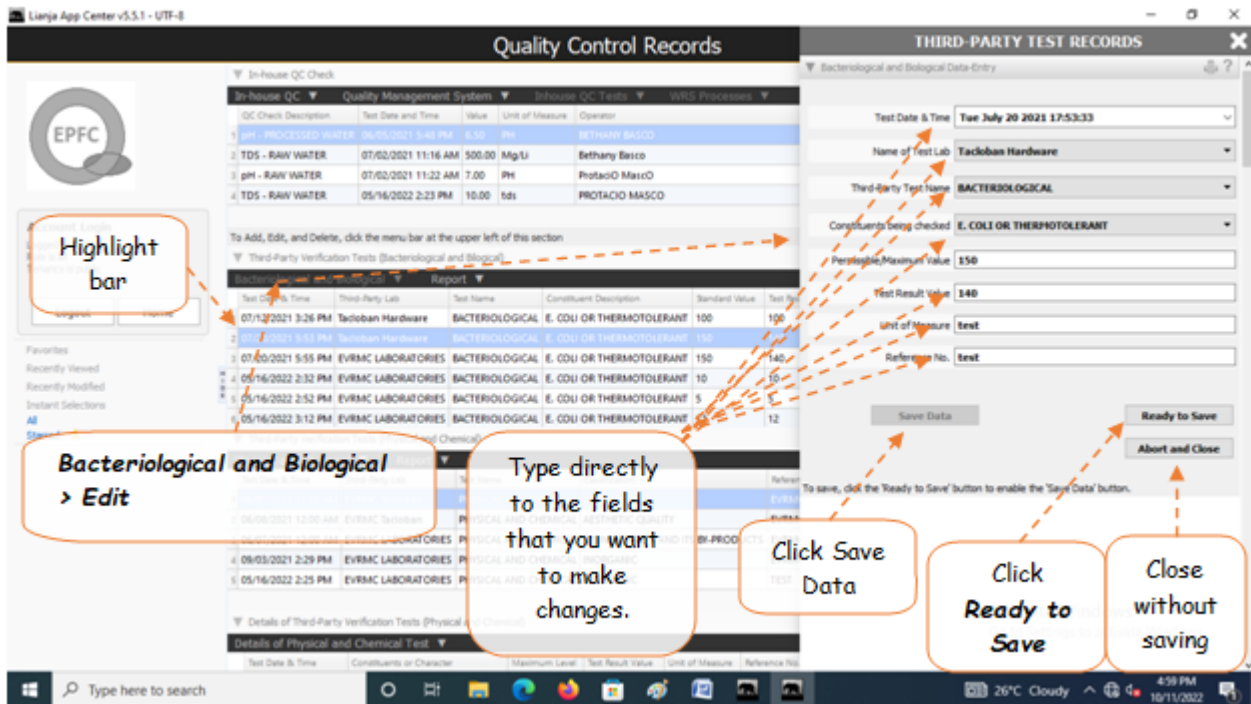# Edit

To Edit

1. At the **Third-Party Verifications (Bacteriological and Biological)'** grid control, position the highlight bar to that record you want to edit;

2. From '**Third-Party Verifications (Bacteriological and Biological)'** section menu > **Edit**,

3. A dialog panel slides from the right side of the screen with the fields available for editing;

4. You can edit all fields. After editing and you want to save the data, click '**Ready to Save**' to enable the '**Save Data**' button.

5. Click the '**Save Data**' button. Dialog panel exits and screen goes back to '**Third-Party Verifications (Bacteriological and Biological)'** section grid control.

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.