

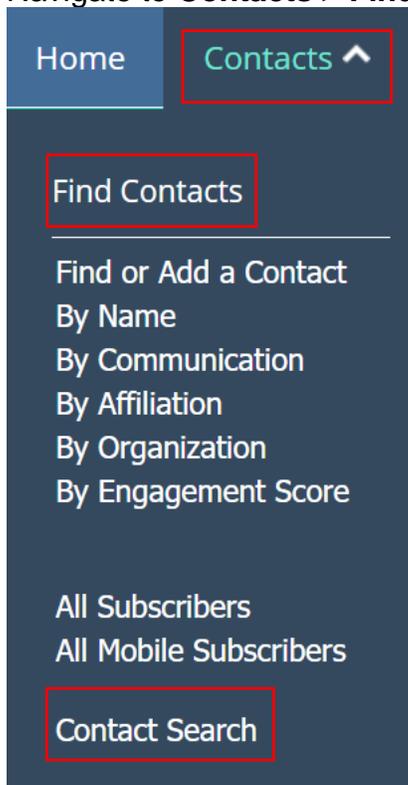
Updating Multiple Contact Records

Market: Federal/State/Local, House, Senate

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

Option 1: Searching for contact records via Contact Search

1. Navigate to **Contacts > Find Contacts> Contact Search.**



2. Select an attribute that is shared among the records. In this example, the user is searching for contact records within the same organization. Click **Search**.

Contacts » Search

Contact Search 

Prefixes

First Names

Middle Names

Last Name

Suffixes

Email Address

Phone Number

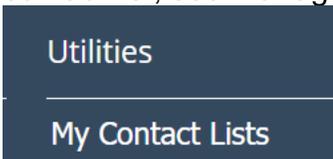
Affiliation

Organization

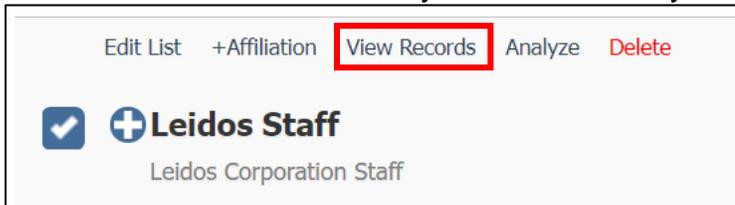
Go to step 3.

Option2: Searching for contact records via Contact List

1. Navigate to **Contacts >Utilities >My Contact List**. For instructions on creating contact list, see Managing Record Lists.



2. The Contact List page appears on the screen. Search for the list that contains the set of IQ contact records that you want to modify. Select **View Records**.



3. The set of records is displayed on the screen. Select all applicable records. Click **Change**. Select the attribute or action that you want to apply to all the selected records.

Contacts » Results » Results

Drilldown into Leidos Staff (6 of 6 Records Selected)

List Analyze Map **Change** **Report** **New** **More** **Sort: Name (Asc)**

	+Message	+Default Service	+Service		+Affiliation	Remove	Delete	
<input checked="" type="checkbox"/> + Craig, Dr. Jonathan Therapist Leidos				Tag Merge Household Affiliation Agency Codes Data Delete Security Text Opt In Text Opt Out Remove from List Add Discussion				Messages: (Open: 2 Completed: 0) Outreach: (Open: 0 Completed: 0) Services: (Open: 0 Completed: 0)
<input checked="" type="checkbox"/> + Quorum, Mr. Jonathan Systems engineer Leidos								Messages: (Open: 8 Completed: 8) Outreach: (Open: 3 Completed: 0) Services: (Open: 0 Completed: 0)
<input checked="" type="checkbox"/> + Stephen, Mr. Augustine Trainer Leidos								Messages: (Open: 0 Completed: 0) Outreach: (Open: 0 Completed: 0) Services: (Open: 0 Completed: 0)