

# How to Edit a Person

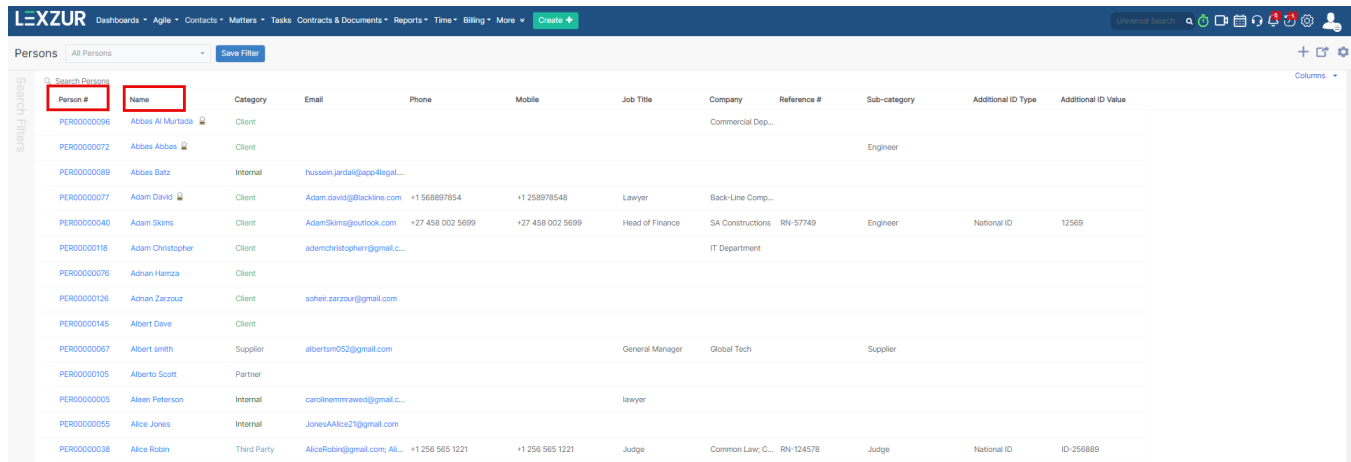
## Objectives

- 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.



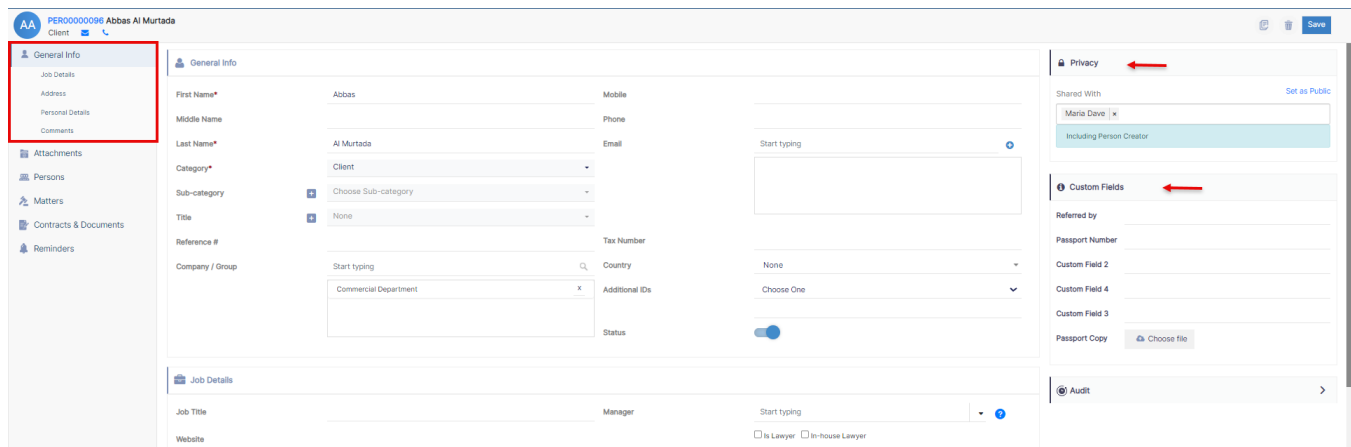
Person #	Name	Category	Email	Phone	Mobile	Job Title	Company	Reference #	Sub-category	Additional ID Type	Additional ID Value
PER00000096	Abbas Al Murtada	Client					Commercial Dep...				
PER00000072	Abbas Abbas	Client							Engineer		
PER00000089	Abbas Bataz	Internal	hussein.jardal@app4legal...								
PER00000077	Adam David	Client	Adam.david@backline.com	+1 568897854	+1 258978548	Lawyer	Back-Line Comp...				
PER00000040	Adam Skins	Client	AdamSkins@outlook.com	+27 458 002 5699	+27 458 002 5699	Head of Finance	SA Constructions	RN-57749	Engineer	National ID	12569
PER00000018	Adam Christopher	Client	ademchristopher@gmail.c...				IT Department				
PER00000076	Adnan Hamza	Client									
PER00000126	Adnan Zarzour	Client	soheir.zarzour@gmail.com								
PER00000145	Albert Dave	Client									
PER00000067	Albert smith	Supplier	albertsm052@gmail.com			General Manager	Global Tech		Supplier		
PER00000105	Alberto Scott	Partner									
PER00000005	Aleen Peterson	Internal	carolnemraved@gmail.c...			lawyer					
PER00000055	Alice Jones	Internal	JonesAAlice2@gmail.com								
PER00000038	Alice Rubin	Third Party	AliceRubin@gmail.com; Ali...	+1 256 565 1221	+1 256 565 1221	Judge	Common Law; C...	RN-124578	Judge	National ID	ID-256889

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.



AA PER00000096 Abbas Al Murtada  
Client

**General Info**

Job Details

Address

Personal Details

Comments

Attachments

Persons

Matters

Contracts & Documents

Reminders

**General Info**

First Name\* Abbas Mobile

Middle Name Phone

Last Name\* Al Murtada Email Start typing

Category\* Client

Sub-category Choose Sub-category

Title None

Reference # Tax Number

Company / Group Start typing Country None

Commercial Department Additional IDs Choose One

Status

**Job Details**

Job Title Manager Start typing

Website In-house Lawyer

**Privacy**

Shared With Set as Public

Maria Dave x

Including Person Creator

**Custom Fields**

Referred by

Passport Number

Custom Field 2

Custom Field 4

Custom Field 3

Passport Copy Choose file

**Audit**

For more information about LEXZUR, kindly reach out to us at [help@lexzur.com](mailto:help@lexzur.com).

Thank you!