Updating Multiple Contact Records

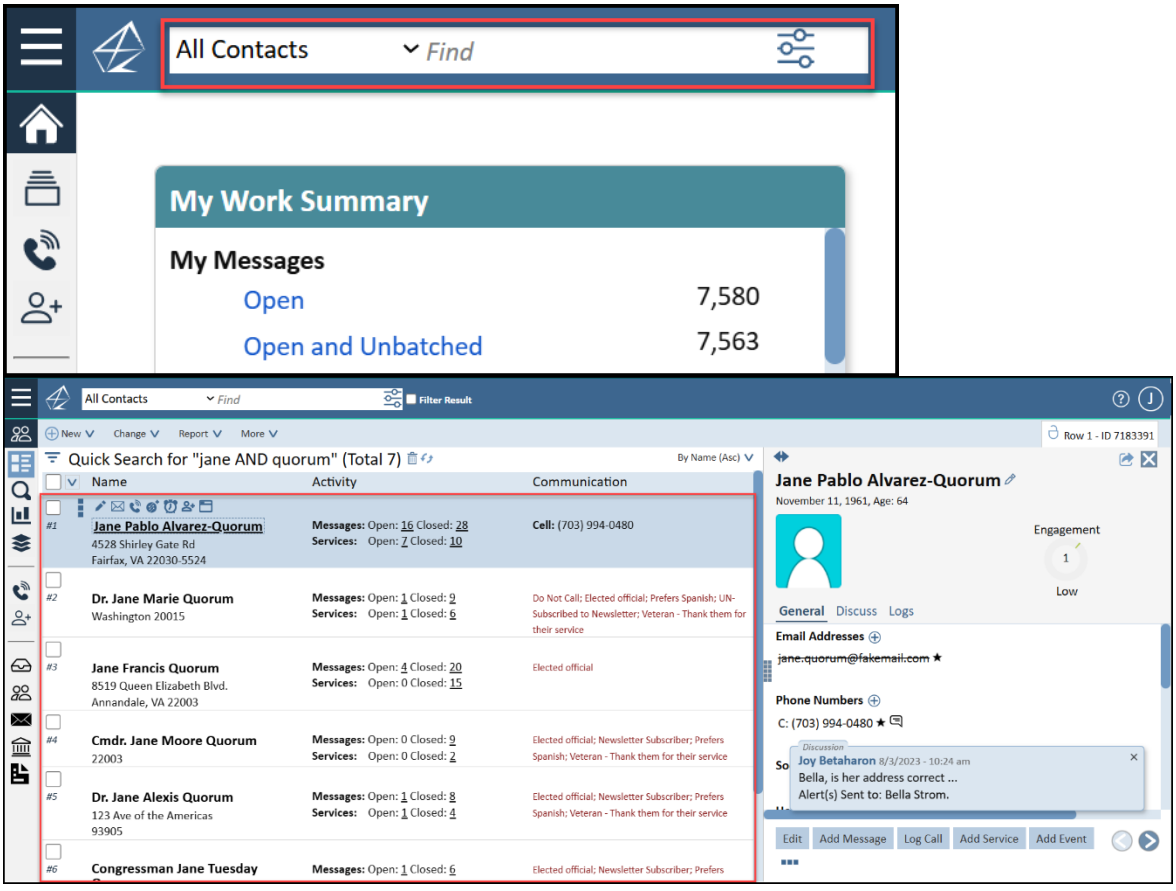
Market: House, Senate

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 by typing in either a First and/or Last Name, Email, Phone Number, Organization, or IQ Contact ID#. Results will display in the Contacts application.



2. Go to Selecting Multiple Records.

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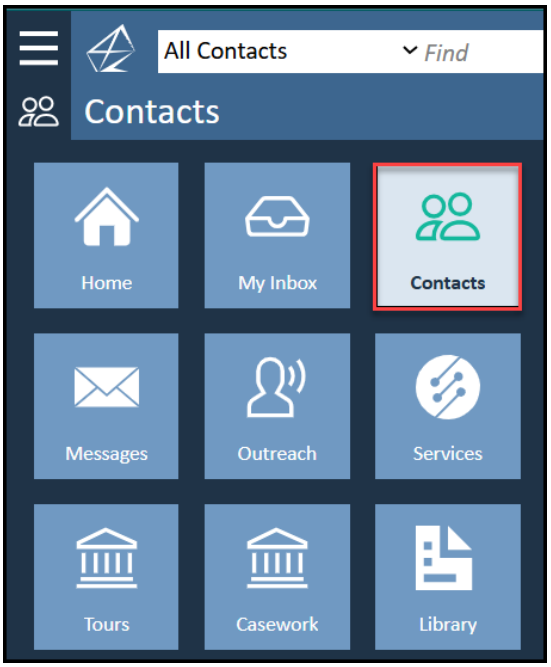
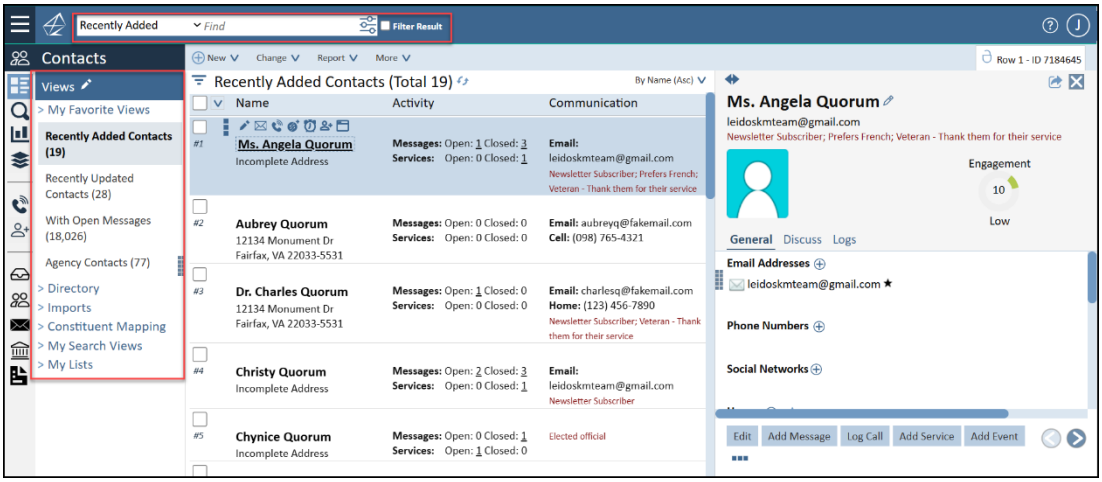
Option 2: Search for contact records via Contact Views

1. From the IQ Feature Menu, select the **Contacts** application.



2. Use the Views/search bar to search for records.



3. Go to [Selecting Multiple Records]

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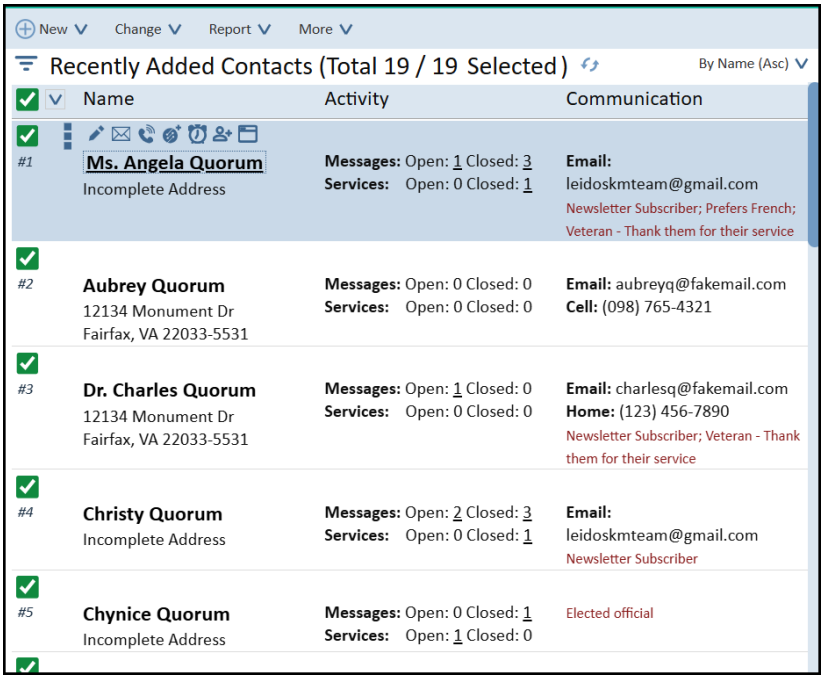
Selecting Multiple Records

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.

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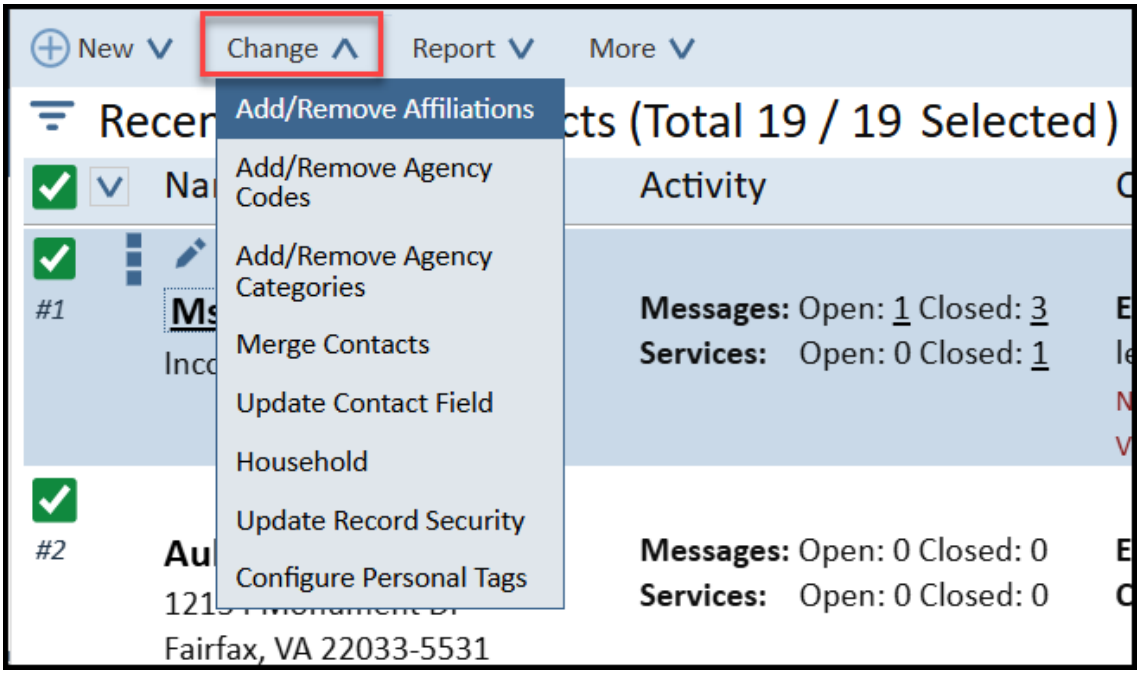

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