

Unite Education Program v10.0

Job Aid: 5172

Edit Contact Information for a Person





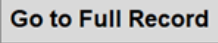
Contact cards provide fast access to contact information that you can view or edit without having to open a full person record. On the contact card, you can access the current address, primary and secondary email addresses, phone numbers, and preferred method of contact. You can also add a contact note to a person's contact log. The steps for editing contact information differ depending on whether you want to make edits on a contact card or open and edit the full person record.

To edit contact information on a contact card

1. Open a browser and log on to Unite.
2. On the main menu, click PEOPLE.
3. Find the person record you want to edit.

Note

You can find person records by performing a search, opening a view on the *Search Results* tab, or checking the *Recents* grid.





4. In the **Contact** column, click  .
5. Click  .
6. Update contact information as needed.
7. Click  .
8. Click  to close the *Contact Card* window or click  to open the full person record.

To edit contact information on a full person record

1. Open a browser and log on to Unite.
2. On the main menu, click PEOPLE.
3. Find and open the person record.

Note

You can find person records by performing a search, opening a view on the *Search Results* tab, or checking the *Recents* grid. Each person name is a hyperlink to open the record.

4. Click  .
5. Click  to expand the *Contact Information* section.
6. Update contact information as needed.
7. Click  .
8. Click  to close the person record.

Related resources

- 5433 - Perform a Person Search
- 5743 - Open a Person Record
- 5448 - Apply the Same Edits to a Group of Person Records
- 5449 - Apply Different Edits to a Group of Person Records