



Fixing contacts with the ****No Member in PDS** Display Name



Check to make sure you don't have any saved selections.

1. Click the **Home** button on the menu and click the blue **My Selections** link across the top of the screen.
2. Click the **checkbox at the bottom of the screen** to any selections shown on this screen.
3. Click the **Actions** button and choose **Clear** and the **Clear** button.

Fix the contact

1. Click **Contacts** and choose the view named **Fix: Need to be named**.
2. Click the first ****No Member in PDS** record in the list to open his or her record.
3. Click the **Tools** button and choose the **Add/Edit Family** tool.
4. Update the person's **first name, last name, nickname** and any other known information. Clues to the person's identity will appear at the top of the **Add/Edit Family** tool screen.
5. Click **Save** and then click the X in the upper right corner to close this person's record
6. Repeat at step 2.

Family Member 1 - Adult
, Jeff

Household Position* **Head of Household** Participant Type* **Registered Member**

Prefix **Jeff** Middle

Last Name* **** No Member in PDS** Nickname* Suffix

Cell Phone

Email

Gender Marital Status Birthdate *mm/dd/yyyy*

Donor record

ADD SPOUSE

+ ADD A NEW FAMILY MEMBER

SAVE **CLOSE**