple contact records.

Search for Contact Records

Option 1: Search for contact records via Contact Search

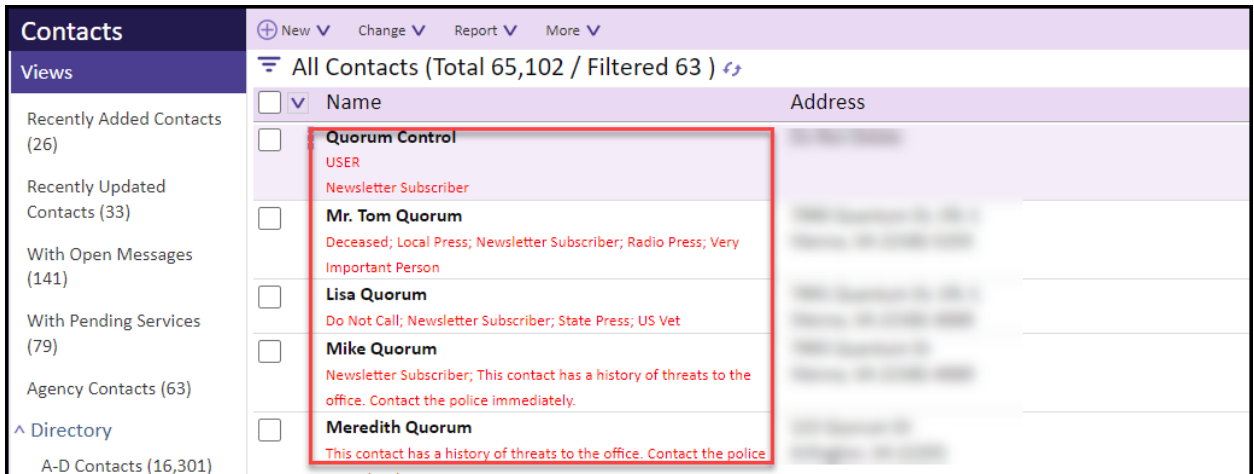1. Search for records in the contacts search bar. Results will display in the Contacts application.
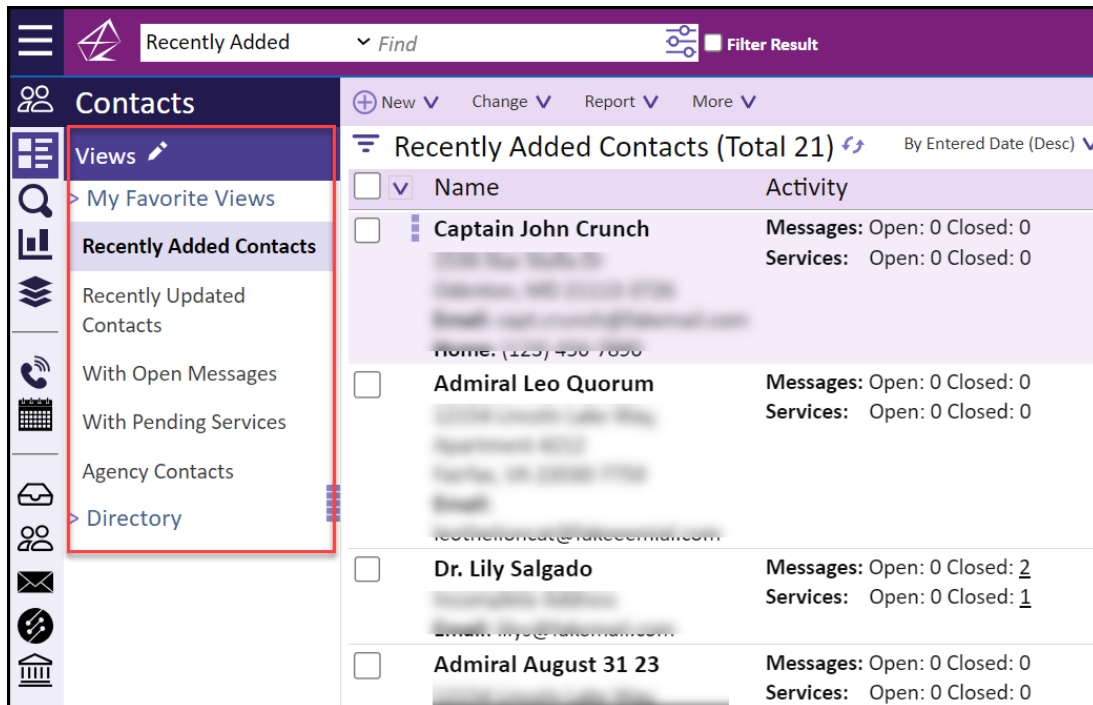
2. Go to [Selecting Multiple Records](#).

Option 2: Search for contact records via Contact Views

1. From the IQ Feature Menu, select the **Contacts** application.
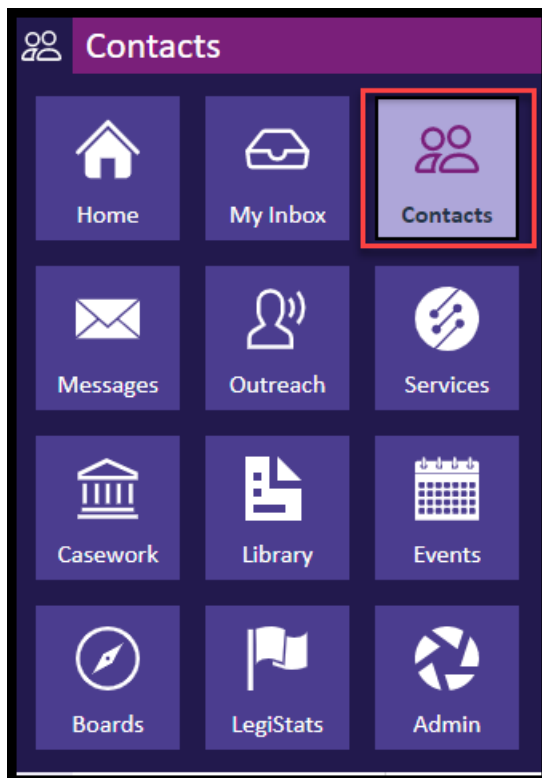
2. Use the Views to search for records.

3. Go to Selecting Multiple Records

Selecting Multiple Records

1. Select the set of records to update by checking in the ☐ to the left of the name.

2. Click **Change.** Select the attribute or action that you want to apply to all the selected records.