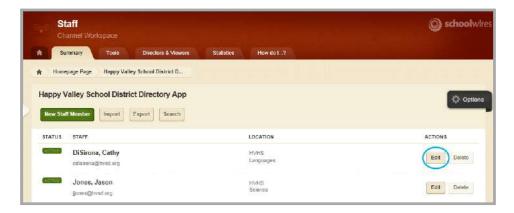## Edit a Staff Record

Here's how you edit a staff record.

1. In *Site Manager*, navigate to the page containing the app you wish to edit.
2. Click **Actions** to the right of the page and select *Edit Page* from the drop-down list. The page opens in Edit mode.
3. Click on the app that you wish to edit. The Edit window displays. Note that when you position the cursor on the app, the background color changes and a pencil displays.
4. Click **Edit** to the right of the staff member you wish to modify. The Edit Staff Member dialog displays.

5. Make modifications to your staff record.
6. Click **Save**. You are returned to the app in Edit mode.

Delete a Staff Record

Here's how you delete a staff record.

1. In *Site Manager*, navigate to the page containing the app from which you wish to delete a staff record.
2. Click **Actions** to the right of the page and select *Edit Page* from the drop-down list. The page opens in Edit mode.
3. Click on the app that you wish to edit. The Edit window displays. Note that when you position the cursor on the app, the background color changes and a pencil displays.
4. Click **Delete** to the right of the staff record you wish to permanently remove.
5. Click **Yes** on the Confirmation dialog. You are returned to the app in Edit mode.