

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 the 'Marketing Team' interface with a sidebar on the left containing navigation icons. The main area is titled 'Tarjetas' and features a search bar, sorting options ('Ordenado por Fecha de modificación'), and export/import CSV buttons. A list of four vcard entries is displayed, each with a checkbox, QR code, name, reference number, office location, and edit date. The entries are: Michael O'Connor (ref: QR-48, Manager, Founder), Jules Germanotta (ref: QR-46, Manager, Design), John Doe (ref: QR-45, Founder), and Katie Joe (ref: QR-47, Manager). Each entry has a 'Ver' dropdown menu on the right.

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

This close-up screenshot shows the 'Ver' dropdown menu for the first vcard entry, Michael O'Connor. The menu is open, and the 'Editar' option is highlighted in a light green color. Other options in the menu include 'Visitar', 'Ver informe', 'Notificar por mail', 'Copiar Url', 'Descargar QR ...', and 'Borrar'.

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 ✕

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