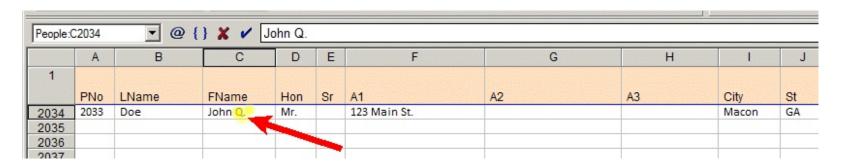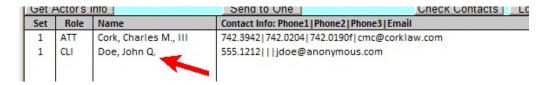# Changing Data on People and Cases in Zenas

Using the Edit Record button in Zenas

To change data on a person, first select the person and then click the Edit Record button. Here, we add an initial to John Doe.
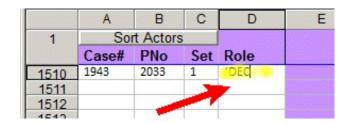

Zenas takes us to the correct row, where we add the initial. On pressing Enter, we return, with the change reflected.
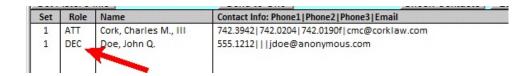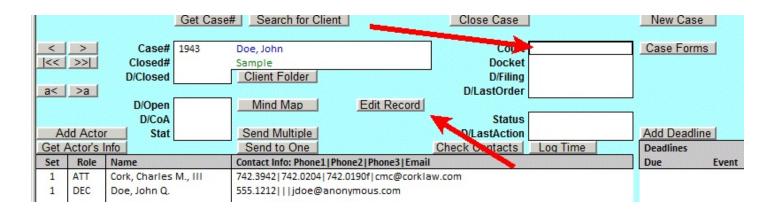
To change the Set or Role of a person, first select the Set or Role and then click the Edit Record button. Here, we want to change John Doe from CLI to DEC.

Zenas takes us to the correct row, where we change the CLI to DEC. On pressing Enter, we return, with the change reflected.

To change data on the case, click the spot where the data is displayed and then click the Edit Record button. Here, we want to add court data on this case.

Zenas takes us to the correct row, where we add three items of data. On pressing Enter, we return, with the change reflected.