

Edit the text fields of a vcard

The **Cards** section in the left sidebar menu is where you can view, edit, and manage all your team's cards. To edit card details, such as **changing the position** or a **mobile number**, follow these steps:

1. Locate the name of the person you want from the **card list**

The screenshot shows a web application interface for a 'Marketing Team'. The main section is titled 'Tarjetas' and contains a list of four vcard entries. Each entry includes a checkbox, a QR code icon, the person's name, a reference number (ref), office location, edit date, and a list of roles. A 'Ver' dropdown menu is visible at the end of each entry. The interface also includes a sidebar with icons for different views, a search bar, and buttons for exporting and importing CSV files.

Marketing Team ▾

Tarjetas [Quiero más tarjetas](#)

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Exportar CSV Importar CSV

4 tags

<input type="checkbox"/>		Michael O'Connor ref • QR-48 Office Calabria Editado el • 27 de may. de 2024 por John Aarons Manager Founder + Label	Ver ▾
<input type="checkbox"/>		Jules Germanotta ref • QR-46 Office Calabria Editado el • 23 de may. de 2024 por John Aarons Manager Design + Label	Ver ▾
<input type="checkbox"/>		John Doe ref • QR-45 Office Calabria Editado el • 23 de may. de 2024 por John Aarons Founder + Label	Ver ▾
<input type="checkbox"/>		Katie Joe ref • QR-47 Office Calabria Editado el • 15 de may. de 2024 por John Aarons	Ver ▾

2. In the dropdown menu on the right-hand side, click on **Edit**

Michael O'Connor
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Office Calabria

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Manager

Founder

+ Label

Ver

Editar

Visitar

Ver informe

Notificar por mail

Copiar Uri

Descargar QR...

Borrar

Jules Germanotta
ref • QR-46

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Manager

Design

+ Label

3. Now you can modify any field on the card, and when you click **Save**, it will be updated on the corresponding vcard

Información de la tarjeta

Michael O'Connor
ref • QR-48

Office Calabria

Editado el • 27 de may. de 2024 por John Aarons

Manager

Founder

+ Label

Nombre

Michael O'Connor

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