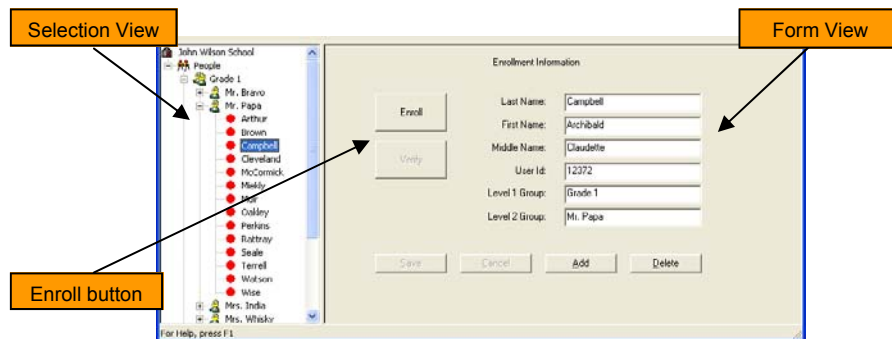




## How to Quick Add/Delete a Record



### Adding a Record

- Using the Selection View, select any existing person in the group that you want to add a new enrollee. This will display their enrollment information in the form to the right.
- Click the Add button.
- Enter the new enrollee's information into the Last Name, First Name and ID fields. The Middle Name field is optional.
- Check to be sure the Level values are correct or enter new Level 1 and Level 2 values to create a new group.
- Once the information is accurate, click the Save button at the bottom of the screen.
- If any required fields are missing or the User Id field is not unique, a message box is displayed. The error must be corrected before saving.
- Clicking the Cancel button at any time cancels any data entered.

### Deleting a Record

- Using the Selection View, select the person that's to be deleted. This will display their enrollment information in the form to the right.
- Click the Delete button.
- A message box will appear to verify that you really want to delete the currently selected person's record.
- Clicking the Yes button will cause that person's record to be removed from the database and from the Selection View.
- Clicking the No button will stop the delete.

### Modifying a Record

- Using the Selection View, select the person that's to be modified. This will display their enrollment information in the form to the right.
- Click in the field to be edited, highlight and make the changes.
- Click on the Save button.
- Clicking the Cancel button at any time cancels any data entered and returns to the previous selection.
- If any required fields are missing or the User Id field is not unique, a message box is displayed. The error must be corrected before saving.