Contact update

Basic import

The basic import can be done by the user himself. It is using an interface in SAM.

Based on the e-mail address, these fields can be updated:

- First name, name
- Criteria
- Authorization
- TBD

If more data needs to be updated, an extended import is necessary.

Describe here the key that identify the contact to be updated

Detailed information about the basic import can be found here: How to do your import contact file in SAM?

Extended import

The extended import gives the possibility to update many other fields and objects.

Following fields can be updated, based on the *contact number*:

- Individual information
    - First name, last name, date of birth, preferred language, …
- Structure information
    - Structure name, structure type, community type, administrative numbers, …
- Postal address
    - Possibility to import Billing and shipping addresses separately.
- Communication means
    - E-Mail address, phone numbers
- Criteria
- Authorizations

Describe here the key that identify the contact to be updated

Describe how to export data from SecuTix, change it, reimport data.

The details and more fields are found here: Contact import Format (Extended).