Edit

<u>To Edit</u>
1. In the *Employees List* grid control, position the *highlight bar* to the record you want to edit;
2. From the section menu bar, click *Edit*;
3. To the data-entry *dialog panel*, type-in directly to the fields that you want to edit;
4. When done, click *Ready to Save*;
5. Once enabled, click the *Save Data* button.

<u>Reminder</u>: in *Edit* and *Delete* actions, you will be asked to enter your *authorization code.* Authorization code safeguards accidental or unintentional edit or deleting of data.