

0 D Q D J L Q W D

7 K H  
D F W I Z R O O Z E H D Y D L O R Q E H N F U H H Q

Q R D V R O W K H V H

To add a new record, V H O M K W E X W W R Q

To import items in bulk, V H O H F W W K H E X W W R Q D Y D L O D E O H R Q O \ I R U  
3 X E O L F D W L R Q V V F U H H Q

To edit or view a record, F O L F N D Q \ W K H U H L F O U G U R Z R Q W K H V X P P D U

Note: Your : D W H U P D U N ) D F X A D M I N I S T R A T O R H A S A D D E D certain records to the system for you. Some of these records can be viewed, but cannot be edited or deleted. An icon identifies these records. If revisions are needed to the records which have been entered on your behalf, please contact [dmhelp@skidmore.edu](mailto:dmhelp@skidmore.edu).

To delete a record, V H O H F W W K H Q K H W W E H I D Q G K M Q O M K W  
E X W W R Q O R F D W H G D W W K H W R S R I W K H S D J H

To copy a record, V H O M F K H E F N [ Q H [ W W R W K M K L W H O M F W G  
E X W W R Q D O R K E D W R S I W K H K W F U H H Q

To search for key words on a screen, X V H W K H V H D U F K E D U D W W K H W R S F

To go back to the previous screen, F O L R F O W K H F K H Y U R Q V E R W W M S Q J O H W W O H

Note: : D W H U P D U N ) D F X O W D V S X R E D W W G G U D D Q H E R E F O R E , it is very important that the data you enter into each screen has a date associated with it  
P R V F D V H O H D W R Q D W K < H O G 2 W K H G Z W D S O W K H