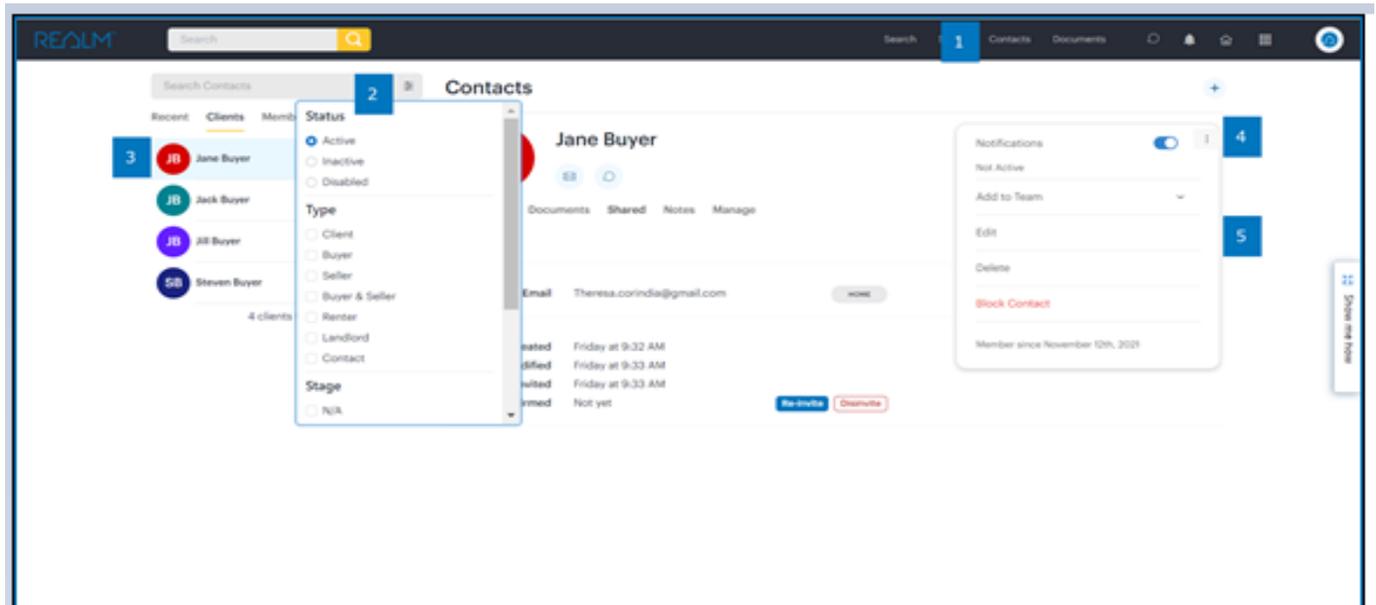


Tips & Tricks

How to Edit a Client Profile on your PC

1. Select **Contacts** from the menu bar.
2. Select the **layer menu**  and choose the contact status type - active, inactive, or disabled - by activating the appropriate bullet. Click away from the drop-down menu.
3. Select the client whose information you would like to update.
4. Select the **menu icon** .
5. Select **Edit** from the drop-down menu.





6. An edit client window will appear, update the details. **Note:** First Name, Last Name and Email fields are mandatory. All other fields are optional.

7. Select **Save**.

Edit Client **6**

 Jack
Middle Name
Buyer
Company

Phone
Phone Mobile +

Email
Scape@test.com Home +

Related Contact +

Source +

Stage Type

Additional

Cancel **7** Save

If you have any questions, please contact us at Help@REALMmlp.ca.

