

## Helpful Hints

- An audit trail containing the user name and time and date of any changes made will be included in the item's history

## Procedure



Targets

1. On the navigation pane, click the Targets icon to navigate to the Targets screen.
2. Click on the Target Definitions tab (located on the top of your screen) to navigate to the Target Definitions screen.
3. Click in the Targets Definitions display grid to select/highlight the Target Definition you wish to edit.
4. Click Edit button (located on the middle of your screen) to edit the selected/highlighted item.
5. Make changes as desired.
6. Click Save and Close button to save your work and close the Edit Target Definition screen.