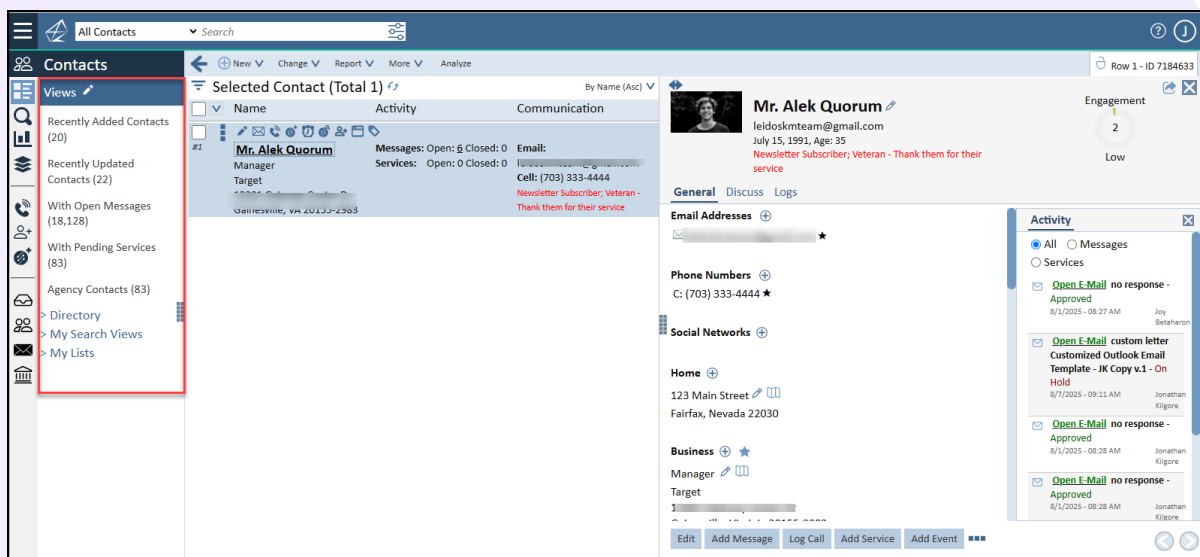


Updating an Individual Contact Record

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**.



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 'All Contacts' interface. On the left, there's a sidebar with 'Views' and a list of contact categories. The main area displays 'Selected Contact (Total 1)' for 'Mr. Alek Quorum'. The contact details include a profile picture, name, email (leidoskmtteam@gmail.com), phone numbers, and social networks. The 'Edit' button is highlighted with a red box. The 'Engagement' level is shown as 'Low' with a value of '2'.

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 includes fields for Name, Communications, Addresses, and More. The 'Save & Close' and 'Save' buttons are highlighted with a red box. The form also includes a section for 'Attachments' and 'Affiliations'.