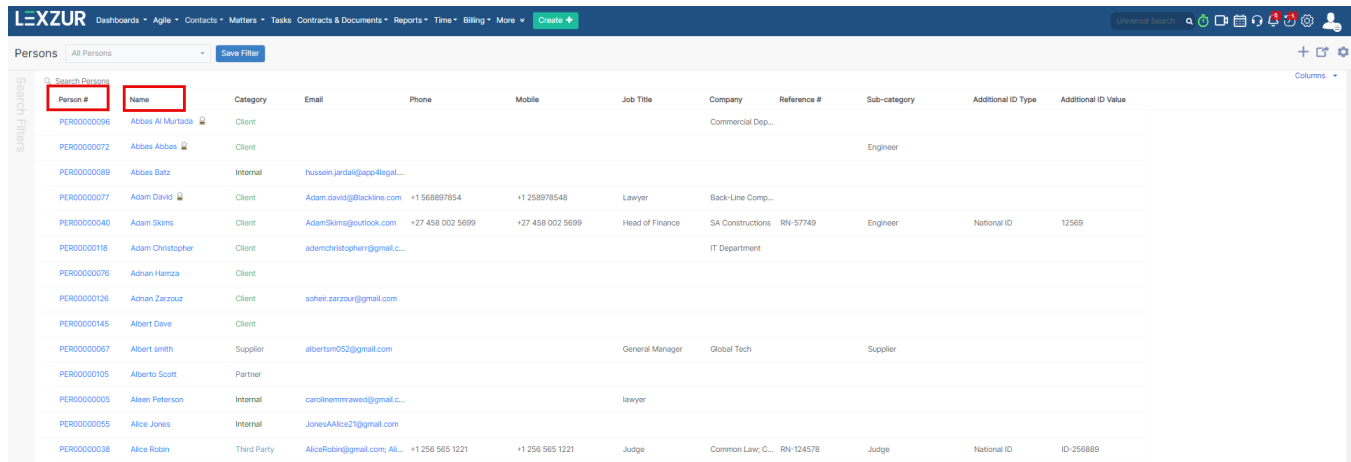# How to Edit a Person

Objectives

- Correct/Revise/Update data related to an existing Person
- Capture and manage a person's details

Steps

Once you add your first Person it will be accessible from the Persons grid in the **Persons** module within the **Contacts** in the main menu.

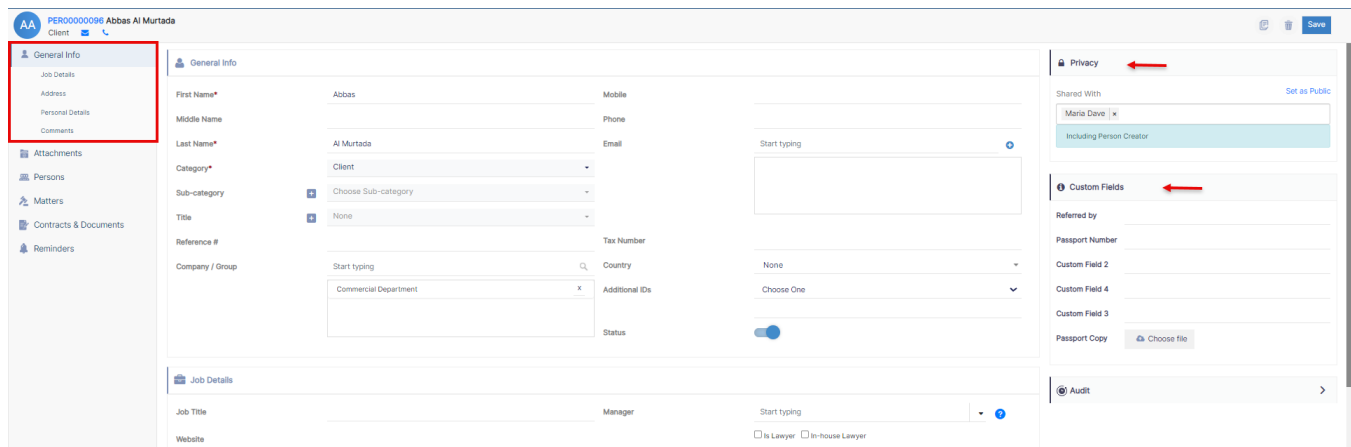Click on the Person name or Person ID to open its page and edit or capture more information.

Here you will find the general information about the person that was entered on the New Person window.

You can edit information regarding the Person's job details, address, personal information, and privacy.

There is also a custom field section, in which we can add additional fields if needed. These fields can be of type text, date, or even a dropdown list of values.

At the end, we have a text box for any comments.

For more information about LEXZUR, kindly reach out to us at help@lexzur.com.

Thank you!