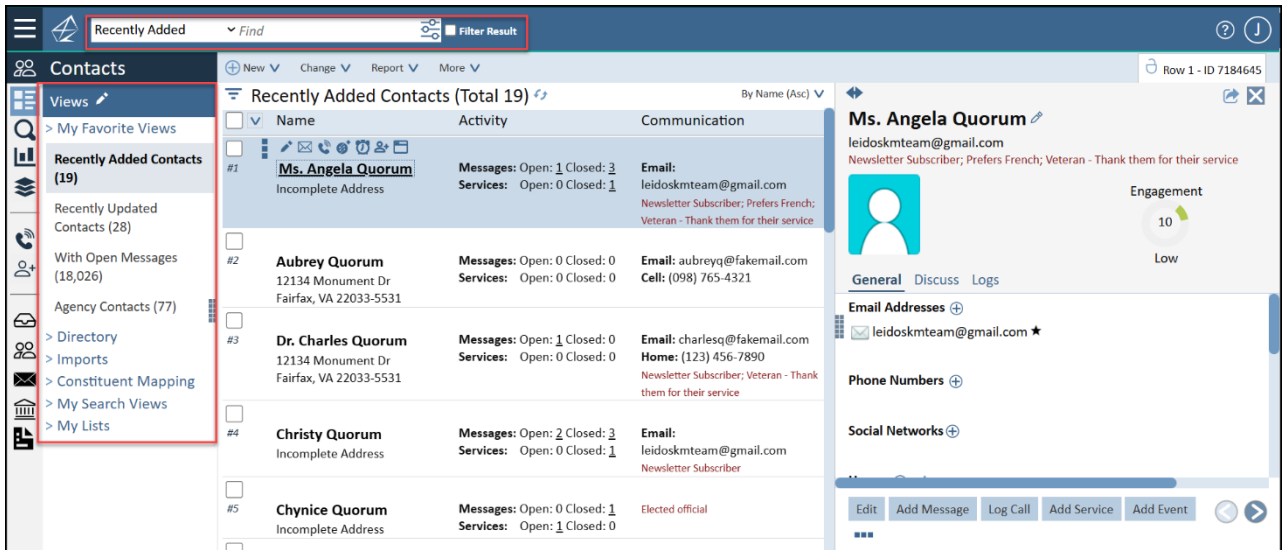


Updating Mobile Number Status

Market: House, Senate

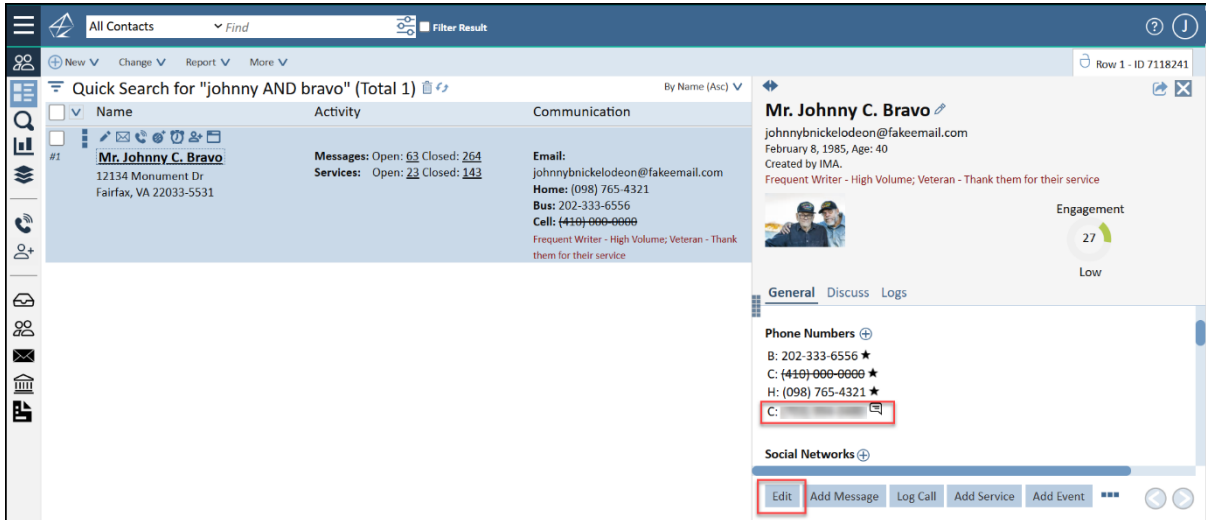
Description: These instructions teach users how to modify information in a contact record.

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. At the top, there is a search bar labeled 'Find' and a 'Filter Result' button. Below the search bar, the 'Contacts' section is visible, showing a list of 'Recently Added Contacts (Total 19)'. The list includes contact details such as Name, Activity, and Communication. The first contact listed is 'Ms. Angela Quorum' with an 'Incomplete Address'. To the right of the list, the profile of 'Ms. Angela Quorum' is shown, including her email address 'leidoskmtteam@gmail.com', a profile picture, and an engagement score of 10. The interface also features a sidebar with various navigation options like 'My Favorite Views', 'Recently Added Contacts (19)', 'Recently Updated Contacts (28)', 'With Open Messages (18,026)', 'Agency Contacts (77)', 'Directory', 'Imports', 'Constituent Mapping', 'My Search Views', and 'My Lists'.

2. Click directly on the Phone Number to edit its status. You can also select the **Edit** quick action in the reading pane and go to the **Communications** Tab.



Quick Search for "johnny AND bravo" (Total 1)

Name	Activity	Communication
Mr. Johnny C. Bravo 12134 Monument Dr Fairfax, VA 22033-5531	Messages: Open: 63 Closed: 264 Services: Open: 23 Closed: 143	Email: johnnybnickelodeon@fakeemail.com Home: (098) 765-4321 Bus: 202-333-6556 Cell: (410) 000-0000 Frequent Writer - High Volume; Veteran - Thank them for their service

Mr. Johnny C. Bravo
johnnybnickelodeon@fakeemail.com
February 8, 1985, Age: 40
Created by IMA.
Frequent Writer - High Volume; Veteran - Thank them for their service

Engagement: 27 (Low)

General Discuss Logs

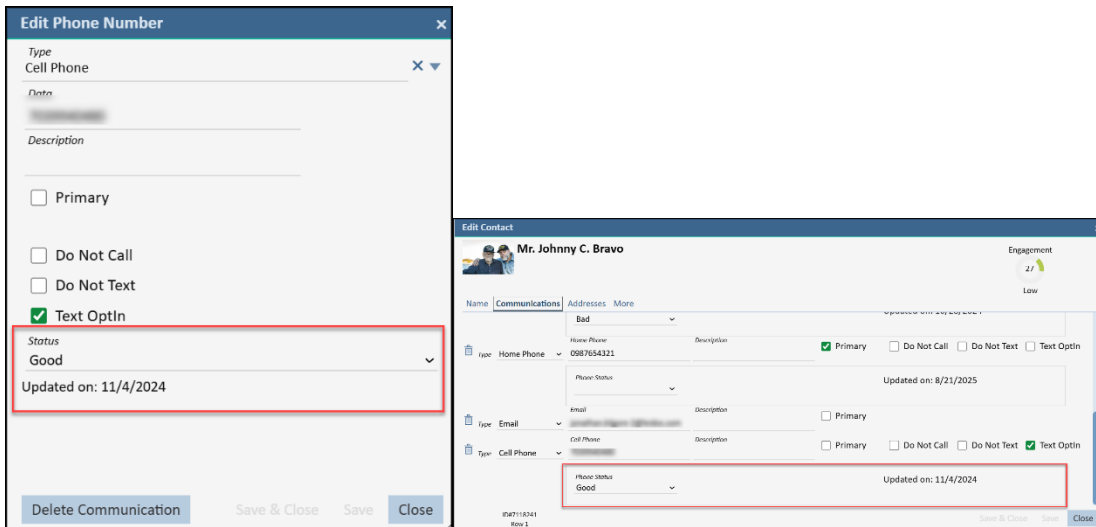
Phone Numbers

- B: 202-333-6556 ★
- C: (410) 000-0000 ★
- H: (098) 765-4321 ★
- C: [Redacted] ★

Social Networks

Edit Add Message Log Call Add Service Add Event

- Modify the phone status and click either **Save & Close** or **Save** button to save. Indicating that status as “good” means this phone number has been proven to be real and can successfully receive/send text messages. Numbers with a “bad” status will be automatically excluded from mass texts. “Unknown” status indicates the number needs further verification.



Edit Phone Number

Type: Cell Phone

Date: [Redacted]

Description: [Redacted]

☐ Primary

☐ Do Not Call

☐ Do Not Text

☒ Text Optin

Status: Good

Updated on: 11/4/2024

Delete Communication Save & Close Save Close

Edit Contact

Mr. Johnny C. Bravo

Engagement: 27 (Low)

Home Phone: (098) 765-4321 Description: [Redacted] Status: Good Primary: ☒ Do Not Call: ☐ Do Not Text: ☐ Text Optin: ☐ Updated on: 8/21/2025

Email: johnnybnickelodeon@fakeemail.com Description: [Redacted] Status: [Redacted] Primary: ☐

Cell Phone: [Redacted] Description: [Redacted] Status: Good Primary: ☐ Do Not Call: ☐ Do Not Text: ☐ Text Optin: ☒ Updated on: 11/4/2024

Save & Close Save Close