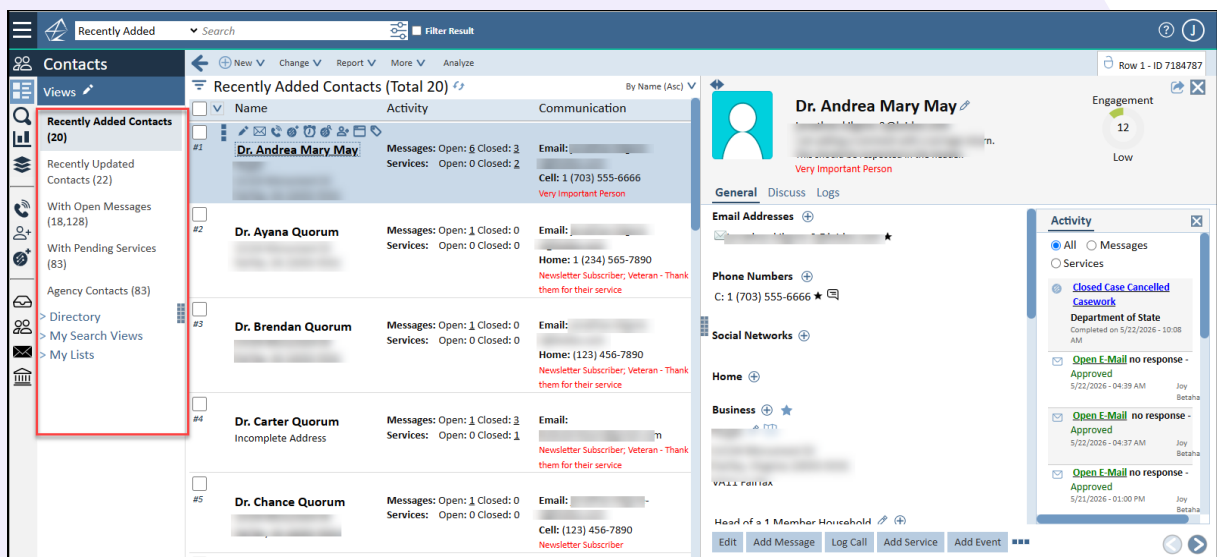


Updating Mobile Number Status

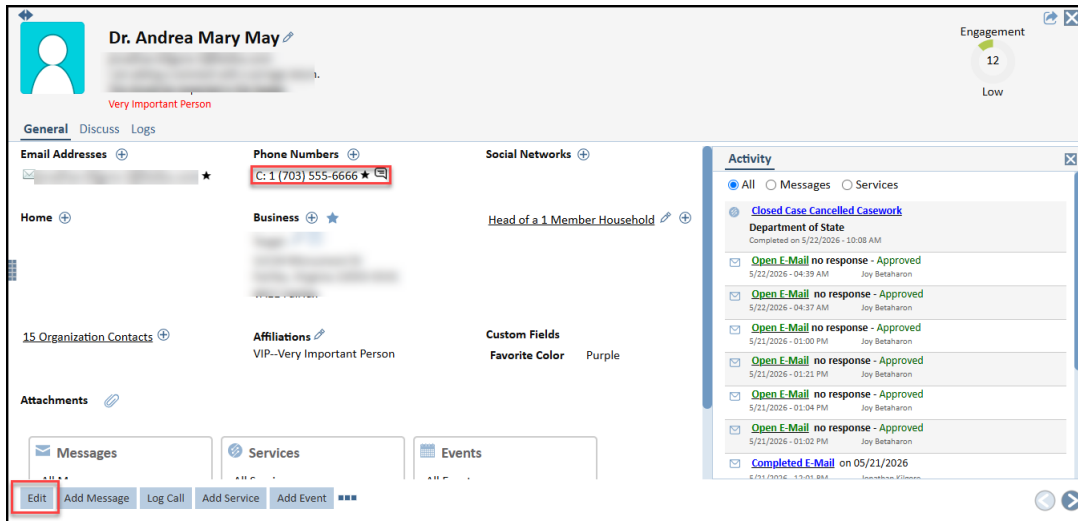
Market: House, Senate

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**.



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.



3. 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.

