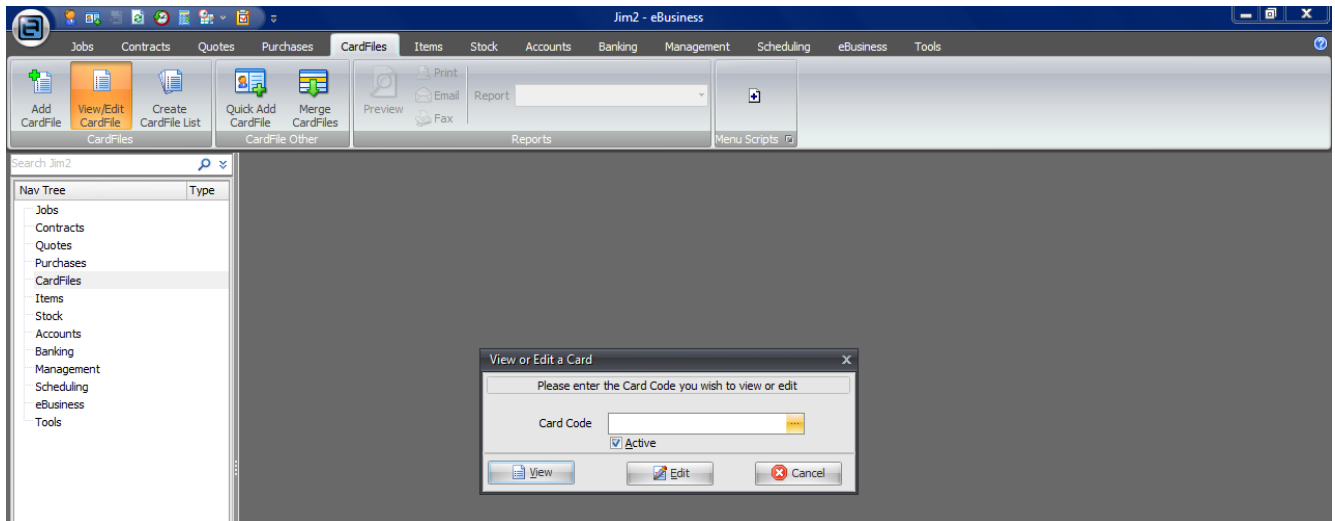


Editing a CardFile.

Describe: Edit a CardFile

Context: CardFiles need to be edited from time to time, to maintain current information.



Skill Steps:

1. Select CardFile tab from the top of the Jim2 window.
2. Click View/Edit CardFile in the Ribbon.
3. Enter the applicable Card Code and click Edit button.
4. Move to required fields for amendment and alter.
5. Click Save or press F9 (Function Key F9) when complete.