# Edit

**To Edit Supplies-Out record**

1. At the **Supplies Masterlist** grid control, position the *highlight bar* to the item (record) you want to *edit* in **Supplies-Out**
2. At the **Navigation Panel**, click **Supplies-Out**;
3. At the **Supplies-Out** menu bar, click **Edit**;
4. A *dialog panel* (data-entry form) will slide from the right side of the screen;
5. Fill-up all the empty fields in the data-entry dialog panel;
6. When done, click **Ready to Save**;
7. Once enabled, click **Save Data**.

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.