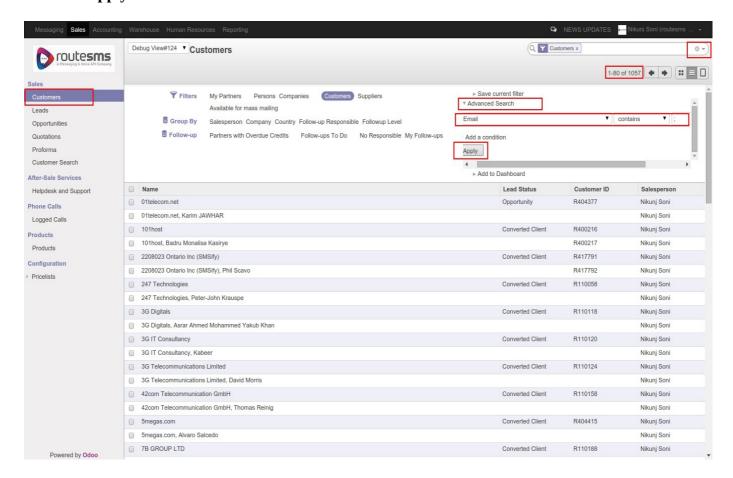
# MODIFY OR RECTIFY PRIMARY & SECONDARY EMAIL ADDRESS OF EXISTING PARTNER/CLIENT

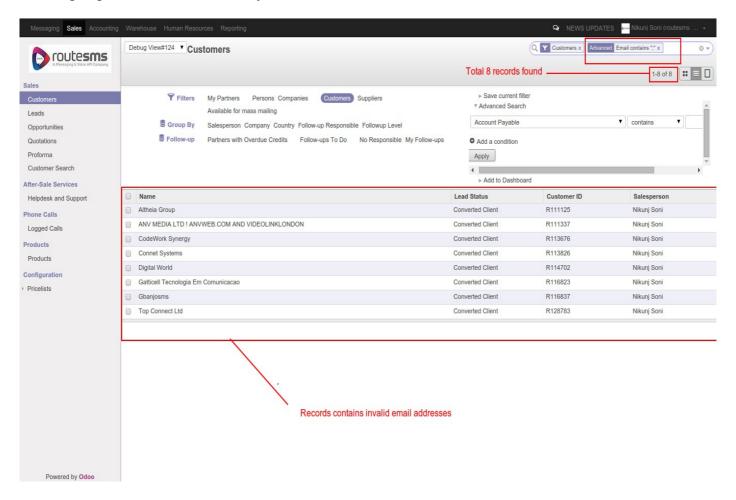
#### STEP 1:

- \* Go to sales->customer-> advance search-> search criteria: "email" "contains" ";"
- \* Hit "apply" button



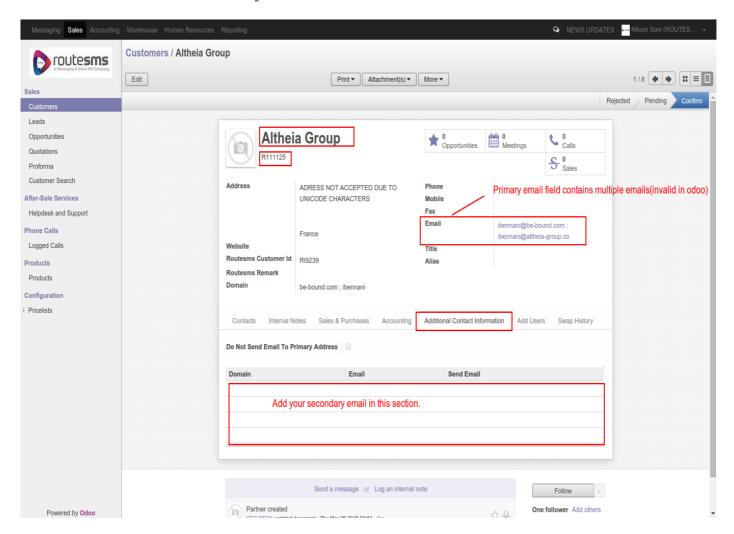
#### STEP 2:

- \* Results contains records which contains invalid email addresses
- \* Open partner record and modify contact information



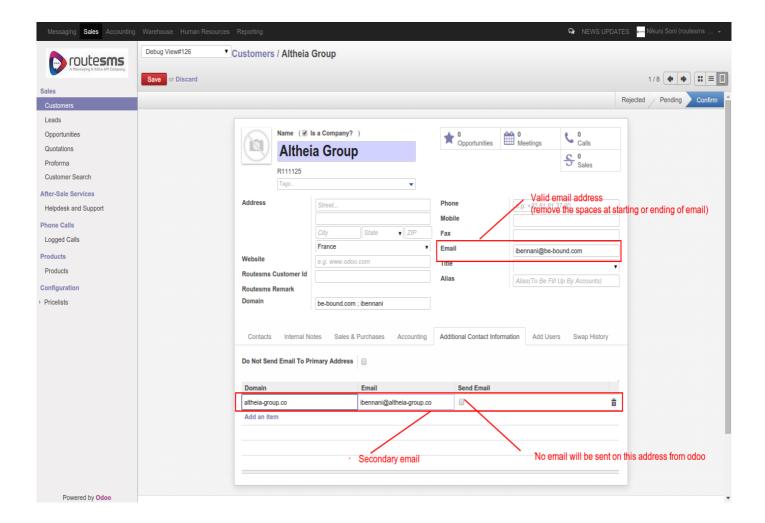
## STEP 3:

- \* Check contact details of partner.
- \* Click "edit" button to modify the contact details



## STEP 4:

- \* Modify primary email address
- \* Insert secondary email address



# THANK YOU