## 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.