Edit

To Edit the records on the grid control

1. From the *Navigation Panel*, *Information*, position the *highlight bar* to the employee's record to be edited;
2. At the **Loan Payments** section menu bar, click **Edit**;
3. Type-in the changes you want to any of the **cells** in the grid control.
4. When done, click **Save** at the section menu bar.

Reminder: 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.