

## Updating Multiple Contact Records

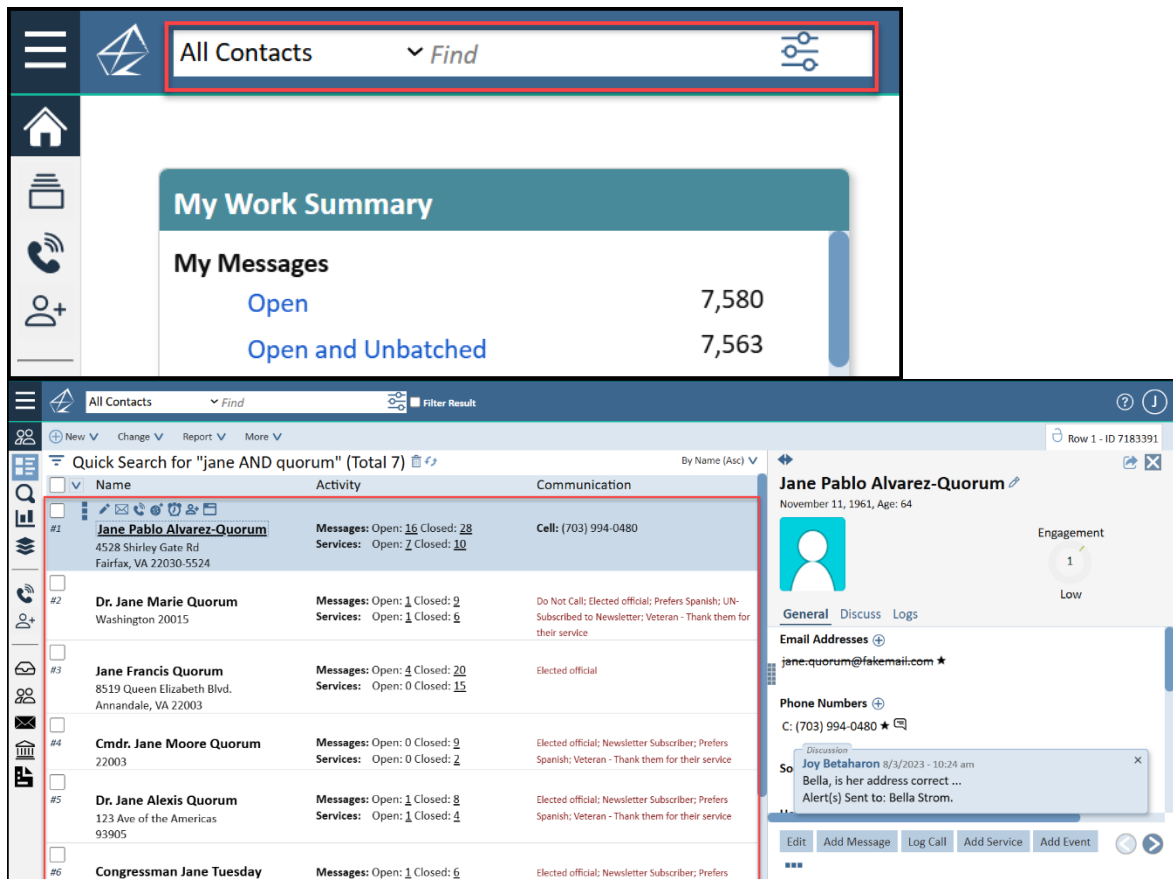
**Market:** House, Senate

**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.



The screenshot displays the Intranet Quorum interface. At the top, a search bar is highlighted with a red box, showing 'All Contacts' and a 'Find' button. Below the search bar, a 'My Work Summary' section shows 'My Messages' with 'Open' at 7,580 and 'Open and Unbatched' at 7,563. The main content area shows search results for 'jane AND quorum' (Total 7). The results are listed in a table with columns for Name, Activity, and Communication. The first result, 'Jane Pablo Alvarez-Quorum', is highlighted with a red box. To the right of the table, a detailed view of the selected contact is shown, including a profile picture, name, date of birth, age, engagement level, and contact information (email and phone numbers). A discussion bubble is also visible at the bottom right of the contact details.

| #  | Name  | Activity  | Communication   |
|----|---|---|---|
| #1 | Jane Pablo Alvarez-Quorum<br>4528 Shirley Gate Rd<br>Fairfax, VA 22030-5524 | Messages: Open: 16 Closed: 28<br>Services: Open: 7 Closed: 10 | Cell: (703) 994-0480  |
| #2 | Dr. Jane Marie Quorum<br>Washington 20015                                   | Messages: Open: 1 Closed: 2<br>Services: Open: 1 Closed: 6    | Do Not Call; Elected official; Prefers Spanish; UN-Subscribed to Newsletter; Veteran - Thank them for their service |
| #3 | Jane Francis Quorum<br>8519 Queen Elizabeth Blvd.<br>Annandale, VA 22003    | Messages: Open: 4 Closed: 20<br>Services: Open: 0 Closed: 15  | Elected official  |
| #4 | Cmdr. Jane Moore Quorum<br>22003  | Messages: Open: 0 Closed: 9<br>Services: Open: 0 Closed: 4    | Elected official; Newsletter Subscriber; Prefers Spanish; Veteran - Thank them for their service                    |
| #5 | Dr. Jane Alexis Quorum<br>123 Ave of the Americas<br>93905                  | Messages: Open: 1 Closed: 8<br>Services: Open: 1 Closed: 4    | Elected official; Newsletter Subscriber; Prefers Spanish; Veteran - Thank them for their service                    |
| #6 | Congressman Jane Tuesday  | Messages: Open: 1 Closed: 6                                   | Elected official; Newsletter Subscriber; Prefers  |

**Jane Pablo Alvarez-Quorum**  
November 11, 1961, Age: 64  
Engagement: 1 (Low)

**General** Discuss Logs

**Email Addresses**  
jane.quorum@fakemail.com ★

**Phone Numbers**  
C: (703) 994-0480 ★

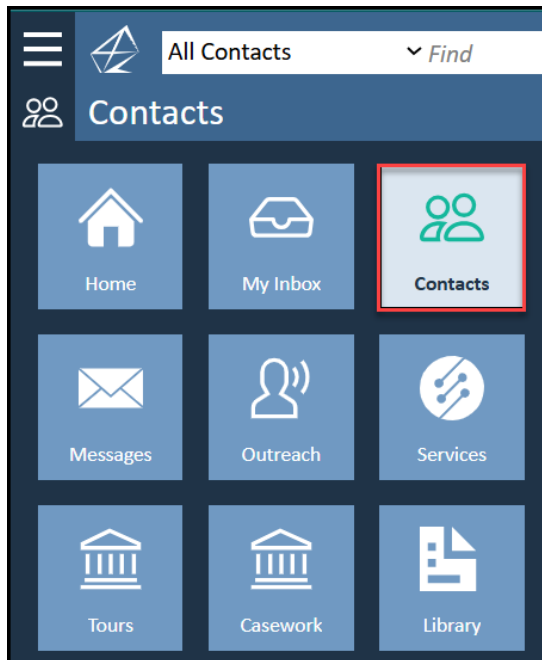
Discussion  
Joy Betaharon 8/3/2023 - 10:24 am  
Bella, is her address correct ...  
Alert(s) Sent to: Bella Strom.

Edit Add Message Log Call Add Service Add Event

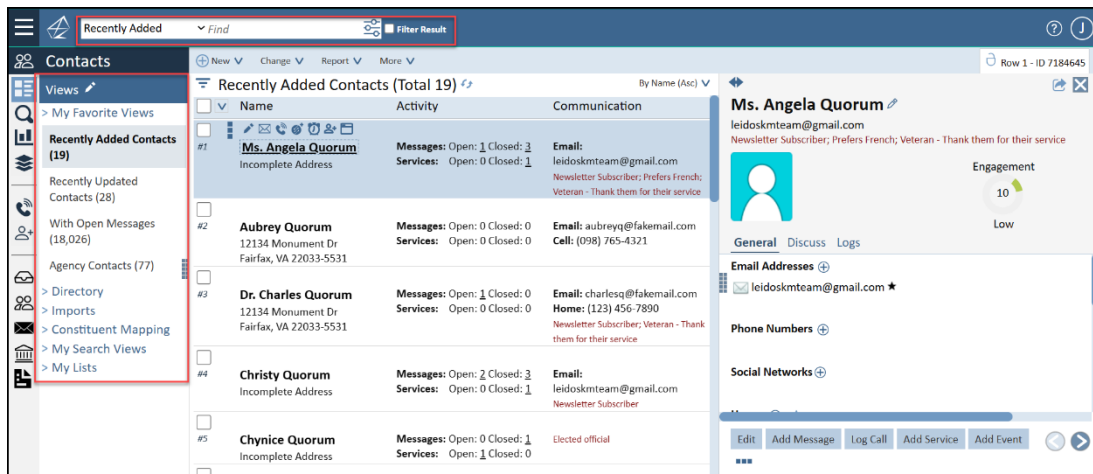
2. Go to [Selecting Multiple Records](#).

## 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](#)

## Selecting Multiple Records

1. Select the set of records to update by checking in the  to the left of the name.

| <div> <div>New</div> <div>Change</div> <div>Report</div> <div>More</div> </div> |  |  |   |
|---|--|--|---|
| Recently Added Contacts (Total 19 / 19 Selected)                                |  |  | By Name (Asc)   |
| <input checked="" type="checkbox"/>   | Name   | Activity   | Communication   |
| <input checked="" type="checkbox"/>   | <div>#1</div> <div><b>Ms. Angela Quorum</b></div> <div>Incomplete Address</div>                            | <b>Messages:</b> Open: 1 Closed: 3<br><b>Services:</b> Open: 0 Closed: 1 | <b>Email:</b><br>leidoskmtteam@gmail.com<br>Newsletter Subscriber; Prefers French;<br>Veteran - Thank them for their service        |
| <input checked="" type="checkbox"/>   | <div>#2</div> <div><b>Aubrey Quorum</b></div> <div>12134 Monument Dr<br/>Fairfax, VA 22033-5531</div>      | <b>Messages:</b> Open: 0 Closed: 0<br><b>Services:</b> Open: 0 Closed: 0 | <b>Email:</b> aubreyq@fakemail.com<br><b>Cell:</b> (098) 765-4321   |
| <input checked="" type="checkbox"/>   | <div>#3</div> <div><b>Dr. Charles Quorum</b></div> <div>12134 Monument Dr<br/>Fairfax, VA 22033-5531</div> | <b>Messages:</b> Open: 1 Closed: 0<br><b>Services:</b> Open: 0 Closed: 0 | <b>Email:</b> charlesq@fakemail.com<br><b>Home:</b> (123) 456-7890<br>Newsletter Subscriber; Veteran - Thank them for their service |
| <input checked="" type="checkbox"/>   | <div>#4</div> <div><b>Christy Quorum</b></div> <div>Incomplete Address</div>                               | <b>Messages:</b> Open: 2 Closed: 3<br><b>Services:</b> Open: 0 Closed: 1 | <b>Email:</b><br>leidoskmtteam@gmail.com<br>Newsletter Subscriber   |
| <input checked="" type="checkbox"/>   | <div>#5</div> <div><b>Chynice Quorum</b></div> <div>Incomplete Address</div>                               | <b>Messages:</b> Open: 0 Closed: 1<br><b>Services:</b> Open: 1 Closed: 0 | Elected official  |

2. Click **Change**. Select the attribute or action that you want to apply to all the selected records.



⊕ New ▾ **Change** ▲ Report ▾ More ▾

☰ Recent **Change** ▲

- Add/Remove Affiliations
- Add/Remove Agency Codes
- Add/Remove Agency Categories
- Merge Contacts
- Update Contact Field
- Household
- Update Record Security
- Configure Personal Tags

✓ ▾ Na

✓ #1 Ms Inco

✓ #2 Au 1215 ... Fairfax, VA 22033-5531

**Contacts (Total 19 / 19 Selected)**

| Activity   |
|--|
| <b>Messages:</b> Open: <u>1</u> Closed: <u>3</u> |
| <b>Services:</b> Open: 0 Closed: <u>1</u>        |
| <b>Messages:</b> Open: 0 Closed: 0               |
| <b>Services:</b> Open: 0 Closed: 0               |