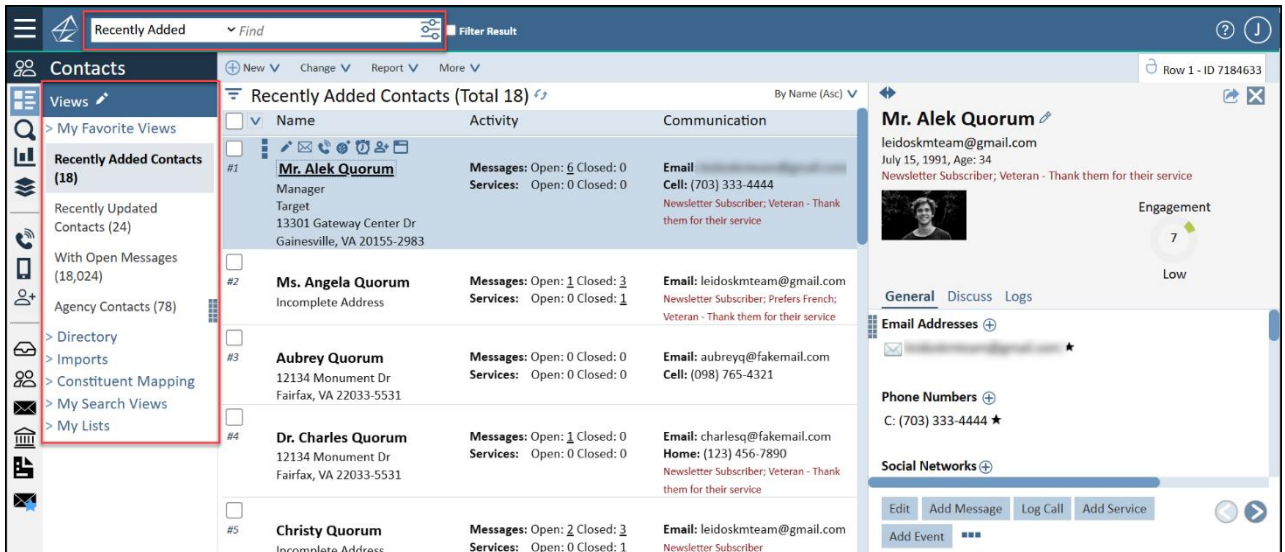


Updating an Individual Contact Record

Market: House, Senate


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

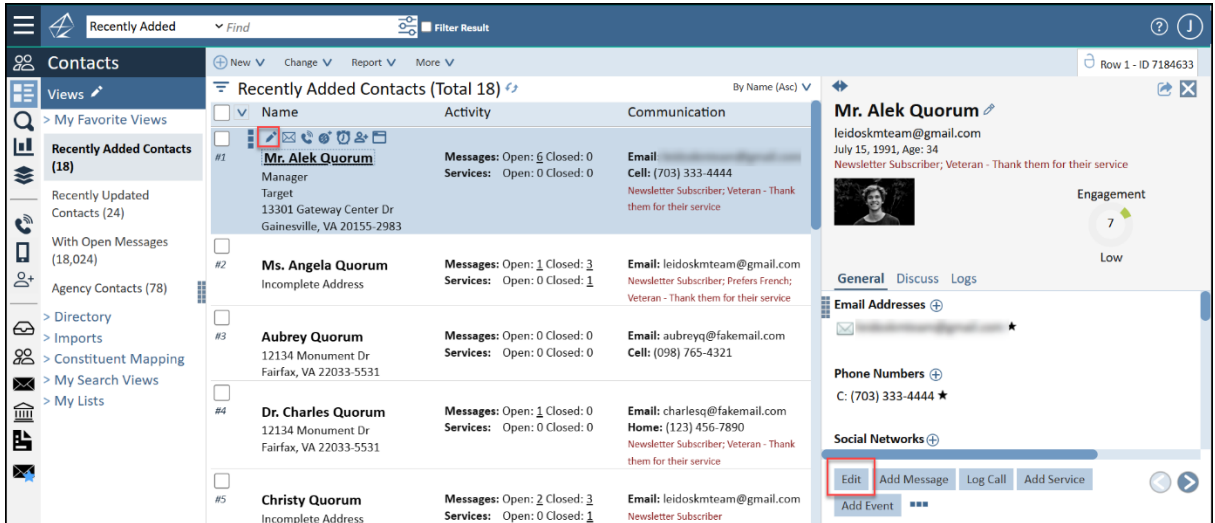
1. Search for the contact using the **Search Bar** at the top of the page to look for the individual across the various **Contact Views**.



The screenshot displays the 'Intranet Quorum' interface. On the left, a sidebar titled 'Views' is highlighted with a red box, showing a list of contact views including 'Recently Added Contacts (18)'. The main content area shows a table of 'Recently Added Contacts (Total 18)'. The table has columns for 'Name', 'Activity', and 'Communication'. The first contact listed is 'Mr. Alek Quorum', who is highlighted. The right sidebar shows the details for 'Mr. Alek Quorum', including his email address, cell number, and engagement level.

Name	Activity	Communication
#1 Mr. Alek Quorum Manager Target 13301 Gateway Center Dr Gainesville, VA 20155-2983	Messages: Open: 6 Closed: 0 Services: Open: 0 Closed: 0	Email: [redacted] Cell: (703) 333-4444 Newsletter Subscriber; Veteran - Thank them for their service
#2 Ms. Angela Quorum Incomplete Address	Messages: Open: 1 Closed: 3 Services: Open: 0 Closed: 1	Email: leidoskmteam@gmail.com Newsletter Subscriber; Prefers French; Veteran - Thank them for their service
#3 Aubrey Quorum 12134 Monument Dr Fairfax, VA 22033-5531	Messages: Open: 0 Closed: 0 Services: Open: 0 Closed: 0	Email: aubreyq@fakemail.com Cell: (098) 765-4321
#4 Dr. Charles Quorum 12134 Monument Dr Fairfax, VA 22033-5531	Messages: Open: 1 Closed: 0 Services: Open: 0 Closed: 0	Email: charlesq@fakemail.com Home: (123) 456-7890 Newsletter Subscriber; Veteran - Thank them for their service
#5 Christy Quorum Incomplete Address	Messages: Open: 2 Closed: 3 Services: Open: 0 Closed: 1	Email: leidoskmteam@gmail.com Newsletter Subscriber

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



Contacts

Views

- > My Favorite Views
- Recently Added Contacts (18)
- Recently Updated Contacts (24)
- With Open Messages (18,024)
- Agency Contacts (78)
- > Directory
- > Imports
- > Constituent Mapping
- > My Search Views
- > My Lists

Recently Added Contacts (Total 18)

Name	Activity	Communication
#1 Mr. Alek Quorum Manager Target 13301 Gateway Center Dr Gainesville, VA 20155-2983	Messages: Open: 6 Closed: 0 Services: Open: 0 Closed: 0	Email: leidoskmtteam@gmail.com Cell: (703) 333-4444 Newsletter Subscriber; Veteran - Thank them for their service
#2 Ms. Angela Quorum Incomplete Address	Messages: Open: 1 Closed: 3 Services: Open: 0 Closed: 1	Email: leidoskmtteam@gmail.com Newsletter Subscriber; Prefers French; Veteran - Thank them for their service
#3 Aubrey Quorum 12134 Monument Dr Fairfax, VA 22033-5531	Messages: Open: 0 Closed: 0 Services: Open: 0 Closed: 0	Email: aubreyq@fakemail.com Cell: (098) 765-4321
#4 Dr. Charles Quorum 12134 Monument Dr Fairfax, VA 22033-5531	Messages: Open: 1 Closed: 0 Services: Open: 0 Closed: 0	Email: charlesq@fakemail.com Home: (123) 456-7890 Newsletter Subscriber; Veteran - Thank them for their service
#5 Christy Quorum Incomplete Address	Messages: Open: 2 Closed: 3 Services: Open: 0 Closed: 1	Email: leidoskmtteam@gmail.com Newsletter Subscriber

Mr. Alek Quorum
leidoskmtteam@gmail.com
July 15, 1991, Age: 34
Newsletter Subscriber; Veteran - Thank them for their service

Engagement: 7 (Low)

General Discuss Logs

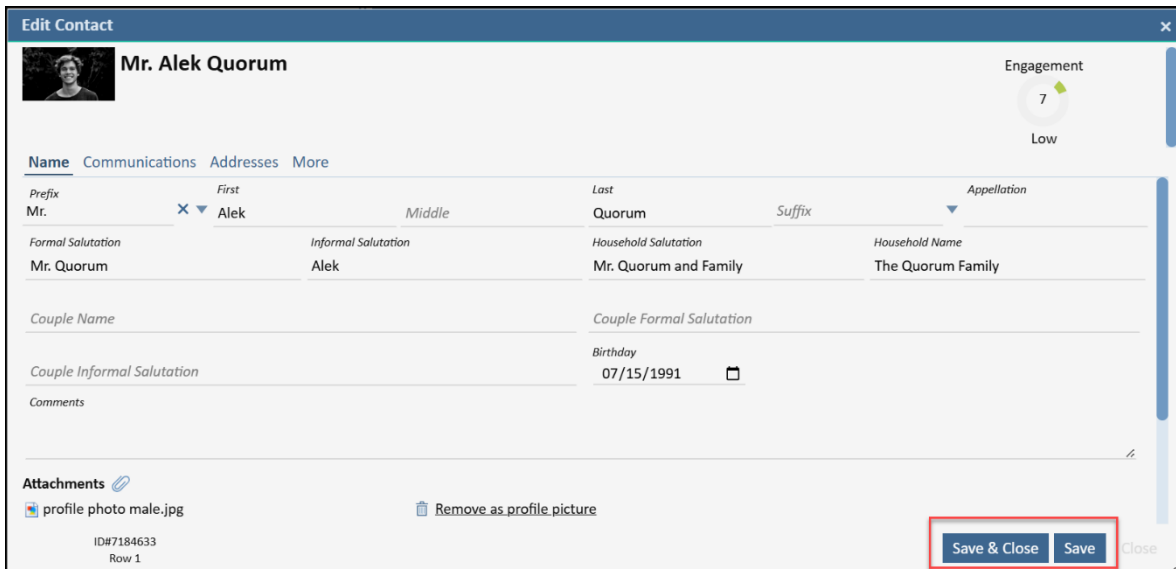
Email Addresses: leidoskmtteam@gmail.com

Phone Numbers: C: (703) 333-4444

Social Networks

Edit Add Message Log Call Add Service Add Event

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



Edit Contact

Mr. Alek Quorum

Engagement: 7 (Low)

Name Communications Addresses More

Prefix: Mr. First: Alek Middle: Last: Quorum Suffix: Appellation:

Formal Salutation: Mr. Quorum Informal Salutation: Alek Household Salutation: Mr. Quorum and Family Household Name: The Quorum Family

Couple Name: Couple Formal Salutation:

Couple Informal Salutation: Birthday: 07/15/1991

Comments:

Attachments: profile photo male.jpg Remove as profile picture

ID#7184633 Row 1

Save & Close Save Close