ADD/ EDIT A RECORD CONTINUED

HOW TO





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Facility Manager Quick Reference Guide



THE KEY PAD

HOW TO





Facility Manager Quick Reference Guide

Database

- 1 Add Record
- 2 Edit Record
- 3 Delete Record
- 4 Sort by name
- 5 Sort by d-code
- 6 Auto program
- 7 Delete all rec

to your desired option

-

PRESS

YOU CAN NOW MANAGE RECORDS

ADD/ EDIT A RECORD

- FROM THE DATABASE MENU
- Scroll to ADD RECORD or EDIT RECORD

PRESS



If you chose EDIT RECORD scroll to the desired record

PRESS



Scroll to the desired information you wish to edit

