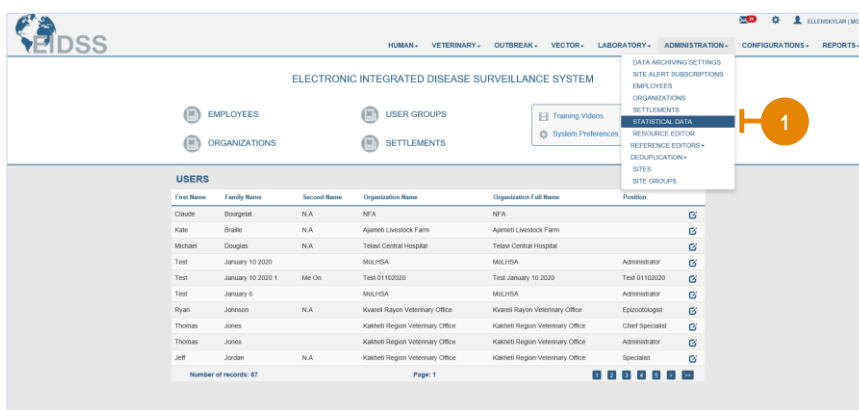


Edit a Statistical Data Record

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An EIDSS user with the appropriate permissions can revise records in the database. This quick guide presents the steps to edit a statistical data record.

1. From the **EIDSS Dashboard**, choose **STATISTICAL DATA** from the **ADMINISTRATION** drop-down menu. The **Statistical Data Details** screen appears.



2. Enter as much information as possible about the statistical data record you wish to edit.

Tip 1: To navigate to the desired date, click a **Calendar** icon and then the **Select Month > Select Year > Select Decade** bars at the top of the calendar.

Tip 2: To return to the previous screen without saving entered information, click **Cancel**.

Tip 3: To delete entered information, click **Clear**.

The screenshot shows the Statistical Data Details form. The Search Criteria section is highlighted with an orange box and a '2' next to it. The form includes fields for Statistical Data Type (Population), Start Date for Period (From 1/1/2019), Region (Tbilisi), Rayon (Didube-Chugureti), and Settlement. At the bottom, there are buttons for Cancel, Clear, Search, and Add. The Search button is highlighted with an orange circle and a '3' next to it. The Clear button is highlighted with a blue arrow and a 'T2' next to it. The Cancel button is highlighted with a blue arrow and a 'T3' next to it.

3. Click **Search**. The **Search Results** appear.

Edit a Statistical Data Record

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- Click the **Edit** icon corresponding to the desired statistical data record. The **Statistical Data Details** screen for that record appears.

Statistical Data Details

Search Criteria

Statistical Data Type: Population

Start Date for Period: From 1/1/2019 To

Region: Tbilisi

Rayon: Didube-Chugureti

Settlement:

Search Results

Value	Age Group	Parameter Type	Parameter	Statistical Period Type	Start Date	Statistical Area Type	Area	
2				Year	01/01/2019	Rayon	Tbilisi, Didube-Chugureti	4
5	-1	Human Gender	Female	Year	01/01/2020	Rayon	Tbilisi, Didube-Chugureti	

Number of records: 2 Page: 1

Cancel Clear Search Add

- Make any necessary revisions.
- Click **Review**. The **Statistical Data Details** screen appears displaying the record.

Statistical Data Details

Statistical Data Details

Load Data

Statistical Data Type: Population

Statistical Period Type: Week

Start Date for Period: 1/1/2019

Statistical Area Type: Rayon

Country: Georgia

Region: Tbilisi

Rayon: Didube-Chugureti

Value: 10

Cancel

5

6

Statistical Data Details

Review

Edit a Statistical Data Record

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7. Review the revised information for accuracy.
8. Click **Submit**. A pop-up appears confirming successful modification of the record.

Statistical Data Details

Statistical Data Details

Statistical Data Type

Population

Statistical Period Type

Year

Start Date for Period

1/1/2000

Statistical Area Type

Rayon

Region

Kakheti

Rayon

Lagodekhi

Value

126000

Submit

Statistical Data Details

Review