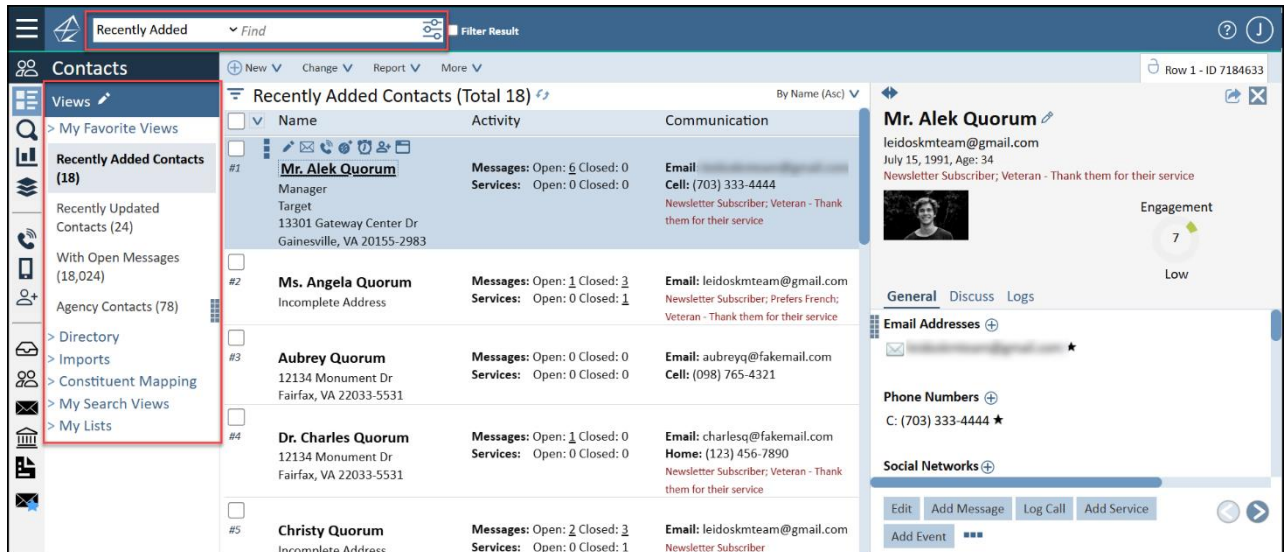


Updating an Individual Contact Record

Market: House, Senate


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

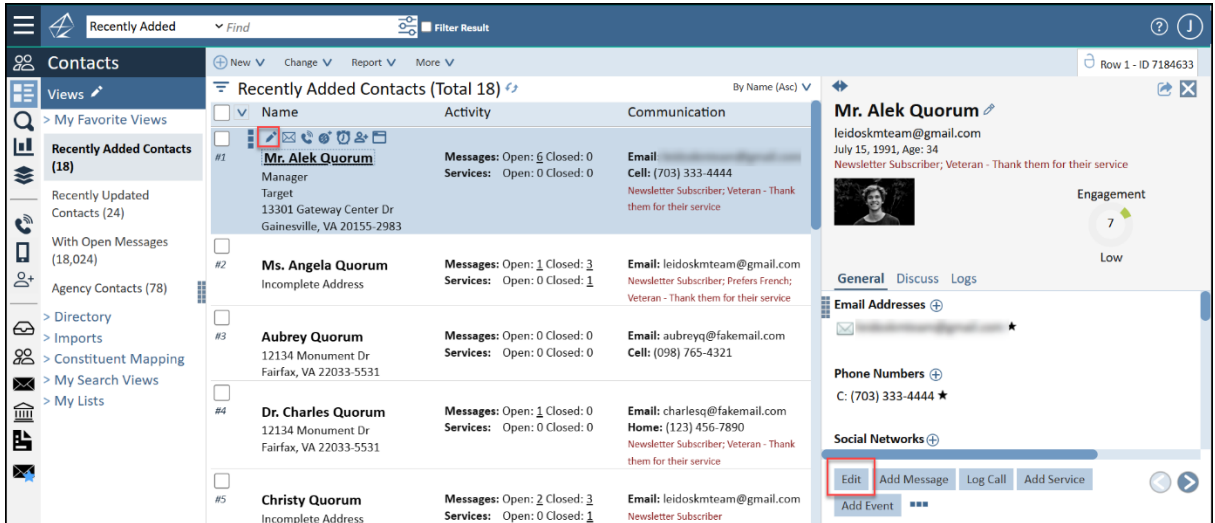
1. Search for the contact using the **Search Bar** at the top of the page to look for the individual across the various **Contact Views**.



The screenshot displays the 'Recently Added Contacts' section of the Intranet Quorum interface. The search bar at the top is set to 'Recently Added'. The left sidebar shows various contact views, with 'Recently Added Contacts (18)' selected. The main table lists contacts with columns for Name, Activity, and Communication. The contact 'Mr. Alek Quorum' is highlighted. The right sidebar shows the contact's profile, including a photo, engagement level (7), and various tabs like General, Discuss, and Logs.

Name	Activity	Communication
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
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
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
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
Christy Quorum Incomplete Address	Messages: Open: 2 Closed: 3 Services: Open: 0 Closed: 1	Email: leidoskmteam@gmail.com Newsletter Subscriber

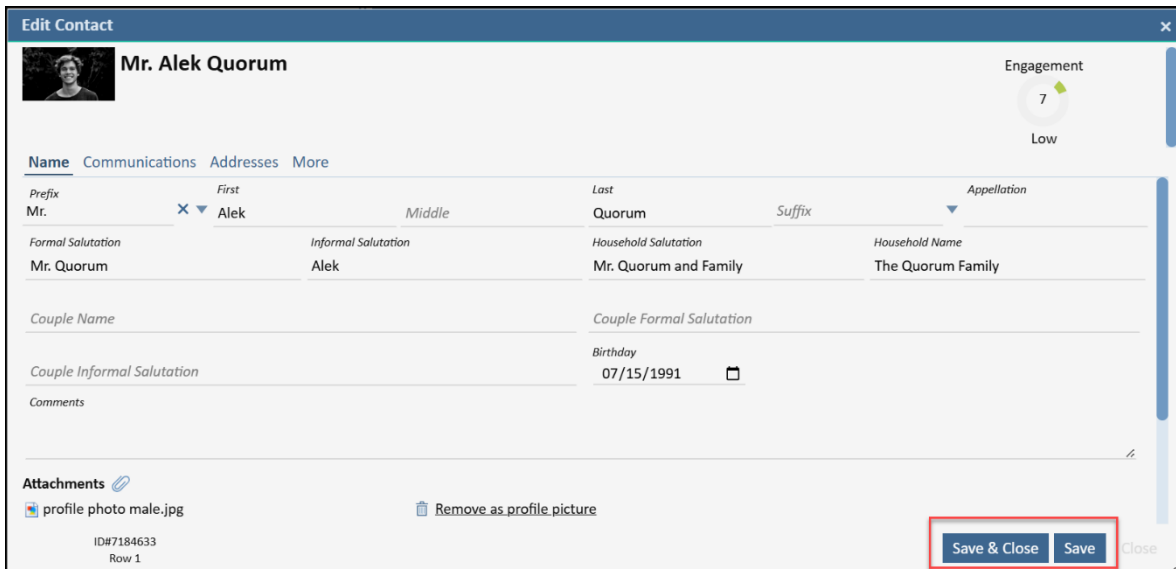
2. Select the  icon to quickly edit the contact record. You can also select the **Edit** quick action in the reading pane.



The screenshot shows the 'Contacts' section of the Intranet Quorum interface. On the left, there's a sidebar with navigation options like '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', and 'My Lists'. The main area displays a table of 'Recently Added Contacts (Total 18)' with columns for Name, Activity, and Communication. The first contact, Mr. Alek Quorum, is highlighted. To the right, a detailed view of Mr. Alek Quorum is shown, including his profile picture, engagement level (7, Low), and various tabs for General, Discuss, and Logs. The 'Edit' button is highlighted with a red box.

#	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: 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

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



The screenshot shows the 'Edit Contact' form for Mr. Alek Quorum. The form is divided into several sections: Name, Communications, Addresses, and More. The 'Name' section includes fields for Prefix (Mr.), First (Alek), Middle, Last (Quorum), Suffix, and Appellation. The 'Communications' section includes fields for Formal Salutation (Mr. Quorum), Informal Salutation (Alek), Household Salutation (Mr. Quorum and Family), and Household Name (The Quorum Family). The 'Addresses' section includes fields for Couple Name, Couple Formal Salutation, Couple Informal Salutation, and Birthday (07/15/1991). The 'More' section includes a Comments field and an Attachments section with a profile photo (male.jpg) and a 'Remove as profile picture' button. The 'Save & Close' and 'Save' buttons are highlighted with a red box.