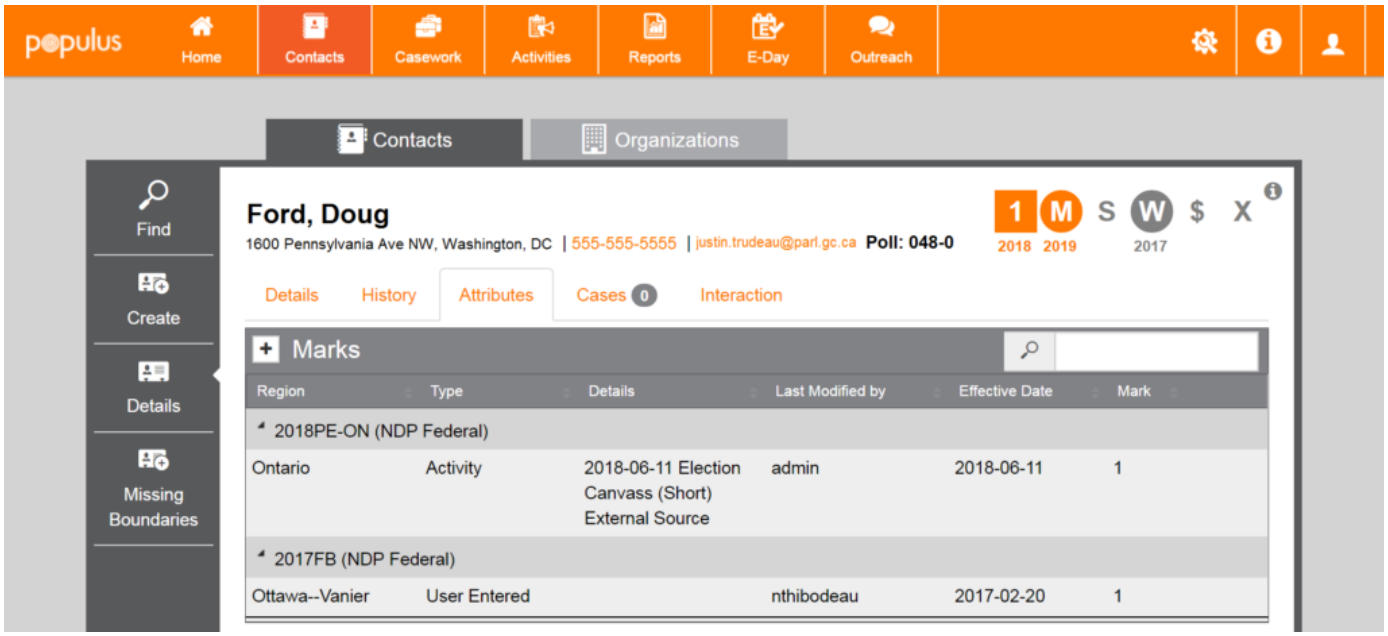
👥 Overview of the Contact Profile Page



The **Contact Profile** Page

The contact profile page is what you see once you click on a person in a search result. It provides detailed information about the constituent, including canvass results, party membership status, whether or not they have voted recently, donation history, and more! In this tutorial, we'll break down the key parts of the contact profile page and their practical uses.

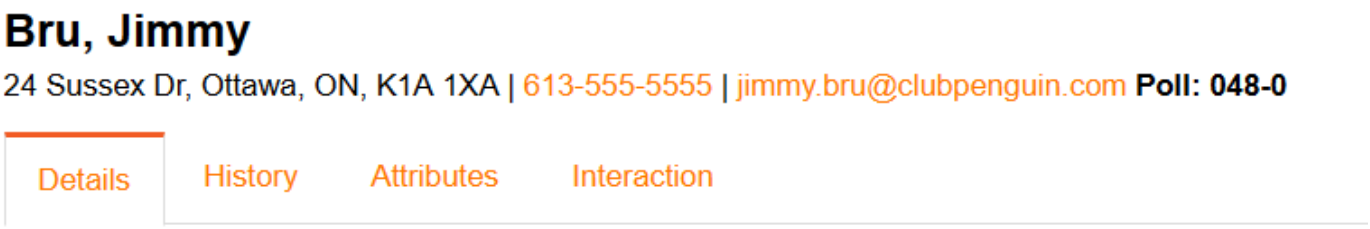
Contact Summary

The **Contact Summary** bar

The Contact Summary is a quick overview of the constituent's relationship to the party.

`Read more about the Contact Summary`

Details Tab

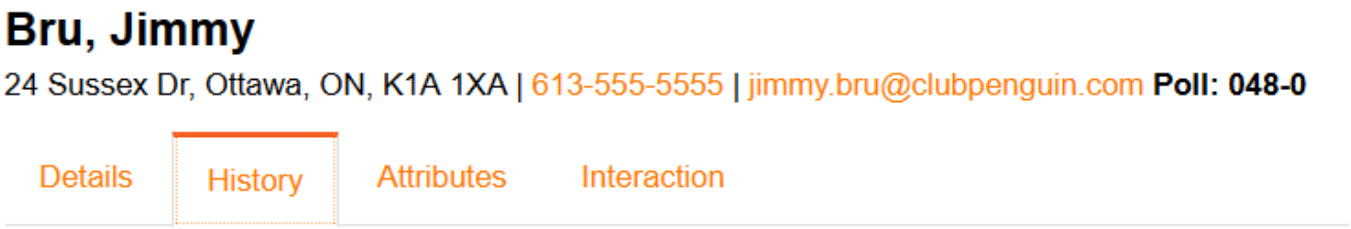


The following parts of the details tab are relevant:

- **Tags:** A list of tags the constituent has been marked with
- **Name:** The full name of the constituent
- **Phone Number:** A primary phone number and a list of alternate phone numbers, if they exist
- **E-Mail:** A primary email and a list of alternate emails, if they exist
- **Household Members:** The household members of the constituent
- **Personal Profile:** The gender, date of birth, whether or not the constituent is alive, preferred language, and employment details of the constituent
- **Communication Policy:** Do-not-contact status of the person. Note that setting someone to "do not contact" here will opt them out of contact **for eternity**. Sometimes, you may want to banish someone from our canvass sheets for a good reason (a very hostile 4). Other times, you may only want to bump them off for the rest of the campaign (a 1 who's very tired of your campaigning). To only bump them off for the campaign, go to the attributes section and set their do-not-contact status there.

`Read more about the Details Tab`

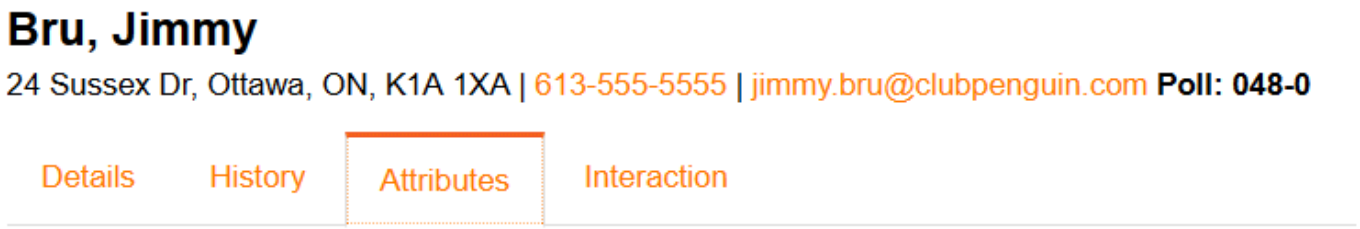
History Tab



The **History** tab contains a record of activities that the contact was added to, whether it be a foot canvass, phone canvass, or otherwise. It also contains previous tags, old names, phone numbers, emails, and addresses.

Read more about the History Tab

Attributes Tab



The Attributes tab displays the contact's information and a history of all contact made. This section allows you to add or modify information like the contact's mark, sign, volunteer and donor history. It also allows you to indicate their eligibility to vote and history of voting. You can also add custom notes to the Contact Profile in this section.

Read more about the Attributes Tab