

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 with a sidebar on the left containing icons for different views. The main area is titled 'Tarjetas' and shows a list of four vcard entries. Each entry includes a QR code, the person's name, a reference number (ref.), the office location (Office Calabria), and the date it was last edited. The 'Michael O'Connor' card is highlighted with a green border. The interface also features a top navigation bar, a right sidebar with a search bar and export/import CSV options, and a bottom section with a 'Ver' dropdown menu.

QR Code	Name	Ref.	Office	Edited	Actions
	Michael O'Connor	QR-48	Office Calabria	27 de may. de 2024 por John Aarons	Ver
	Jules Germanotta	QR-46	Office Calabria	23 de may. de 2024 por John Aarons	Ver
	John Doe	QR-45	Office Calabria	23 de may. de 2024 por John Aarons	Ver
	Katie Joe	QR-47	Office Calabria	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

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/

x

Position

1/27 idiomas

🇬🇧

Inglés

Marketing manager

x

Email

micahelocconor@vcards.me

x