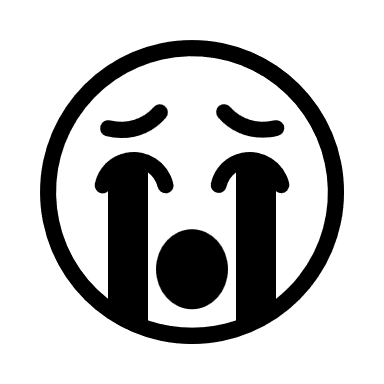
**SOP - How To Change the Name Of A Job In Acculynx**

**Purpose**: To properly change the existing name of a job without messing everything up!

1. **Create a** **NEW Contact** (not a lead) **with the person’s name you want to change the name to.**

* **Example:** You want to change Charlie Nobody to Kitty Kat. Create a new Contact for Kitty Kat.
* No need to copy and paste all info from Charlie Nobody’s job into Kitty Kat’s contact information because that will remain the same.
* **Scroll down,** select the correct **Contact Tag,** and **Save.**

1. O**pen** Charlie Nobody’s **job** and add just the name Kitty Kat as a contact into **More Contacts.**

* Go ahead and add any information from Charlie’s information in the job, **if required.**
* **Click save.**

1. Go back to **More Contacts**.

* In Kitty Kat’s contact (it may create two of the same name, choose the bottom one), **click the three-dot menu icon** on the right and choose **Set As Primary Contact.**
* **Click Save**
* **Refresh page** and you are done! You did not mess it all up, yay!

A screenshot of a computer

Description automatically generatedA screenshot of a computer screen

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A screenshot of a contact page

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