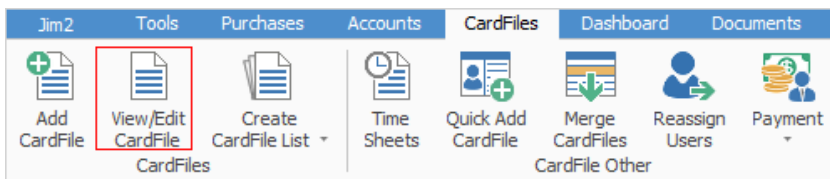# Edit a CardFile

This document will explain:

▪ How to view/edit a CardFile. CardFiles need to be edited from time to time to maintain current information.

Skill Steps:

1. Select the CardFiles tab from the Jim2 ribbon.

2. Click the Add CardFile icon in the ribbon.
3. Click View/Edit CardFile in the ribbon.
4. Enter the applicable Card Code, and click the Edit button.
5. Move to the required fields for amendment and make alterations.
6. Click Save or press Function Key F9 when complete.
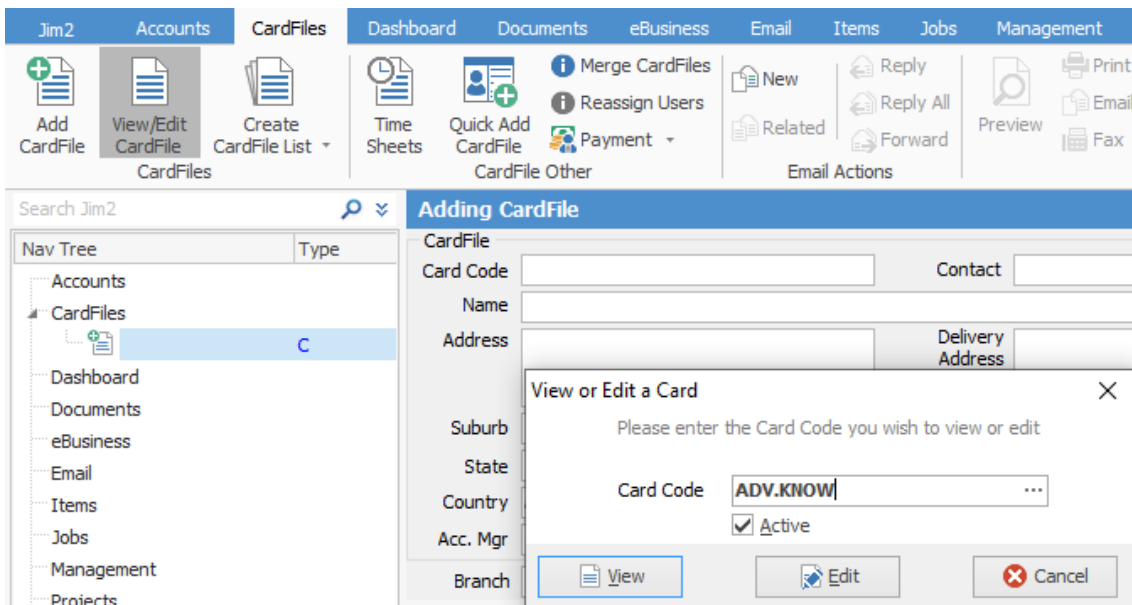
For further information please go to Jim2 online Help file at http://jim2help.happen.biz/index.html and search CardFile.