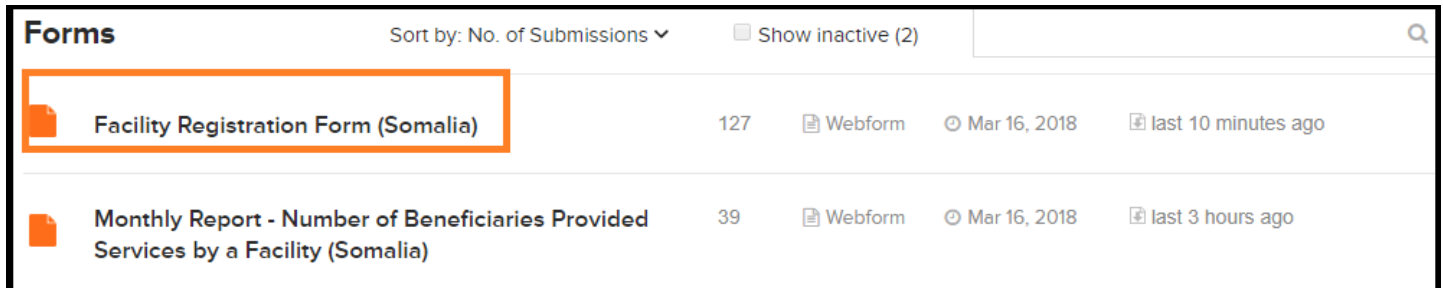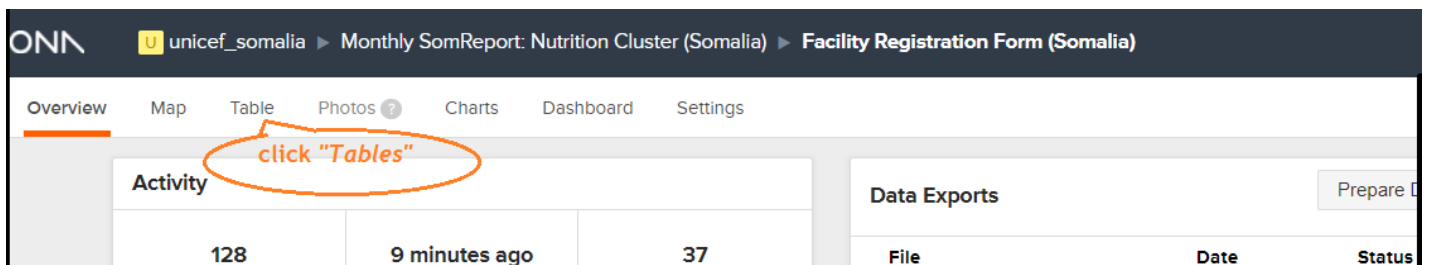# Steps to Edit the Data Sent in Nutrition Cluster Form

<u>Step A</u>: The following steps are used when editing information entered on the facility you already registered (NB: for editing data and information on the report you sent, go to Step B)

1. Open/click Facility Registration (as shown below)

2. Go to "Table" view (as shown below)

3. Find the record you submitted. You can find either by:
   a. Clicking on "Submission Time". It will show you the first record that was submitted. Click "Submission Time" again so that it shows you the record that was sent recently.
   b. Clicking on "Contact Name". This one will show you names based on Alphabetical order starting from A to Z. Click it "Contact Name" again, it will show names based on alphabetical order starting from Z to A.
   c. Clicking on "Contact Email". This one will show you names based on Alphabetical order starting from A to Z. Click it "Contact Email" again, it will show names based on alphabetical order starting from Z to A.
   d. Clicking on "Organization". This one will show you names based on Alphabetical order starting from A to Z. Click it "Organization" again, it will show names based on alphabetical order starting from Z to A.
   e. Alternatively, you can search your contact name, email, organization or number by putting either of them on "Search" area (situated on top left side)

NOTE: Contact name, email, organization or number you are searching for is the one you wrote during filling in the form and not the ONA username or ONA email.

4. When you get your record, Double click it

5. Click Edit (as shown below)

6. Change or edit on where you want to edit

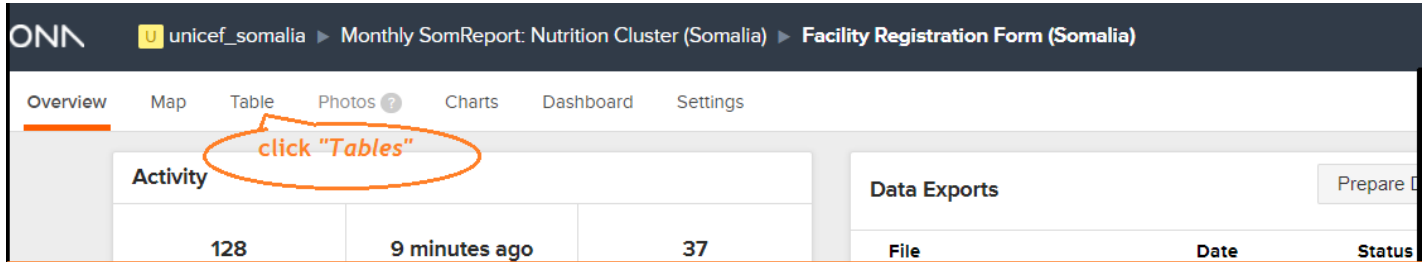**7.** Click Submit- WAIT it may take a bit of time and only click once

<u>Step B</u>: The following steps are used when editing information or data entered on the "Monthly Report"

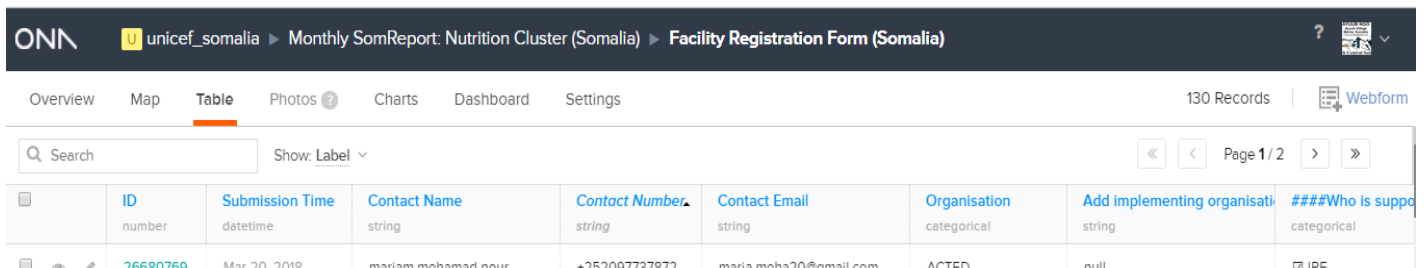**1.** Open/click "Monthly Report-Number of ..." as shown below

2. Go to "Table" view (as shown below)

3. Find the record you submitted. You can find either by:
   a. Clicking on "Submission Time". It will show you the first record that was submitted. Click "Submission Time" again so that it shows you the record that was sent recently.
   b. Clicking on "Contact Name". This one will show you names based on Alphabetical order starting from A to Z. Click it "Contact Name" again, it will show names based on alphabetical order starting from Z to A.
   c. Clicking on "Contact Email". This one will show you names based on Alphabetical order starting from A to Z. Click it "Contact Email" again, it will show names based on alphabetical order starting from Z to A.
   d. Clicking on "Organization". This one will show you names based on Alphabetical order starting from A to Z. Click it "Organization" again, it will show names based on alphabetical order starting from Z to A.
   e. Alternatively, you can search your contact name, email, organization or number by putting either of them on "Search" area (situated on top left side)
   f. You can go to the next page by clicking on ">" which is situated on the top right corner, or the last page by clicking ">>" sign.

NOTE: Contact name, email, organization or number you are searching for is the one you wrote during filling in the form and not the ONA username or ONA email.

4. When you get your record, Double click it

5. Click Edit (as shown below)

6. Change or edit on where you want to edit
7. Click Submit- WAIT it may take a bit of time and only click once