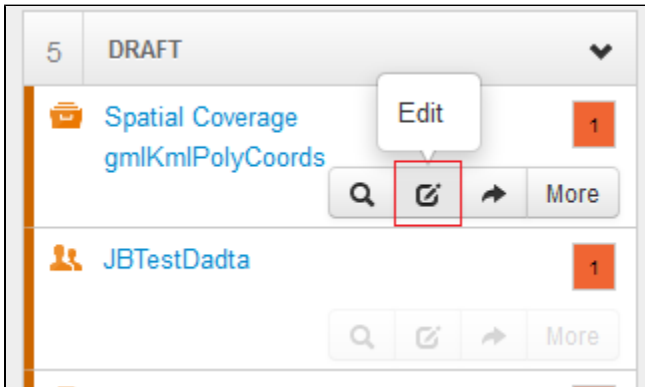


Editing Records

In order to edit a record listed on the Manage Records page, use either of the following methods.

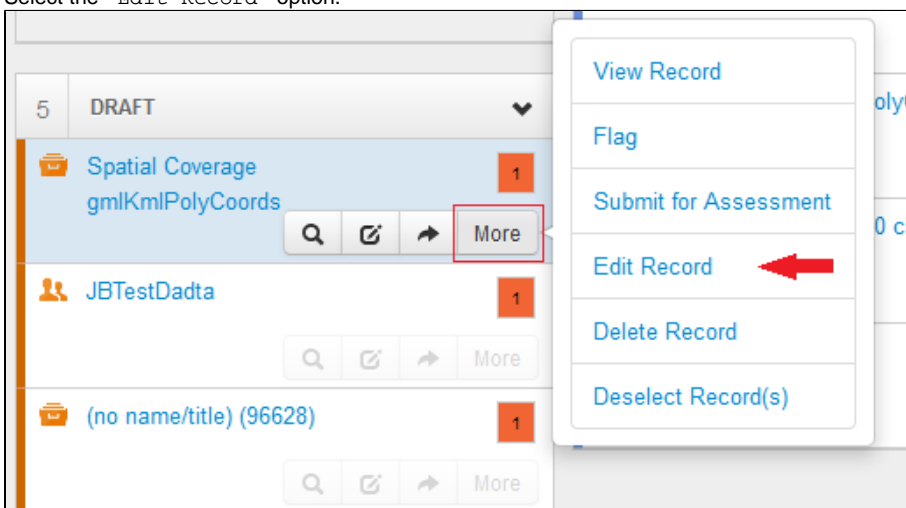
Using the 'View' button

1. Select the 'Edit' button shown with each record.



Using the 'More' button

1. Select the 'More' button shown with each record.
2. A contextual menu will appear.
3. Select the 'Edit Record' option.



More information:

- RDA publishing workflow
- Actioning records
 - Selecting Records
 - Viewing Records
 - Advancing Record Status
 - Deleting Records
 - Flagging Records
- Display Options

