

Updating Multiple Contact Records

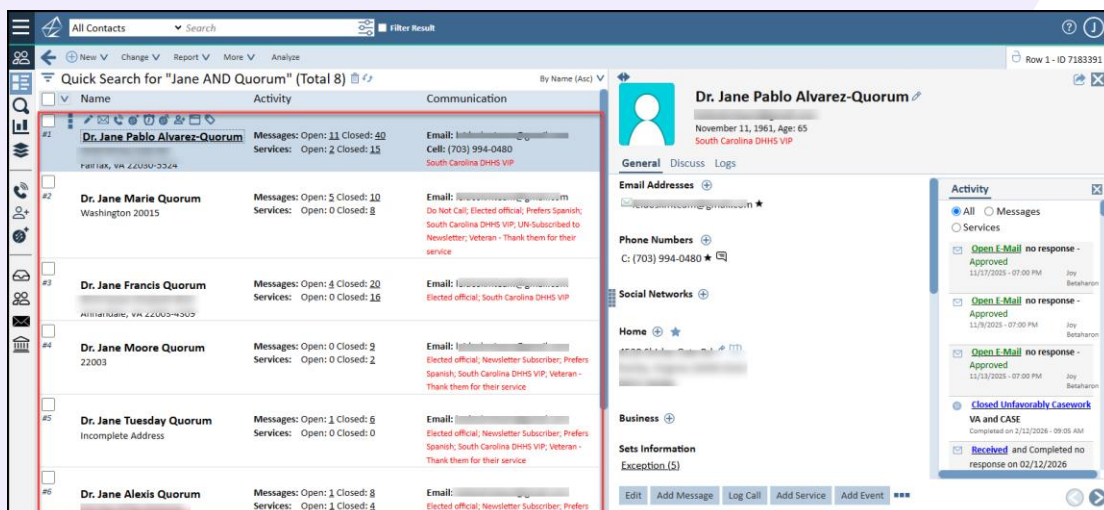
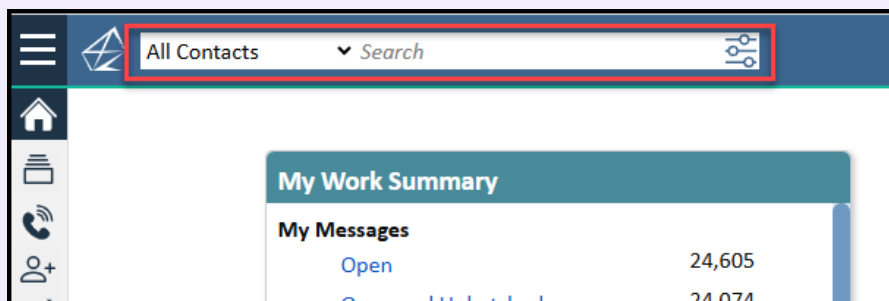
Market: House, Senate

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

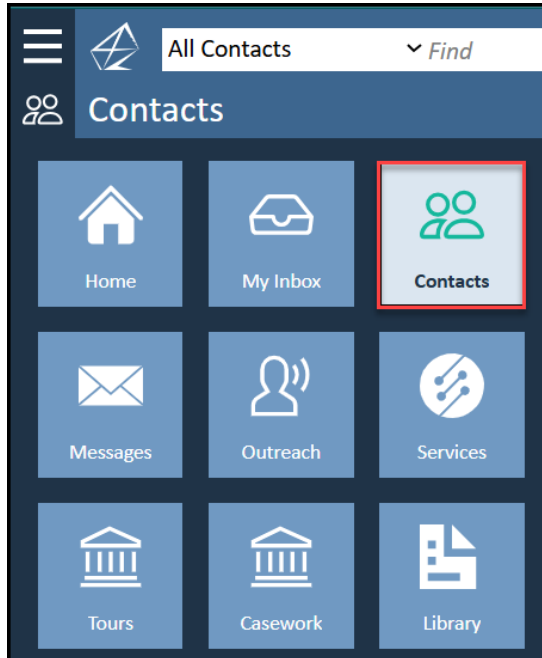
1. Search for records in the contacts search bar by typing in either a First and/or Last Name, Email, Phone Number, Organization, or IQ Contact ID#. Results will display in the Contacts application.



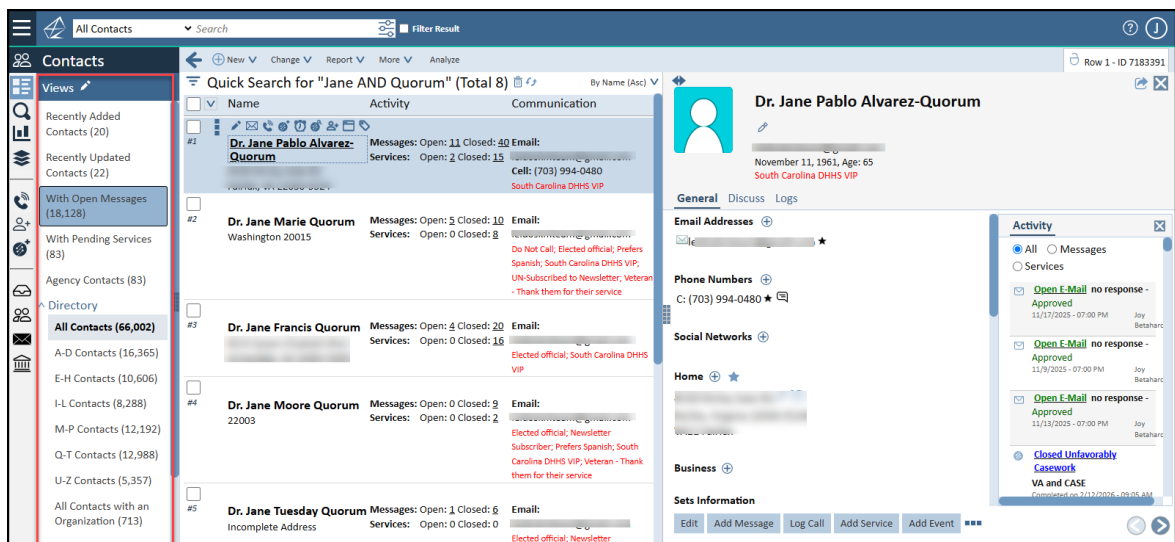
2. Go to [Selecting Multiple Records](#).

Option 2: Search for contact records via Contact Views

1. From the IQ Feature Menu, select the **Contacts** application.



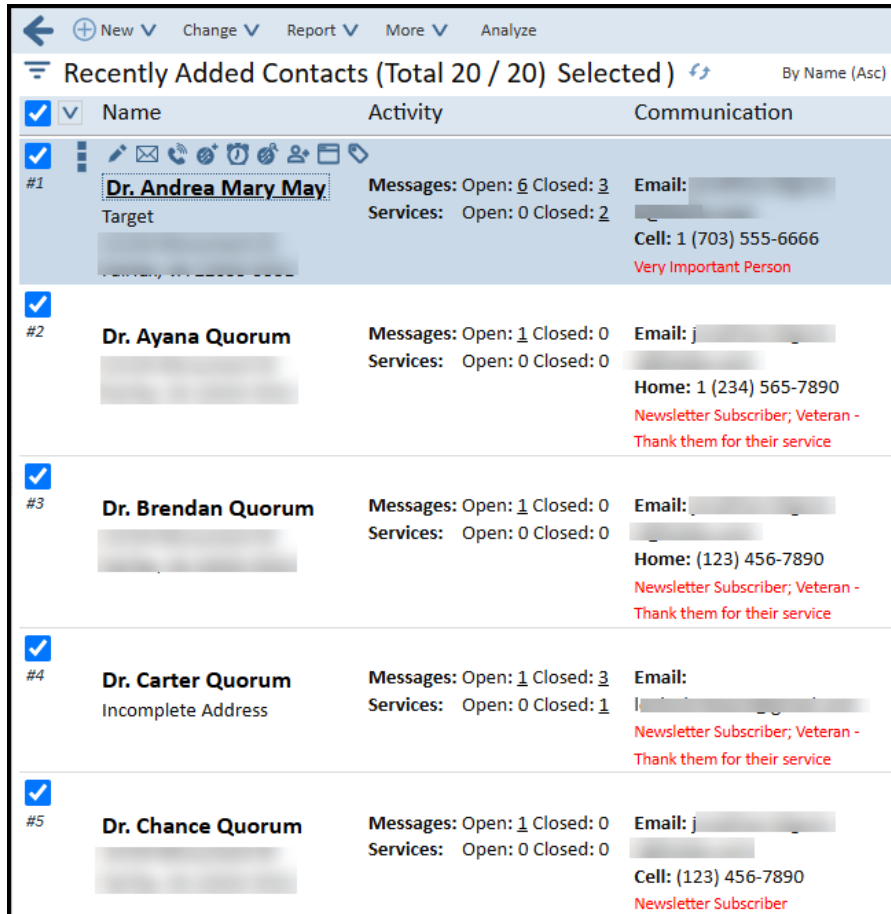
2. Use the Views/search bar to search for records.



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.



	Name	Activity	Communication
#1	Dr. Andrea Mary May Target	Messages: Open: 6 Closed: 3 Services: Open: 0 Closed: 2	Email: [redacted] Cell: 1 (703) 555-6666 Very Important Person
#2	Dr. Ayana Quorum [redacted]	Messages: Open: 1 Closed: 0 Services: Open: 0 Closed: 0	Email: j [redacted] Home: 1 (234) 565-7890 Newsletter Subscriber; Veteran - Thank them for their service
#3	Dr. Brendan Quorum [redacted]	Messages: Open: 1 Closed: 0 Services: Open: 0 Closed: 0	Email: [redacted] Home: (123) 456-7890 Newsletter Subscriber; Veteran - Thank them for their service
#4	Dr. Carter Quorum Incomplete Address	Messages: Open: 1 Closed: 3 Services: Open: 0 Closed: 1	Email: [redacted] Newsletter Subscriber; Veteran - Thank them for their service
#5	Dr. Chance Quorum [redacted]	Messages: Open: 1 Closed: 0 Services: Open: 0 Closed: 0	Email: j [redacted] Cell: (123) 456-7890 Newsletter Subscriber

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

