

Editing or Deleting a record in SchoolAdmin

How to Edit a Record



User can Edit the any record if any given data is wrong.

1. Click on **Edit** button.
2. Correct the mistake done while adding the record.
3. Click on **update** button. User will be able to see the **Updated Successfully** message.
4. Finally click on **Close** button.

How to Delete a Record



User can Delete the record if the user has created duplicate record.

1. If you want to delete a duplicate record. **Example-** II Std Clas

Click on Delete button. You will be able to see below window.



2. Click on **Yes** if you are sure to delete respective record. You will get **Deleted Successful** message.
3. If you have selected wrong record for deletion, Click on **cancel**.