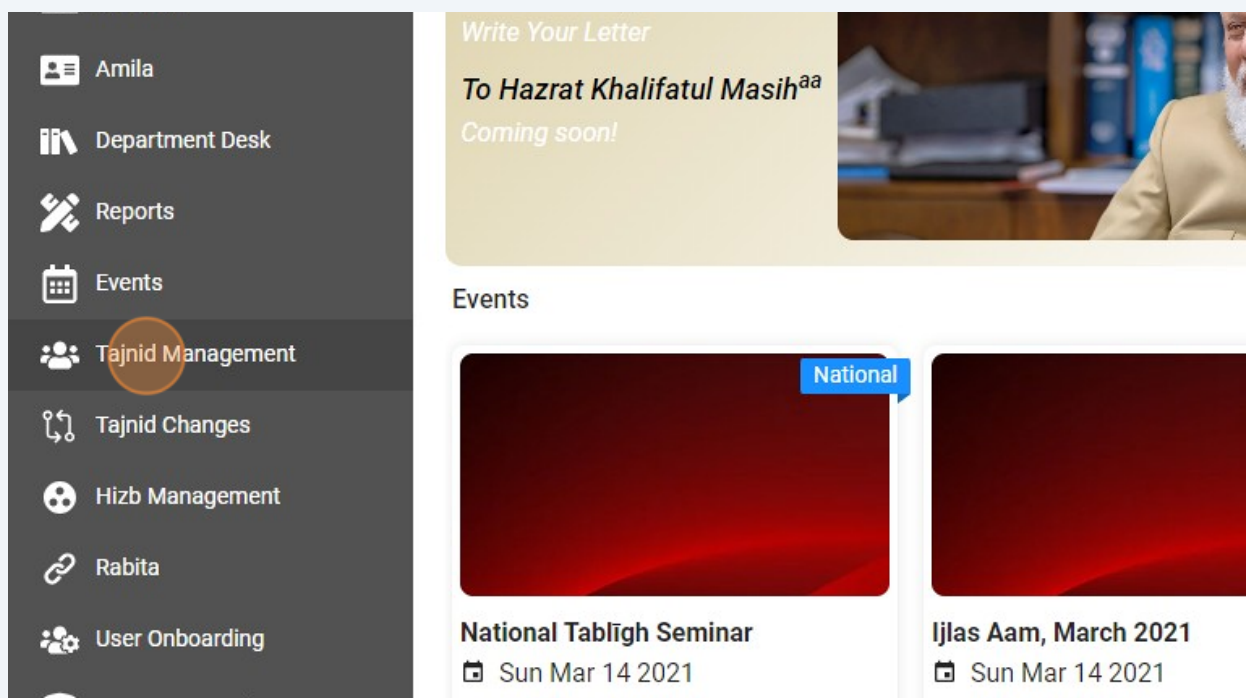


Updating Contact Information

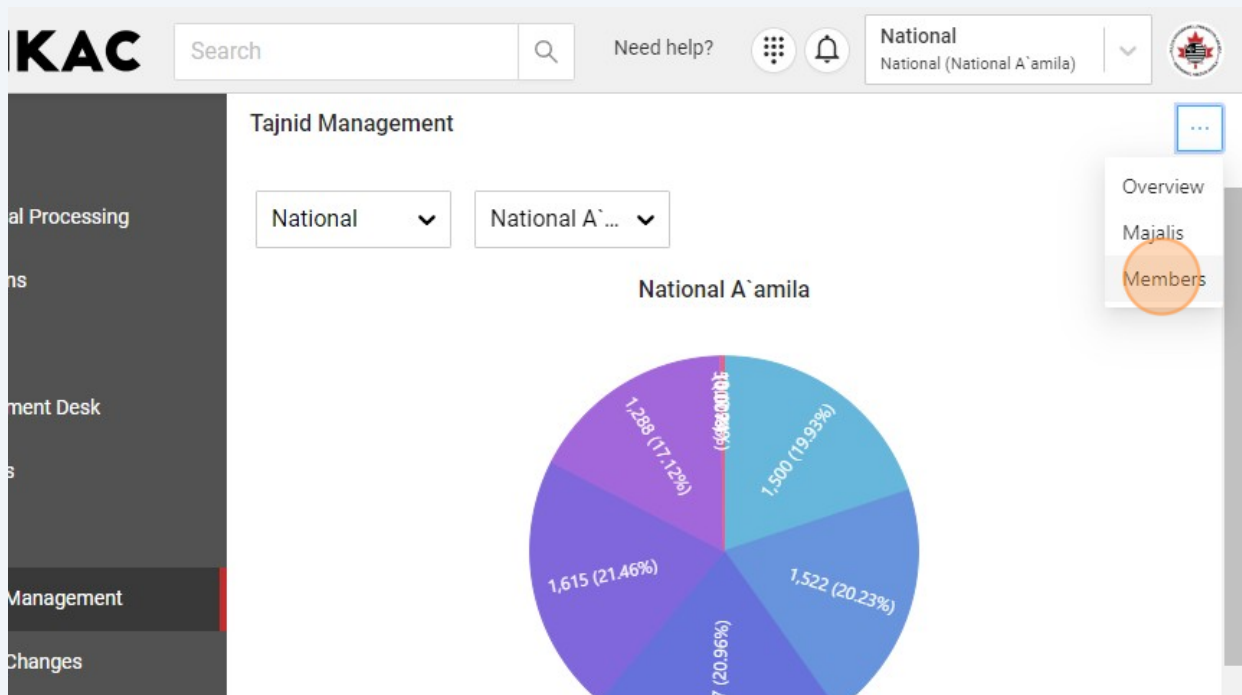
How to update contact information in Tajnid Management.

1 Navigate to <https://khidmat.ca/home>

2 Click "Tajnid Management"



- 3 Select "**Members**" from the menu in the top right of the page.

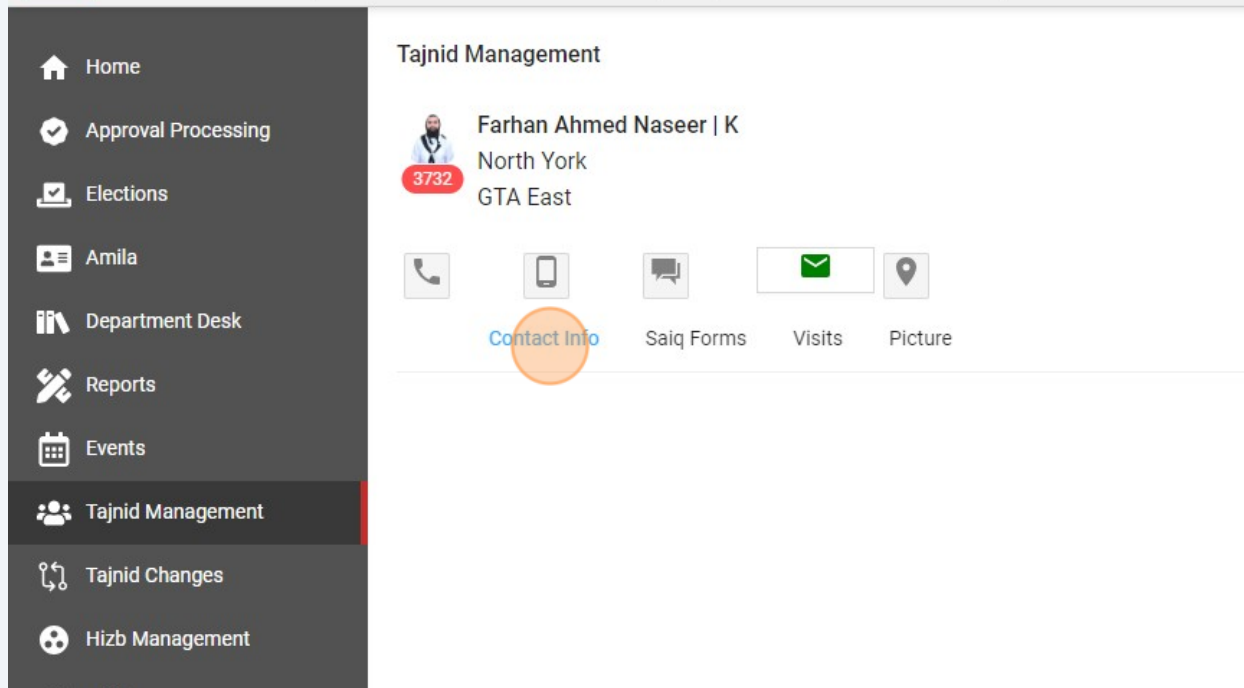


- 4 You may search for a member by member code or name. When you click on them, options will show.

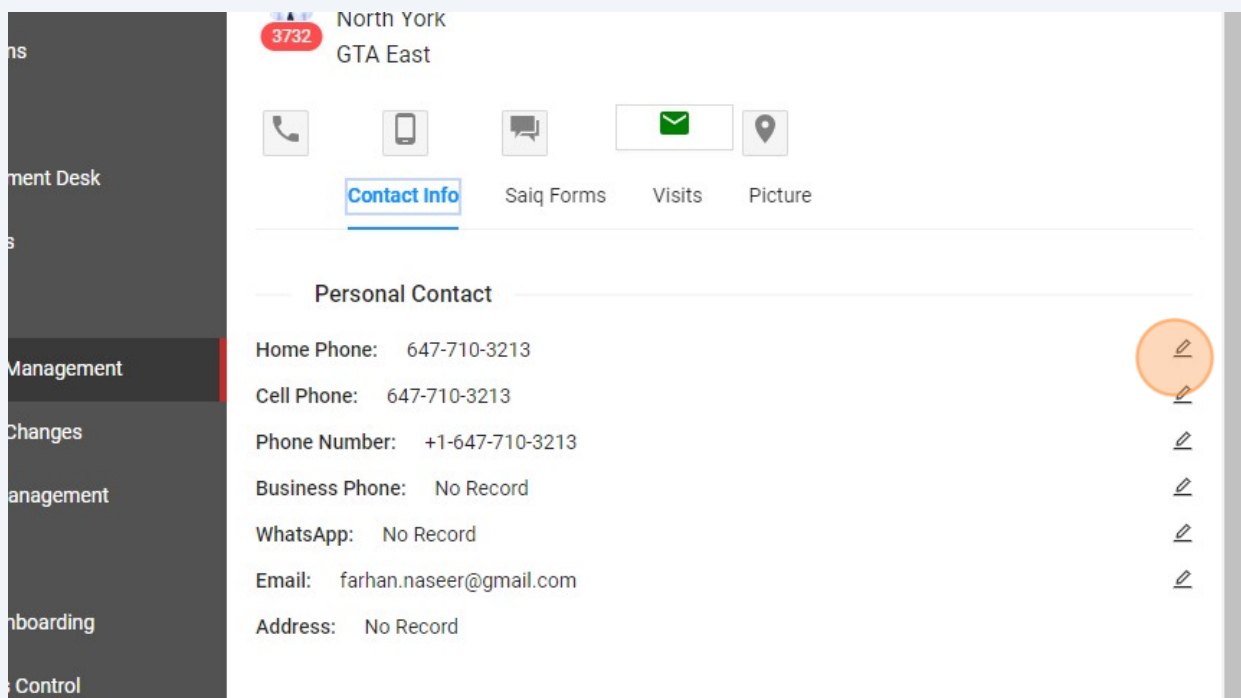
The screenshot shows the KAC Tajnid Management interface with a search bar and a list of members. The search bar contains the text '3732'. Below the search bar are tabs for filtering members: All, Known, New, Nau Mubain, Away, Unknown, Moved, and Ansar. The list of members is displayed below the tabs, with each member's name, location, and a red button with a member code.

Member Name	Location	Member Code
Farhan Ahmed Naseer K	North York GTA East	3732
Sikandar Ahmed K	Montreal Centre Eastern Canada	43732
Waqas Ali Haider K	Peace Village South East Muqami	37327

5 Click "Contact Info"



6 Here you can modify contact information as needed.



7 Enter the information and click the **"Save"** button.

Farhan Ahmed Naseer

Select country code

Canada - (+1)

Home Phone

6477103213

Cancel Save

Home Phone: 647-710-3213

Cell Phone: 647-710-3213

Phone Number: +1-647-710-3213


Business Phone: No Record

WhatsApp: No Record

Email: farhan.naseer@gmail.com

Address: No Record

 Qaidin, Mutamadin and Nazimin Tajnid are able to change this information.

 Address changes can only be made through Tajnid Change requests.