

# Manage Contacts

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You can manage the external contacts that you created in the *Contacts* plugin. Actions that you can perform include viewing the contact record history, updating a contact, and deleting a contact.

**Note:** Internal contacts are managed in the *Admin area*. You can only view contact information in the *Contacts* plugin.

### To manage a contact

1. In the *Contacts* plugin, in the *Accounts* page, search for the contact you want to update.
  - Click **Filter** to search for a contact using criteria from the contact record.
2. Select the contact. The contact profile opens. The **Profile** field indicates if an item needs attention. A red dot appears in the category that needs attention.

### Helpful Links

[Juvare.com](#)  
[Juvare Support Center](#)  
[Juvare Training Center](#)  
[Community Resources](#)

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John Smith

active

...

JS

Contact Methods

Emails

John.Smith@nomail.com

JSmith@nomail.com

Profile

1 item needs attention.

0% COMPLETION

Basic Information

Personal Information

Contact Information

History

3. Perform any of the following actions:

If you want to...	Then...
View the past updates	Click <b>History</b> . <b>Note:</b> You cannot modify this information.

Delete a contact	<ul style="list-style-type: none"><li>a. Click the ellipsis.</li><li>b. Click <b>Delete</b>.</li></ul>
Update a contact	<ul style="list-style-type: none"><li>a. Select the profile category (for example, Basic Information, Personal Information, or Contact Information).</li><li>b. In the edit window, update the information.</li><li>c. Click <b>Save</b>.</li></ul>