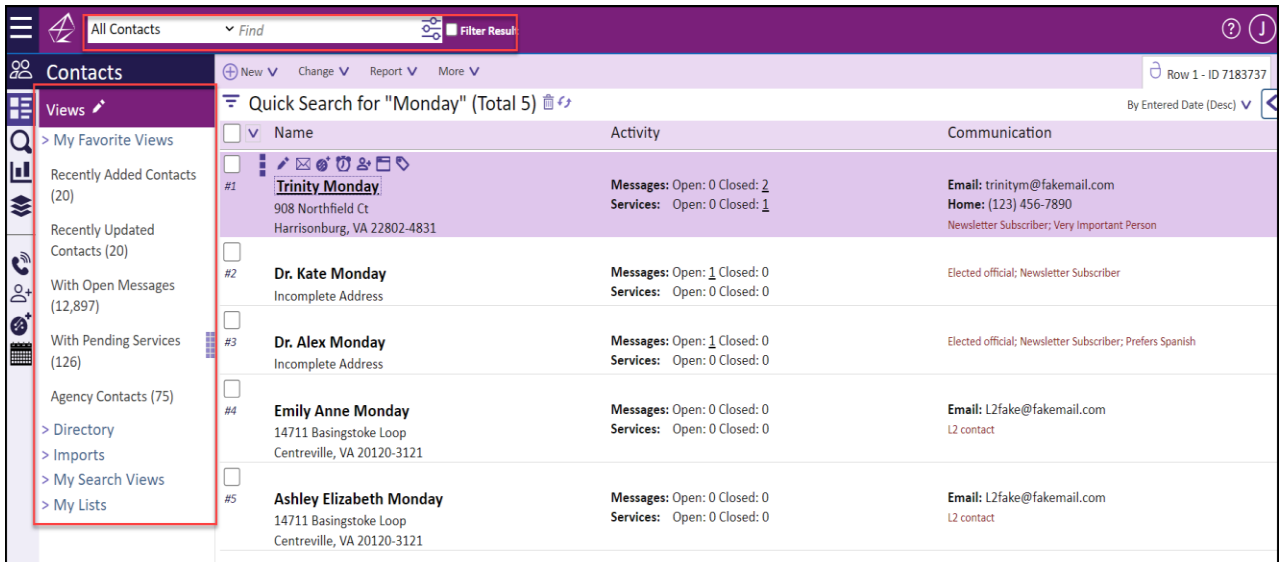


## Modifying an Individual Contact Record

**Market:** House, Senate


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

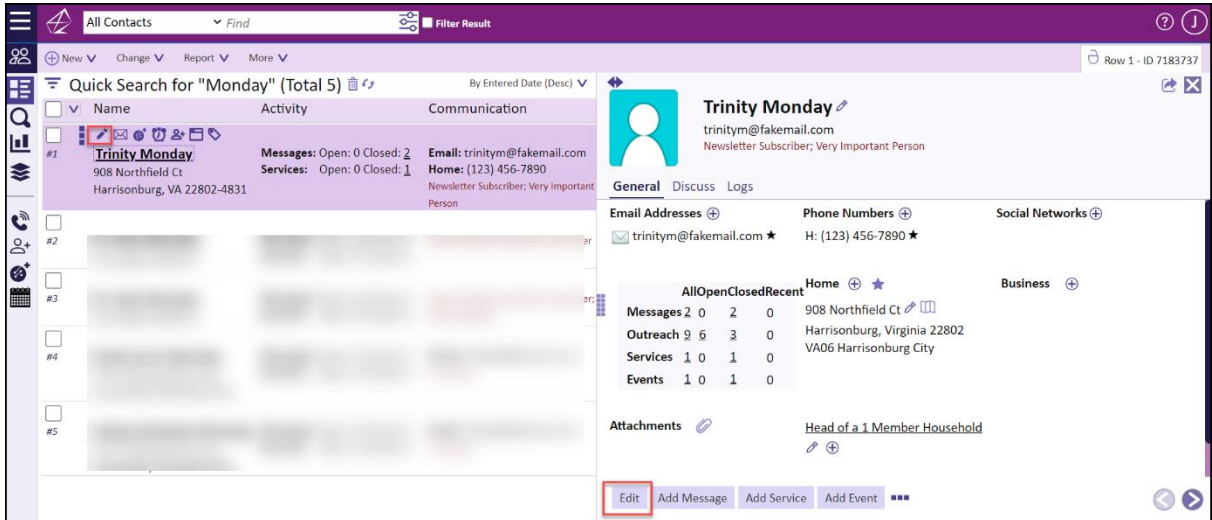
1. Search for the contact using the **Search Bar** at the top of the page to look for the individual across the various **Contact Views**.



The screenshot shows the 'Contacts' section of the Intranet Quorum interface. A search bar at the top contains the text 'Monday' and shows 'Quick Search for "Monday" (Total 5)'. The results are displayed in a table with columns: Name, Activity, and Communication. The first result, 'Trinity Monday', is highlighted. The left sidebar shows various contact views, including 'My Favorite Views', 'Recently Added Contacts (20)', 'Recently Updated Contacts (20)', 'With Open Messages (12,897)', 'With Pending Services (126)', 'Agency Contacts (75)', 'Directory', 'Imports', 'My Search Views', and 'My Lists'. A red box highlights the 'Views' section in the sidebar and the search bar at the top.

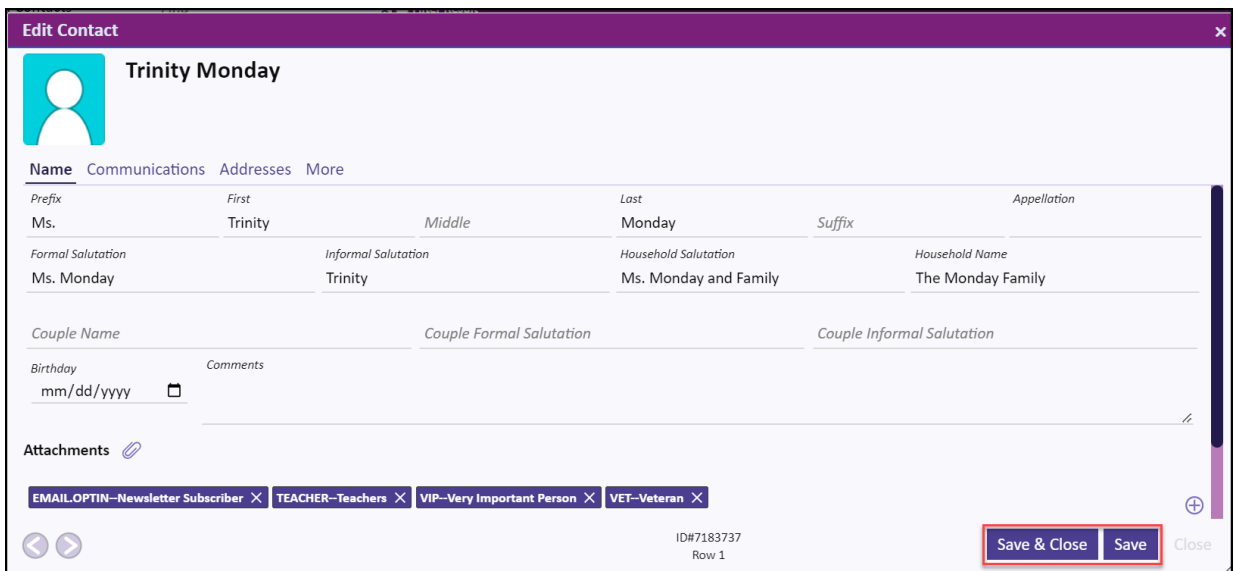
Name	Activity	Communication
#1 <b>Trinity Monday</b> 908 Northfield Ct Harrisonburg, VA 22802-4831	Messaging: Open: 0 Closed: 2 Services: Open: 0 Closed: 1	Email: trinitym@fakemail.com Home: (123) 456-7890 Newsletter Subscriber; Very Important Person
#2 <b>Dr. Kate Monday</b> Incomplete Address	Messaging: Open: 1 Closed: 0 Services: Open: 0 Closed: 0	Elected official; Newsletter Subscriber
#3 <b>Dr. Alex Monday</b> Incomplete Address	Messaging: Open: 1 Closed: 0 Services: Open: 0 Closed: 0	Elected official; Newsletter Subscriber; Prefers Spanish
#4 <b>Emily Anne Monday</b> 14711 Basingstoke Loop Centreville, VA 20120-3121	Messaging: Open: 0 Closed: 0 Services: Open: 0 Closed: 0	Email: L2fake@fakemail.com L2 contact
#5 <b>Ashley Elizabeth Monday</b> 14711 Basingstoke Loop Centreville, VA 20120-3121	Messaging: 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.



The screenshot shows the 'All Contacts' interface. A search for 'Monday' has returned 5 results. The first result, 'Trinity Monday', is selected. The contact details for Trinity Monday are displayed on the right, including email addresses, phone numbers, and social networks. The 'Edit' button is highlighted with a red box.

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



The screenshot shows the 'Edit Contact' form for Trinity Monday. The form contains fields for Name, Communications, Addresses, and More. The 'Save & Close' and 'Save' buttons are highlighted with a red box.