



## How to Modify or Delete a Contact

### Modify

1. Select Admin, Contacts then select the Contact you wish to modify.
2. Add or remove any contact information.
3. Save.

The screenshot displays the Fleet Freedom user management interface. On the left, the 'Admin' menu is expanded, with 'Contacts' selected. In the central list of contacts, 'Jerry2' is highlighted. On the right, the contact details form for 'Jerry Jones' is shown, with fields for Name, Notes, Email, Mobile, Office (416-999-8877), Fax, Address, URL, and Roles. At the bottom, the 'Save' button is highlighted.



If you need assistance with your Account, please contact one of our Customer Service Representatives.

Office Hours: Monday to Friday 9:00 AM - 5:00 PM EST

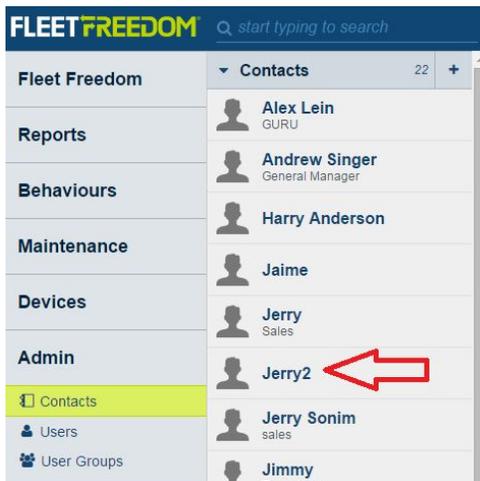
Fleet Freedom Support Phone Number: 1 (866) 787-2548 Option 2 English or 9 French

Email: [support@fleetfreedom.com](mailto:support@fleetfreedom.com)

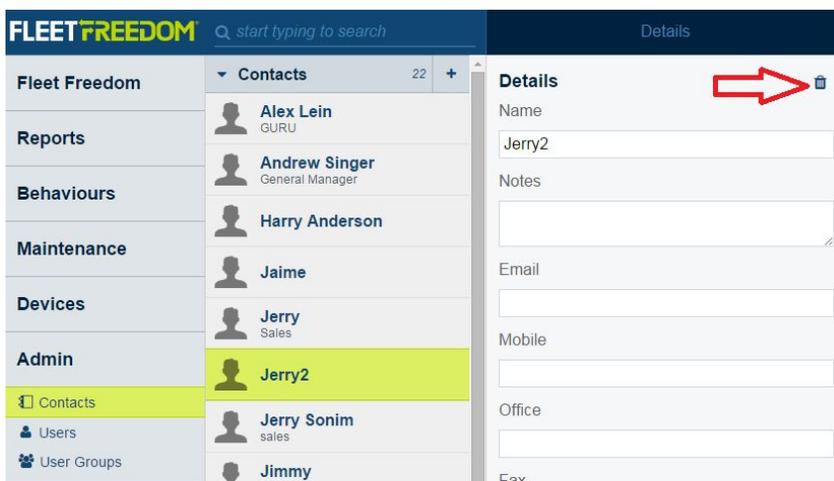


## Delete

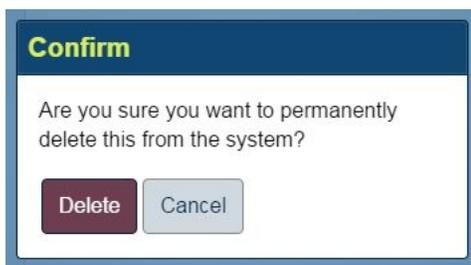
1. Select Admin, Contacts then select the Contact you wish to delete.



2. Select the Trash Can icon to delete.



4. Select Delete to confirm.



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