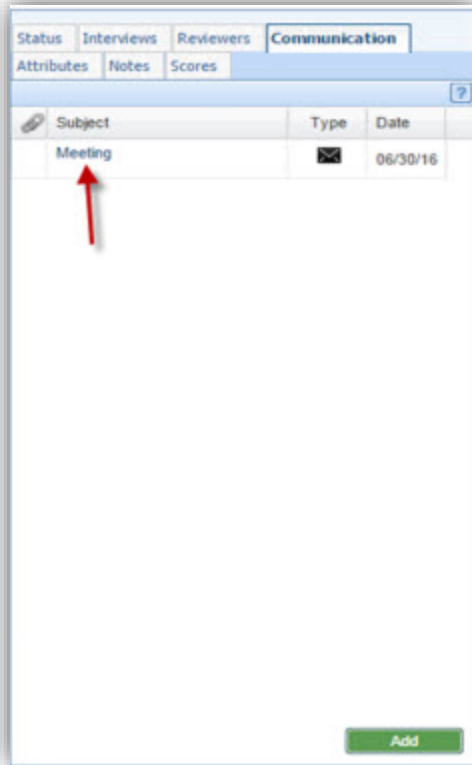


1. Select the record to edit by clicking the subject hyperlink.



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## 2. Click the Edit or Delete button.

- **Edit:** Make the necessary changes and then click **Save**.
- **Delete:** Click the **Yes** button to confirm deletion



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