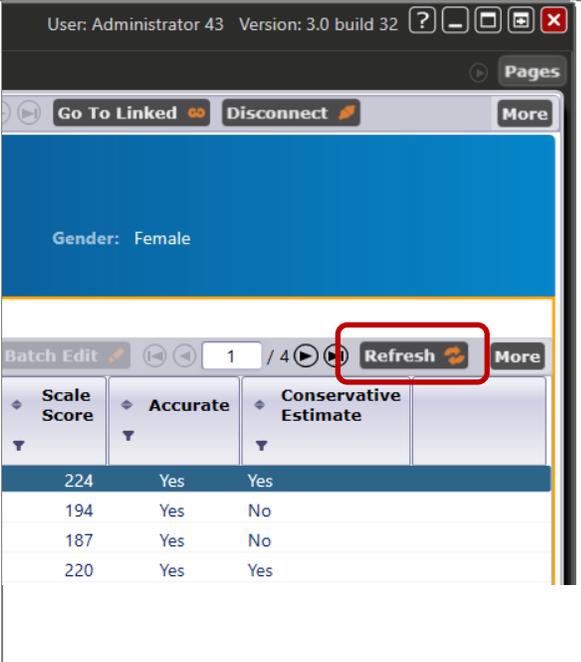
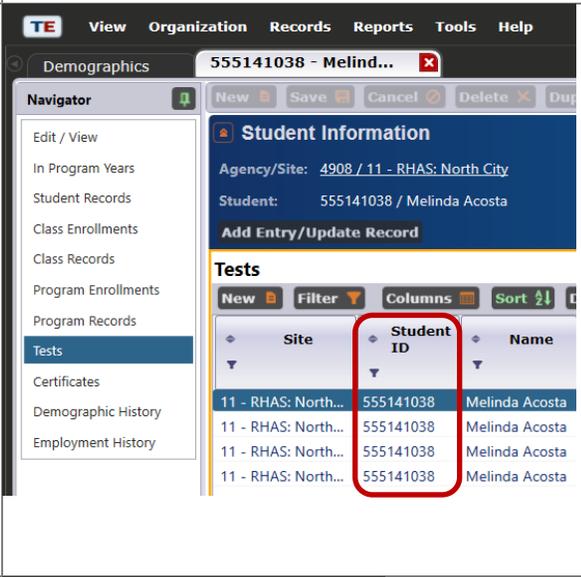
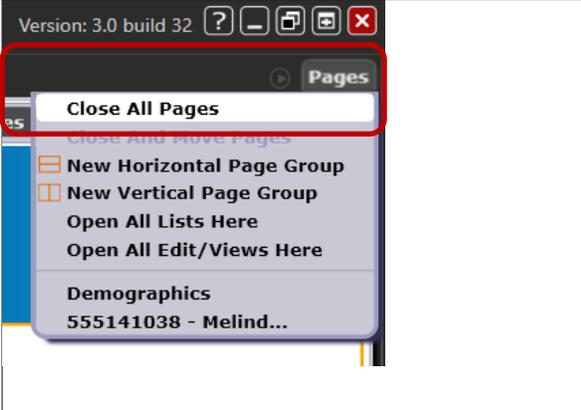


Steps to Edit Information

This is an exercise to demonstrate how to edit data in TOPSpro Enterprise. Using the student record as our example, edit the student's ID.

Step	Screen	Description
1.		<ul style="list-style-type: none"> By default, the Edit/View page opens in View mode. To edit a student ID, <ul style="list-style-type: none"> Click the Pencil icon in the Identification section and <i>Change to Edit Mode</i>.
2.		<ul style="list-style-type: none"> Type in the Student ID field and change the ID. From the Toolbar at top. <ul style="list-style-type: none"> Click Save. <p><i>Note!</i> A change to the Student ID will simultaneously edit all 'child' records linked to the student. To see how that works...</p>
3.		<ul style="list-style-type: none"> Click Tests from the Navigator. You may notice that the ID does not appear to have changed. Continue on to solve the mystery!...

Step	Screen	Description
4.		<ul style="list-style-type: none"> • At top right of the student's Tests lister, <ul style="list-style-type: none"> ◦ Click Refresh. • This will 'refresh' the page on your TE Client.
5.		<ul style="list-style-type: none"> • <i>Voila!</i> <ul style="list-style-type: none"> ◦ Now you see that the ID on all Tests linked to the student are changed.
6.		<ul style="list-style-type: none"> • To clear your screen, <ul style="list-style-type: none"> ◦ Click Pages at top right. <ul style="list-style-type: none"> ▪ Select Close all Pages.