## {{Screen}}

To add or edit {{subjects}}, you must access the {{Screen}} screen by clicking the Mobile Home Page > {{Menu}} menu in the left side menu bar. You can view a listing of the {{subjects}} in the screen as shown below if there are any {{subjects}} uploaded for today’s date

[Screenshot of {{Screen}} listing **no** {{subjects}}]

If there are no {{subjects}} uploaded for today, the system just displays a message to the effect that no {{subjects}} are available for today. If you click inside the Date field, a calendar drops down allowing you to select any past date as shown below.

[Screenshot of calendar drop-down with green colour filled dates]

The dates marked in green colour are the ones which have at least one {{subject}} added. After you pick a date, click on the Filter button. The system will display the {{subjects}} uploaded for the selected date as shown in the figure below.

[Screenshot of {{Screen}} showing listing of {{subjects}}]

### Editing {{indef-article}} {{subject}}

You can quickly activate or deactivate {{indef-article}} {{subject}} by clicking on the checkbox field at its lower left corner as shown in the figure above. Also, you can edit {{indef-article}} {{subject}} by clicking the edit icon  at its upper right corner. Upon clicking the edit icon, the edit form is displayed as shown below.

[Edit form image]

The fields in the form are explained below. You can make the necessary changes and save.

[Explanation of the fields in the edit form]

Click the Submit button to save the changes. Note that since no future dates are available, you can edit the uploaded {{subjects}} for today or past dates only.

### Adding {{indef-article}} {{subject}}

If you select today’s date in the Date field and click the Filter button, the add button will be available as shown in the figure below.

[Screen with today’s date and Add button]

Upon clicking the add button, the system will display the add form as shown below. The fields are similar to those in the edit form which have been explained before.

[Add form image]