

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](#)

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 History . Note: You cannot modify this information.

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