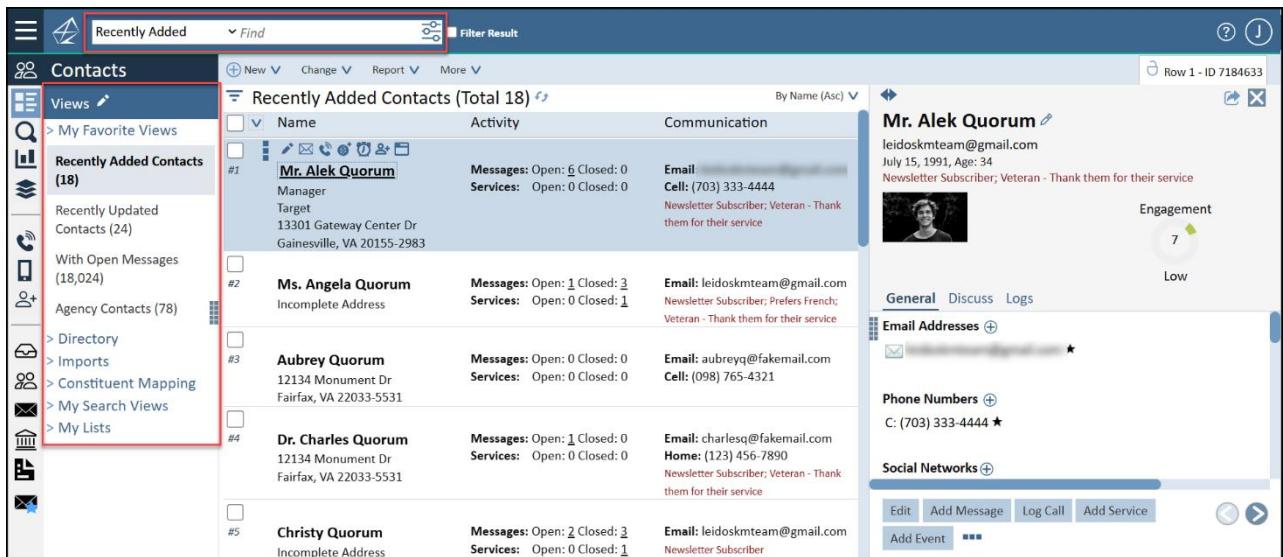


Updating an Individual Contact Record

Market: House, Senate

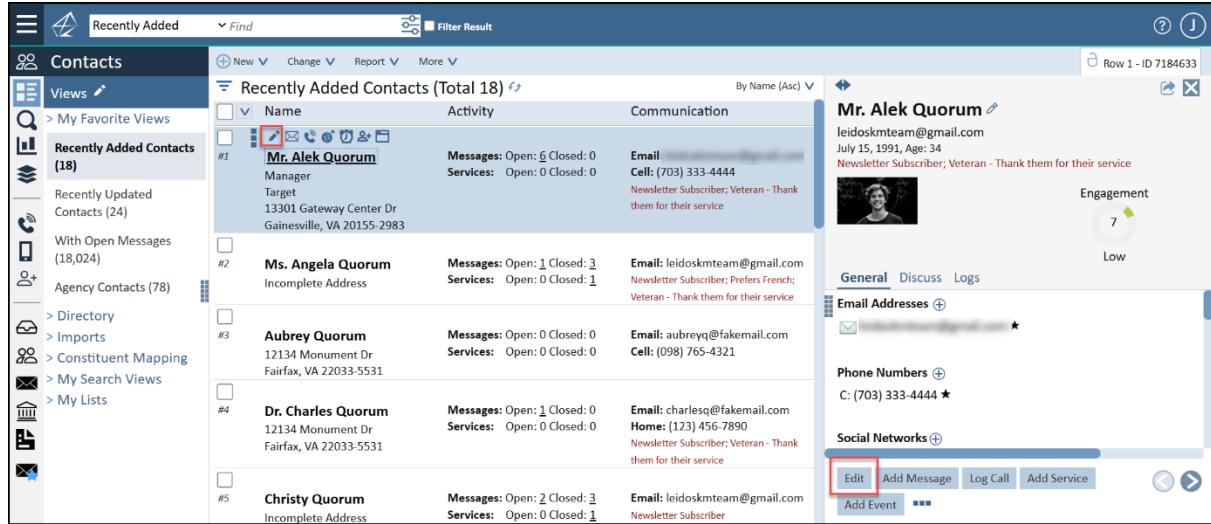
Description: These instructions teach users how to modify information in a contact record.

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 shows the Intranet Quorum interface for managing contacts. On the left, a sidebar lists various contact views: 'Recently Added' (selected), '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 titled 'Recently Added Contacts (Total 18)' with columns for Name, Activity, and Communication. The first contact listed is 'Mr. Alek Quorum', with details: Manager, Target, 13301 Gateway Center Dr, Gainesville, VA 20155-2983. The communication section shows 6 messages (Open: 6 Closed: 0) and 0 services (Open: 0 Closed: 0). The right side of the screen shows a detailed view for 'Mr. Alek Quorum' with tabs for General, Discuss, Logs, Email Addresses, Phone Numbers, and Social Networks. The 'General' tab is active, showing the contact's profile picture, email (leidoskmtteam@gmail.com), cell number (703) 333-4444, and a note: 'Newsletter Subscriber; Veteran - Thank them for their service'. The 'Engagement' section shows a low engagement level (7) with a green bar.

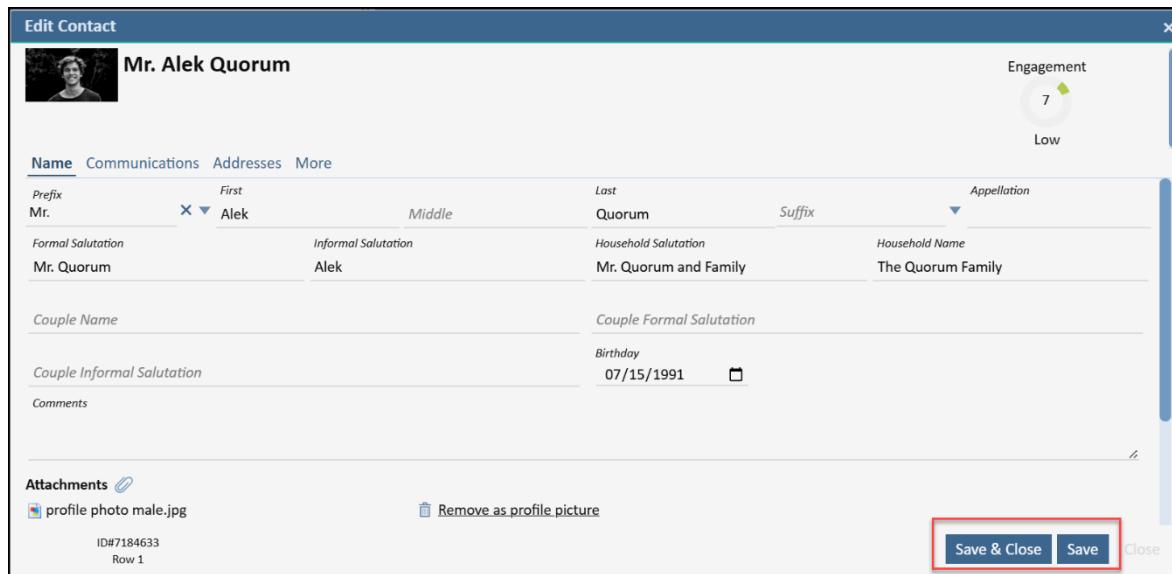
2. Select the  icon to quickly edit the contact record. You can also select the **Edit** quick action in the reading pane.



Recently Added Contacts (Total 18)

Name	Activity	Communication
Mr. Alek Quorum	Messages: Open: 6 Closed: 0 Services: Open: 0 Closed: 0	Email: leidoskmteam@gmail.com Cell: (703) 333-4444 Newsletter Subscriber; Veteran - Thank them for their service
Ms. Angela Quorum	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	Messages: Open: 0 Closed: 0 Services: Open: 0 Closed: 0	Email: aubreyq@fakemail.com Cell: (098) 765-4321
Dr. Charles Quorum	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	Messages: Open: 2 Closed: 3 Services: Open: 0 Closed: 1	Email: leidoskmteam@gmail.com Newsletter Subscriber

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



Edit Contact

Mr. Alek Quorum

Name **Communications** **Addresses** **More**

Prefix Mr.	First Alek	Middle	Last Quorum	Suffix	Appellation Mr. Quorum and Family
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

Save & Close **Save** **Close**