

# 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. The sidebar on the left contains icons for 'Tarjetas', 'Galería', 'Móvil', 'Calendario', and 'Contactos'. The main area is titled 'Tarjetas' and includes a search bar, sorting options ('Ordenado por Fecha de modificación'), and buttons for 'Exportar CSV' and 'Importar CSV'. A list of four vcard cards is displayed, each with a checkbox, a QR code icon, the person's name, reference number, office location, and edit date. The 'Michael O'Connor' card is highlighted with a green background. The cards are:



- Michael O'Connor** (ref: QR-48, Office Calabria, Edited 27 de may. de 2024 por John Aarons, Manager, Founder, +Label)
- Jules Germanotta** (ref: QR-46, Office Calabria, Edited 23 de may. de 2024 por John Aarons, Manager, Design, +Label)
- John Doe** (ref: QR-45, Office Calabria, Edited 23 de may. de 2024 por John Aarons, Founder, +Label)
- Katie Joe** (ref: QR-47, Office Calabria, Edited 15 de may. de 2024 por John Aarons, +Label)

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



Jules Germanotta

ref • QR-46

 Office Calabria 

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

Manager

Design

+ Label

Ver

Editar

Visitar

Ver informe

Notificar por mail

Copiar Uri

Descargar QR...

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



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