

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 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), a location (Office Calabria), and an edit date. The first entry is for Michael O'Connor, ref QR-48, edited on May 27, 2024, with roles 'Manager' and 'Founder'. The second is Jules Germanotta, ref QR-46, edited on May 23, 2024, with roles 'Manager' and 'Design'. The third is John Doe, ref QR-45, edited on May 23, 2024, with role 'Founder'. The fourth is Katie Joe, ref QR-47, edited on May 15, 2024, with no roles listed. Each entry has a 'Ver' (View) button on the right. The interface also includes a sidebar with icons for different views, a search bar, and buttons for 'Exportar CSV' and 'Importar CSV'.

Checkbox	QR Code	Name	ref	Location	Edit Date	Roles	Action
<input type="checkbox"/>		Michael O'Connor	QR-48	Office Calabria	27 de may. de 2024	Manager, Founder	Ver
<input type="checkbox"/>		Jules Germanotta	QR-46	Office Calabria	23 de may. de 2024	Manager, Design	Ver
<input type="checkbox"/>		John Doe	QR-45	Office Calabria	23 de may. de 2024	Founder	Ver
<input type="checkbox"/>		Katie Joe	QR-47	Office Calabria	15 de may. de 2024		Ver

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

×

Email

micahelocconor@vcards.me

×