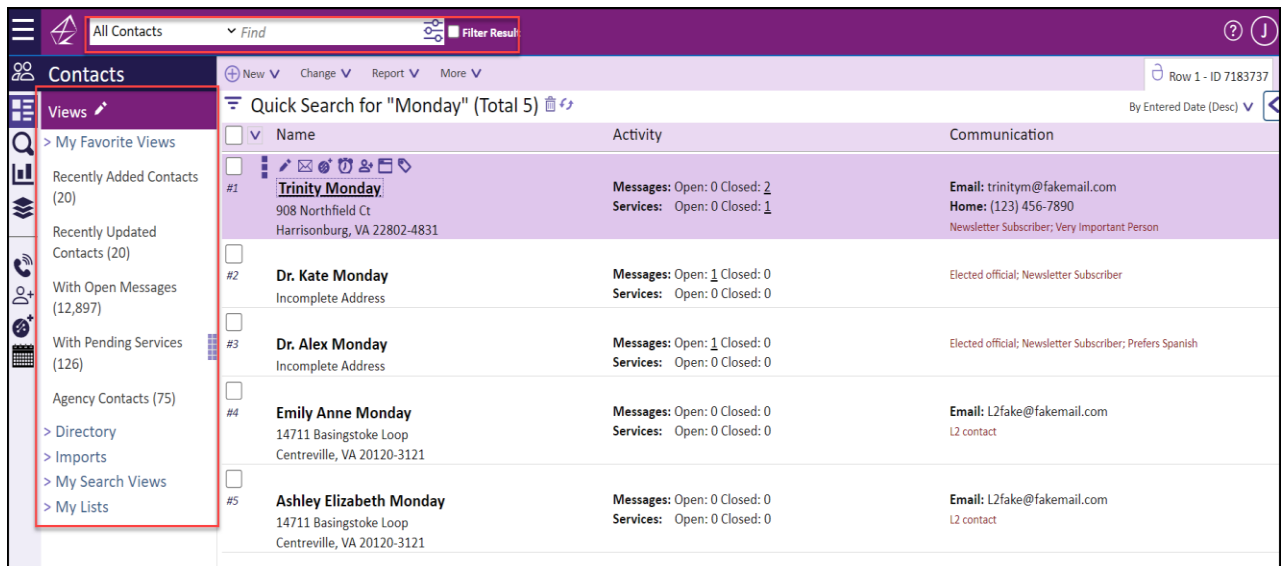


Modifying an Individual Contact Record

Market: House, Senate


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

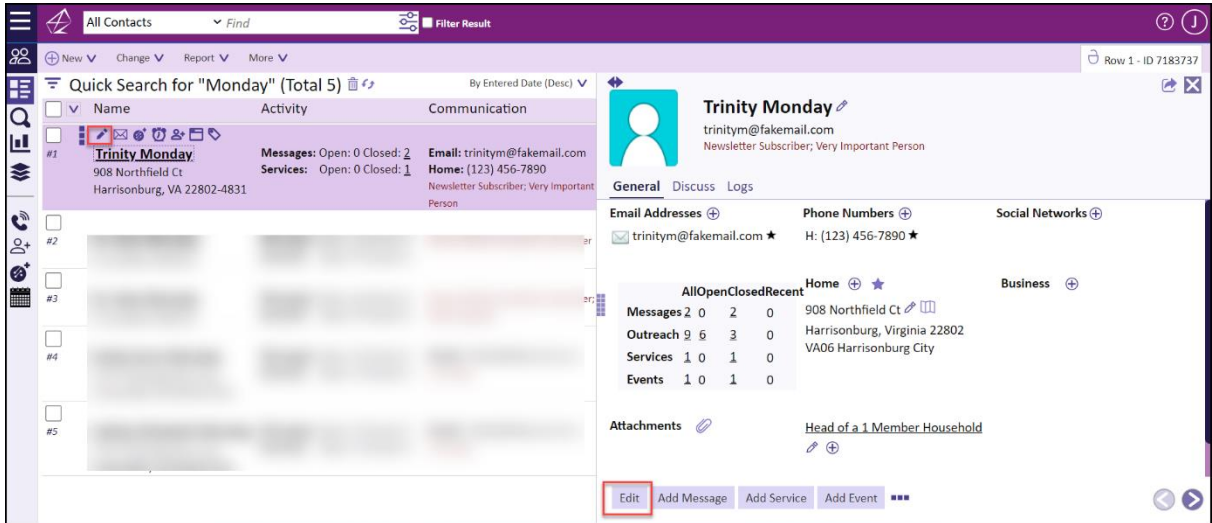
1. Search for the contact using the **Search Bar** at the top of the page to look for the individual across the various **Contact Views**.



The screenshot displays the 'Contacts' interface. At the top, there is a search bar with the text 'All Contacts' and a 'Find' button. Below the search bar, the 'Contacts' section is active, showing a 'Quick Search for "Monday" (Total 5)' results. The results are presented in a table with columns for 'Name', 'Activity', and 'Communication'. The first result, 'Trinity Monday', is highlighted. The table lists five contacts, each with their name, address, and communication details.

Name	Activity	Communication
#1 Trinity Monday 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; Very Important Person
#2 Dr. Kate Monday Incomplete Address	Messages: Open: 1 Closed: 0 Services: Open: 0 Closed: 0	Elected official; Newsletter Subscriber
#3 Dr. Alex Monday Incomplete Address	Messages: Open: 1 Closed: 0 Services: Open: 0 Closed: 0	Elected official; Newsletter Subscriber; Prefers Spanish
#4 Emily Anne Monday 14711 Basingstoke Loop Centreville, VA 20120-3121	Messages: Open: 0 Closed: 0 Services: Open: 0 Closed: 0	Email: L2fake@fakemail.com L2 contact
#5 Ashley Elizabeth Monday 14711 Basingstoke Loop Centreville, VA 20120-3121	Messages: Open: 0 Closed: 0 Services: Open: 0 Closed: 0	Email: L2fake@fakemail.com L2 contact

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



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

