**Edit / Save Button**

“Edit” Opens the cells (Gray)

“Save”: Saves values and closes the cells (Green)

When we select the Save button, It reviews some values.

Requirements: When user selects edit this opens cells to allow for input values.

When user selects “Save” This save all values and closes cells.

This is how all edit / save buttons will work within the webapp. Please make a note of this.

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**Select Check Mark**

When users make a numeric value in Amount Due the check mark auto selects.

This updates the summary amount.

Enters Staff Name based on login user profile

Check marks do not remain when selected.

**Update Staff ID to Staff Name**

**Use Staff Name based on Login credentials.**

**A close-up of a document

Description automatically generated**