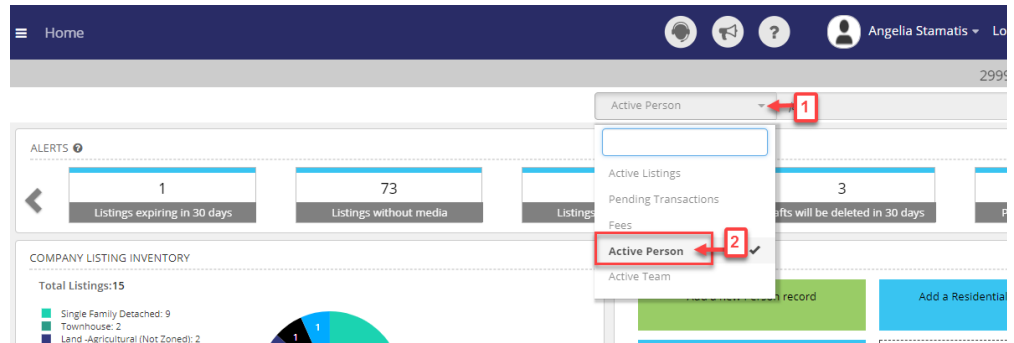


Update a Person

If you have the appropriate permissions, you can follow these steps to locate and update a person's record in dash.



1. From dash homepage, click the dropdown list in the Quick Search box located at the top right corner of the screen.
2. Select **Active Person**.



3. Type the name of the person you're searching for in the Quick Search field.

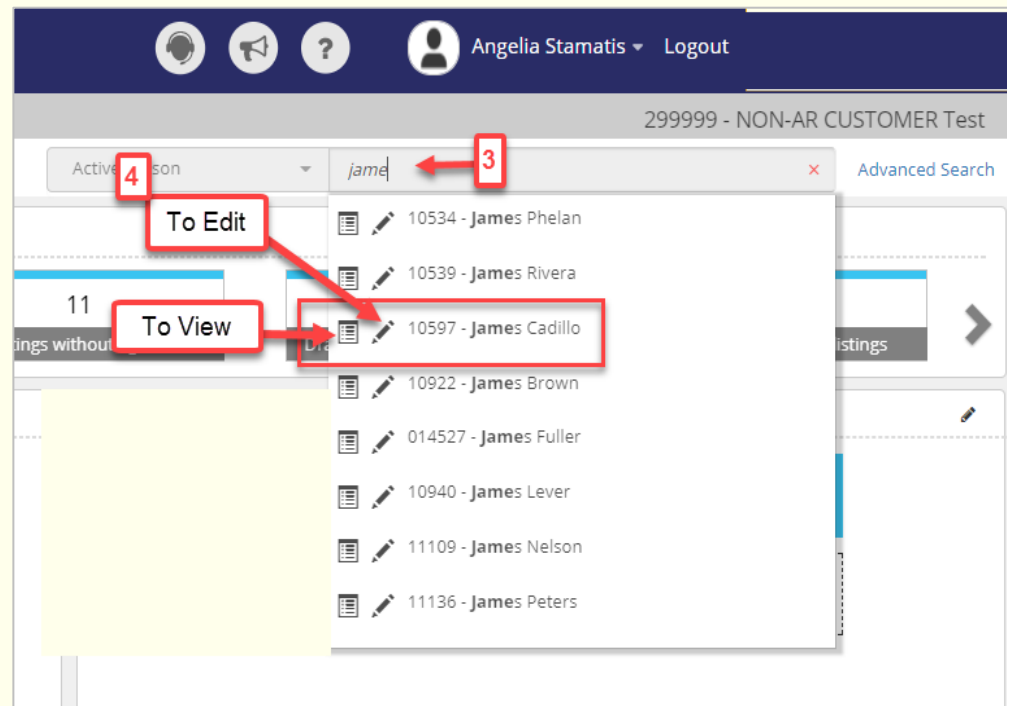
Search results with similar names will appear for you to choose from.

Note:

- The  tool allows you to View the person's record.
- The  tool allows you to Edit the person's record

4. Click the **edit pencil** to the left of the person's name shown in the search results.

This will bring you to the **Edit Person** screen.



5. Make the necessary changes to the person's record by navigating through the different tabs.

6. Once you have finalized all your edits made to the person's record, go to the bottom of the screen and click **Save**.

A confirmation displays, letting you know that the person's records have been updated successfully.

Also, you will see multiple options to select any action for your next step, as needed.