

3.2 EDITING DATA

Member details are edited in the same window they are entered, i.e. in the **Member** editor window.

Procedure

1. In the **Member** class, find and select the member by using one of the options (see chapter 3.6).



Tip:

If the member is already on the workspace, you can highlight him.

2. Select the **Object / Edit** method.

The **Member** editor will open.

3. Add or edit the data as required.
4. Save the data.

The current date will be recorded under "Date of last visit", and the visit counter under "No. of visits a year (LOAN)" will increase by 1.



Note:

*Changes of the data performed in aggregated objects (**Privileges, Restrictions, Addresses, E-notification, Alternative ident. numbers**) are saved as soon as you close the editor window by clicking the **OK** button.*