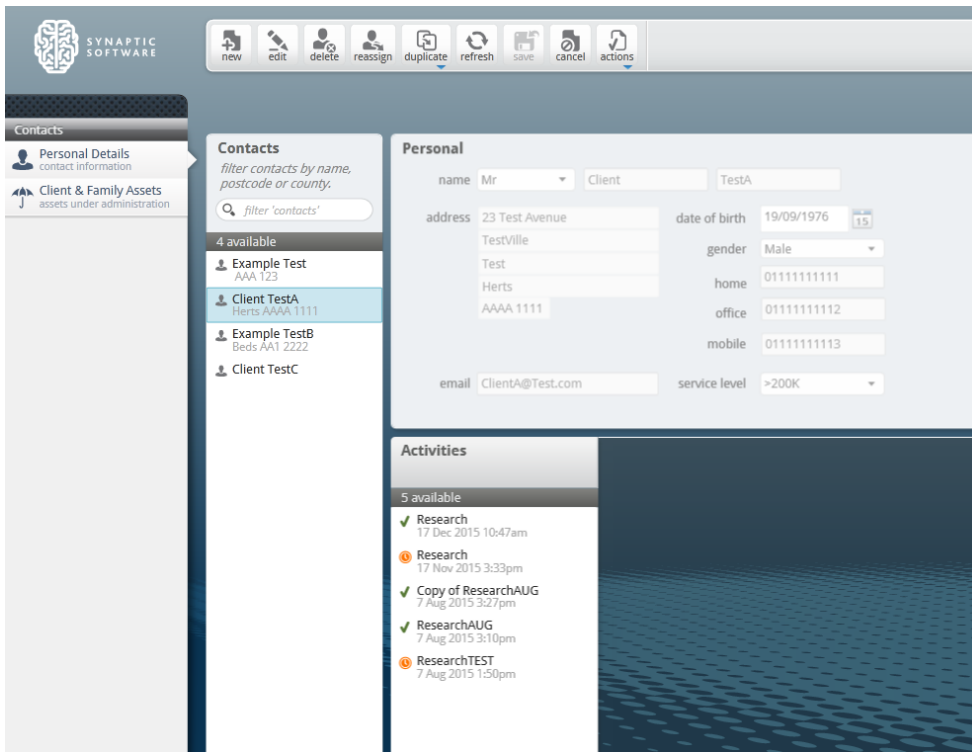


# How to edit a contact in Synaptic Comparator

Last Modified on 15/12/2017 11:39 am GMT

Click the **Contacts** button in the left hand menu:



Click on the client you wish to amend, click on the **edit** button:



You will then have access to edit the client details, please note any fields marked with an \* are mandatory, and must be completed.

Once you are happy with the changes made, click **save** to update the contact. If you decide not to keep the changes, click **cancel**.

