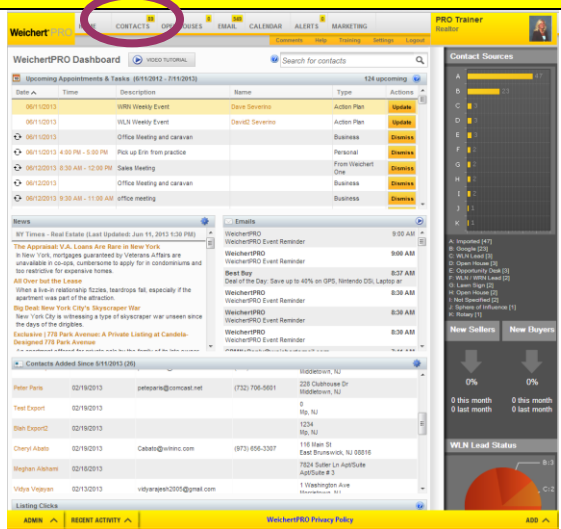
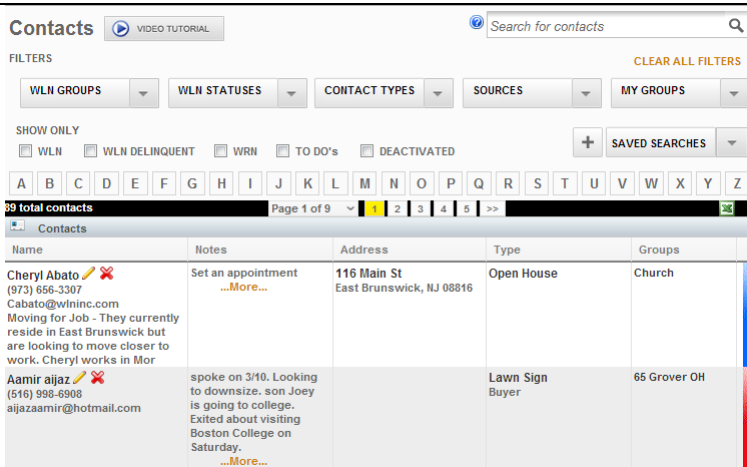


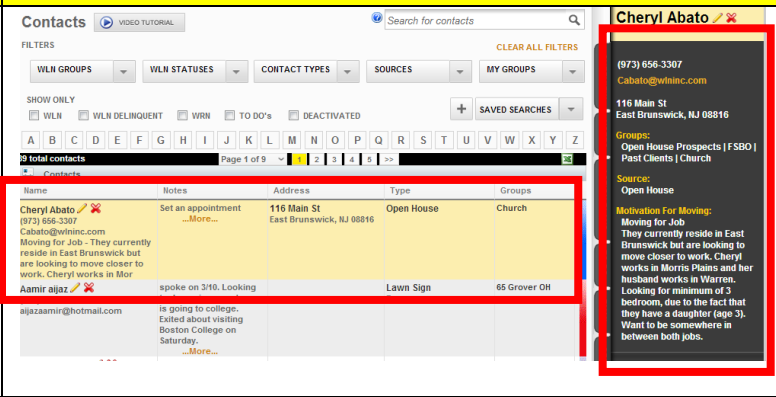


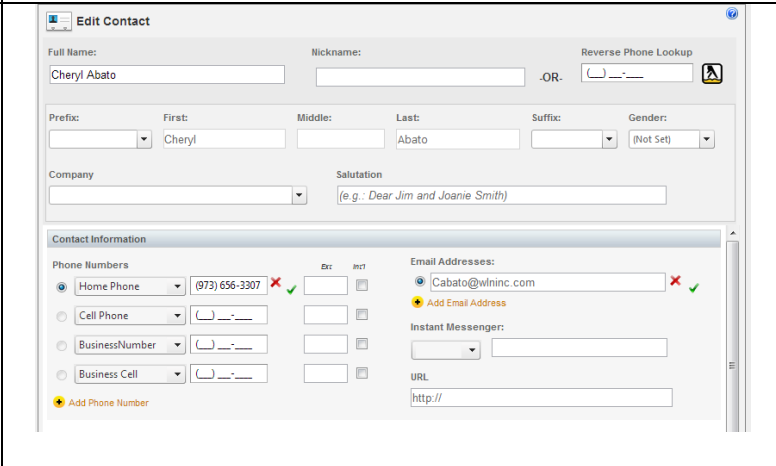
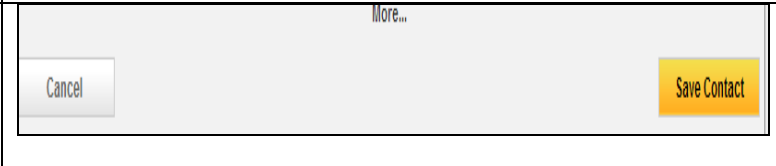
WeichertPRO Job Aid – Editing a Contact

It's easy to edit a contact in WeichertPRO. It is recommended, if you haven't already done so; add the contact to a group. For more information on adding groups, see the job aid 'Add a Group'.

Editing a Contact

STEP	SCREEN															
<ol style="list-style-type: none"> Go to: www.weichertpro.com and log in From the top toolbar click "Contact". 																
<p>A Contacts Page will open.</p> <ol style="list-style-type: none"> Select the row in which the contact you would like to edit appears on. 	 <table border="1"> <thead> <tr> <th>Name</th> <th>Notes</th> <th>Address</th> <th>Type</th> <th>Groups</th> </tr> </thead> <tbody> <tr> <td>Cheryl Abato (973) 656-3307 Cabato@wininc.com Moving for Job - They currently reside in East Brunswick but are looking to move closer to work. Cheryl works in Mor</td> <td>Set an appointment ...More...</td> <td>116 Main St East Brunswick, NJ 08816</td> <td>Open House</td> <td>Church</td> </tr> <tr> <td>Aamir aijaz (516) 958-6908 aijazaamir@hotmail.com</td> <td>spoke on 3/10. Looking to downsize. son Joey is going to college. Exited about visiting Boston College on Saturday. ...More...</td> <td></td> <td>Lawn Sign Buyer</td> <td>65 Grover OH</td> </tr> </tbody> </table>	Name	Notes	Address	Type	Groups	Cheryl Abato (973) 656-3307 Cabato@wininc.com Moving for Job - They currently reside in East Brunswick but are looking to move closer to work. Cheryl works in Mor	Set an appointment ...More...	116 Main St East Brunswick, NJ 08816	Open House	Church	Aamir aijaz (516) 958-6908 aijazaamir@hotmail.com	spoke on 3/10. Looking to downsize. son Joey is going to college. Exited about visiting Boston College on Saturday. ...More...		Lawn Sign Buyer	65 Grover OH
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WeichertPRO Job Aid – Editing a Contact

STEP	SCREEN
<p>The row will now be shaded in yellow as well as the contact record will open all the way to the right.</p>	
<p>4. Select the “edit” icon appearing to the right of the contact’s name. </p>	
<p>The Edit Contact window will open allowing you to add/edit information for this contact.</p>	
<p>5. Scroll down and click “Save contact”</p>	

WeichertPRO Job Aid – Editing a Contact

Additional Resources:

- **For Technical Questions: Call the Help Desk at 973-605-1619**
- **Or email at: WLNHELP@WLNINC.COM**
- For additional WeichertPRO training and our a library of video tutorials visit:
WeichertPRO.com → Training