Edit

To Edit an *Issued To* record

1. Position the highlight bar in the Issued To section grid control;
2. From the menu bar, click *Edit*;
2. Enter your authorization code;
3. A dialog panel will slide from the right side of the screen;
4. Make your changes, and when you are done, click the *Ready to Save* button;
5. Once the *Save Data* button is enabled, click it, to save the entries..