|  |  |
| --- | --- |
| Maintain Contact Details – Update an Existing Contact | |
| Step | Action | |
| 1 | Select the **Administration** icon, the **General** screen opens | |
| 2 | Select **Contact Directory** from the left-hand menu | |
| 3 | Select the **Update** icon to make changes to an existing contact. | |
|  |  | |
| 4 | The **Update Contact** screen displays. Update contact information as required | |
| 5 | If the contact/user is to be removed enter the **Inactive Date** | |
| 6 | If these are the only changes required, select the **Apply** button | |
| 7 | Select **User Account Information** collapsible arrow to reveal extra information | |
|  |  | |
| 8 | Set **Responsibilities** as required | |
| 9 | Add **User Restrictions** as required | |
| 10 | Select **Apply** | |

|  |  |
| --- | --- |
| Step | Action |
|  | |

**Questions? Email to** [SupplierSupport@justice.vic.gov.au](mailto:SupplierSupport@justice.vic.gov.au)