

Edit

To Edit a Journal record,

1. From the **Journal Records** section grid control, position the highlight bar to the record you want to edit;
2. From the **Journal Records** section menu bar, click **Edit**;
3. A **data-entry form** opens,
4. Type-in directly to the fields you want to edit;
5. When done, click **Ready to Save** button;
6. Click **Save Data** button.

For details of the data-entry form fields, review the topic '[To Add a new Journal Records](#)'

Note: Only records entered here directly in the **Journal App** can be edited. For instance, if the record you wanted to edit was programmatically entered by the **Store App**, you must go to that app and do the editing there.

To exit the data-entry form

1. At the **data-entry form**, to exit the form and go to Journal Main Page;
2. At the **Journal Navigation** section menu bar, click **Go to Journal Main Page**.