

Department	
Responsibility/Role	
File Name	Changing Contact Info_SPD
Revision	
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Last Changed by	
Status	

Changing Contact Info

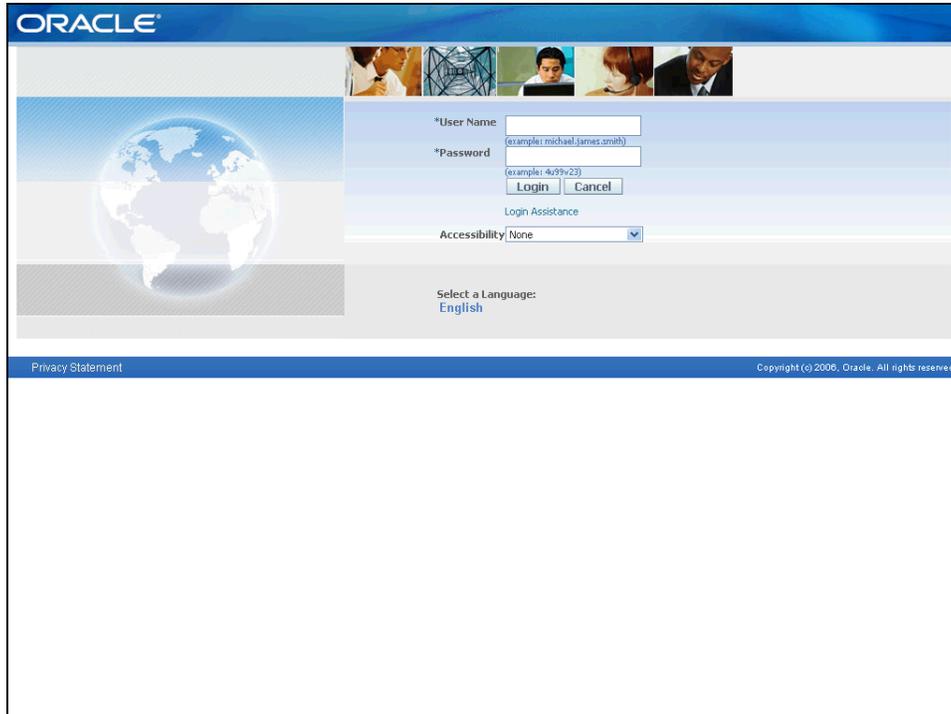
Trigger:

Required Field(s)	Comments

Output - Result(s)	Comments

Additional Information

Procedure



Step	Action
1.	Click in the User Name field. <input type="text"/>
2.	The User Name will be the email address that was used during registration. See example below: Enter MWSB12@GMAIL.COM
3.	Click in the Password field. <input type="password"/>
4.	The Password was chosen at time of registration. (Example: Enter " METROGOV2 ")
5.	Click in the Login field. <input type="button" value="Login"/>

Step	Action
6.	Click the expand graphic. 
7.	Click the Home Page link. 
8.	Click Admin 
9.	Click the Contact Directory link. 
10.	You have the ability to make changes to your companies contacts on this screen. You can add a contact, change a current contacts information, or delete a contact.
11.	To change a contacts information, please follow these steps Click on Update 
12.	To make changes you will need to either delete the current information by clearing out the field or you can simply highlight the information and type over it.
13.	Enter the updated information. Example below: Enter BDAY@GMAIL.COM
14.	Click in the Phone Number field. 
15.	Clear the field and enter the updated information. (Example: Enter 555-1215)
16.	Click the Save button. 
17.	End of Procedure.