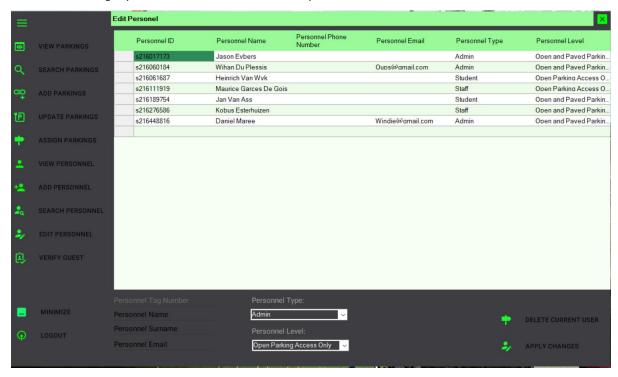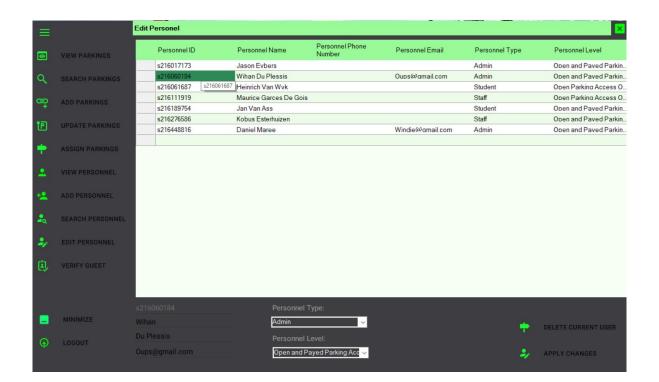# Editing or deleting a Personnel Member

When editing a personnel member on the edit personnel screen.
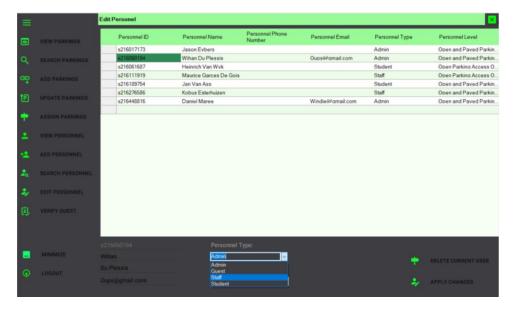

Step 1:

Double Click on the row of the personnel member you wish to delete. You will see that the Name and details of the selected personnel member appears in the spaces below the grid.
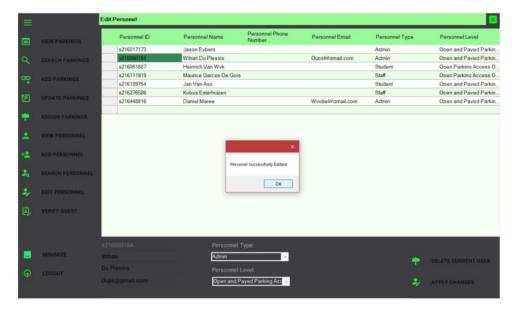
Step 2:

Edit the name, surname, email, and personnel access level in the spaces below as needed.
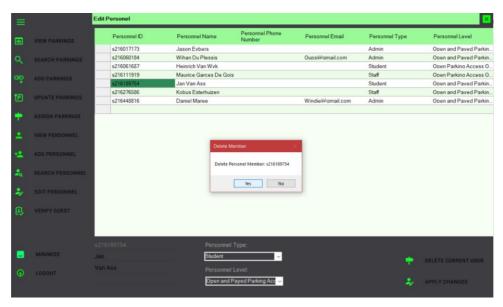

Step 3:

Submit all the changes by *clicking* the *Apply Changes* button.

In the event of delete a Personnel Member

Repeat step(s) 1 and then press the *Delete Currrent User* button and complete dialog.

The member will then be removed from the grid and system.