

# 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 displays the 'Marketing Team' interface for managing vcard cards. The main section, titled 'Tarjetas', lists four cards:

- Michael O'Connor** (ref: QR-48): Office Calabria, edited May 27, 2024. Roles: Manager, Founder.
- Jules Germanotta** (ref: QR-46): Office Calabria, edited May 23, 2024. Roles: Manager, Design.
- John Doe** (ref: QR-45): Office Calabria, edited May 23, 2024. Role: Founder.
- Katie Joe** (ref: QR-47): Office Calabria, edited May 15, 2024.

Each card entry has a 'Ver' (View) button on the right. The interface also includes a sidebar with navigation icons, a top bar with the team name, and a search bar.

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

Michael O'Connor

ref • QR-48

Office Calabria

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

Manager

Founder

+ Label

Ver

Editar

Visitar

Ver informe

Notificar por mail

Copiar Uri

Descargar QR...

Borrar

Jules Germanotta

ref • QR-46

Office Calabria

Editado el • 23 de may. de 2024 por John Aarons

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

Website

https://vcards.tictap.me/

Position

1/27 idiomas

Inglés

Marketing manager

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