

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.

The screenshot illustrates the process of editing a Supplies-Out record. The interface is split into two main panes. On the left, the 'Store' pane shows a 'Supplies Out' menu with 'Add', 'Edit', and 'Delete' options. A callout '2 Click Supplies-Out' points to the 'Supplies-Out' option in the navigation panel. A callout '3 Click Edit' points to the 'Edit' button in the 'Supplies Out' menu. A callout '1' points to the 'Supplies Out' menu itself, with text: 'At the Masterlist grid control, position the highlight bar to the record you want to add a new SUPPLIES-OUT'. The right pane, titled 'EDIT SUPPLIES OUT', contains a data-entry form. A callout '4' points to the form fields with text: 'Type-in the changes you want to this form'. A callout '5' points to the 'Ready to Save' button with text: 'Click Ready to Save'. A callout '6' points to the 'Save Data' button with text: 'Click Save Data'. A 'Help' button is also visible in the top right of the dialog.