

## Edit

### To Edit a Supplier's record

1. At the **Supplier's List** grid control, position the *highlight bar* to the record you want to edit;
2. From the **Supplier's List** section menu bar, click **Edit**;
3. A dialog panel will slide from the right side of the screen;
4. Type-in the changes you want to make to the field in the dialog panel and when done, click **Ready to Save**;
5. Once enabled, click **Save Data**.

