How to View a Contact Record

To view a Contact record:

- Hover over **Contacts** and select the relevant database, such as **Participants**
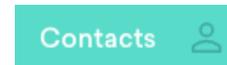
- Search for the record using the **Search** box

- Click on the **Eye** icon to the right of the record

- The **Details** section of the record will be displayed. Further sections of the record can be accessed by selecting the menu items on the left-hand side of the page