

Editing Animal Records

1. After records have been found you can choose to edit individual or groups of records in order to add, edit, or delete data from pre-existing records.
 - a. First you will need to check the Select box of every record you want to make changes to.

animal id	Receive Date	species	county	Select
85234	2003-01-01 05:03:01	beef	state 4-h	<input checked="" type="checkbox"/>
85678	2003-01-01 05:03:35	beef	state 4-h	<input type="checkbox"/>
85223	2003-01-01 05:02:18	beef	state 4-h	<input type="checkbox"/>

- b. Next if you are only making edits to one record you will need to push the  button to make changes.
 - c. If you need to make changes to all of the records in your search you can do so by pushing the  button to make changes.
 - d. You now have the ability to add, edit or remove fields.
 - e. You can edit an existing field, such as animal id, or exhibitor name if that field was set up when formatting your flash card.
 - f. Simply select your field name you want to edit from the drop-down menu.
 - g. Type in the correct value for that field and hit the green arrow  to display the change in the bottom part of the window.
 - h. After you have made all of the needed corrections push the save button.
 - i. Your corrections will not show up on your records until you push the Search button again to refresh the data set.
2. To delete a selected record from your search, check the Select box and click on the delete selected record icon, .
 3. To delete ALL records from your search, select the delete all records from search icon, .