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| 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** |

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| Step | Action |
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**Questions? Email to** SupplierSupport@justice.vic.gov.au