

Edit

To Edit

1. Position the *highlight bar* to that record you want to edit;
2. From the section menu bar **In-house QC**, click **Edit**;
3. Type directly to the fields that you want to make changes;
4. Click **Ready to Save**;
5. When enabled, click **Save Data** button;
6. To close without saving, click **Abort and Close** button.

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.

