Edit an Individual Record

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Watch this video to learn how to edit a record in your GiveSmart Donor CRM account.

Steps to edit a contact record

- 1. In the **Search** bar in the upper left corner, type the name of the record
- 2. Select the record from the dropdown list
- 3. Scroll to locate editable fields
- 4. Once complete, click the Save Icon in the lower right corner

