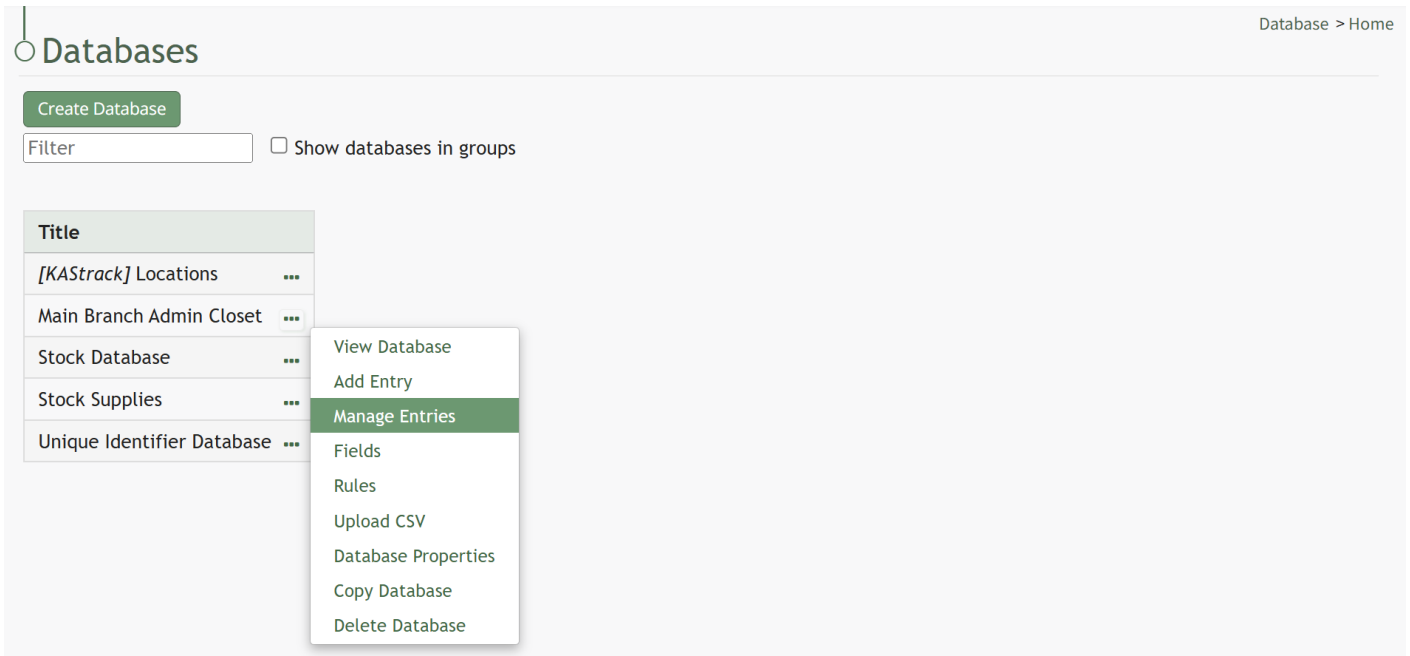


Edit a Database Entry

To edit a database entry, go to the Home Page of the Database Module and click the three-dot icon to the right of the database you wish to edit opening the database context menu.



Select "Manage Entries" from the context menu opening the Entries for database (DatabaseName) Page.



The screenshot shows the 'Entries for database 'Main Branch Admin Closet'' page. It features buttons for 'Add Entry', 'Import Entries', and 'Export Entries', a 'Filter' input field, and an 'Enable Bulk Edit Mode' checkbox. Below is a table with the following data:

Entry ID	Submitter	Approval Status	Entry Date	Shelf	Bin
10	Mitzi Orkus	Approval not required	Tue Sep 23 2025 at 8:31 PM	Shelf2	Bin4
9	Mitzi Orkus	Approval not required	Tue Sep 23 2025 at 8:31 PM	Shelf2	Bin3
7	Mitzi Orkus	Approval not required	Tue Sep 23 2025 at 8:31 PM	Shelf2	Bin2
6	Mitzi Orkus	Approval not required	Tue Sep 23 2025 at 8:30 PM	Shelf2	Bin1
5	Mitzi Orkus	Approval not required	Tue Sep 23 2025 at 8:29 PM	Shelf1	Bin4
4	Mitzi Orkus	Approval not required	Tue Sep 23 2025 at 8:29 PM	Shelf1	Bin3
3	Mitzi Orkus	Approval not required	Tue Sep 23 2025 at 8:29 PM	Shelf1	Bin2
2	Mitzi Orkus	Approval not required	Tue Sep 23 2025 at 8:29 PM	Shelf1	Bin1

To the right of every Entry ID is a three-dot icon. Click the three-dot icon for the entry you wish to edit opening the Database Entries Table context menu.

Entries for database 'Main Branch Admin Closet' ⋮

Add Entry Import Entries Export Entries

Filter ⌵

Enable Bulk Edit Mode

Entry ID	Submitter	Approval Status	Entry Date	Shelf	Bin
10 ...	Mitzi Orkus	Approval not required	Tue Sep 23 2025 at 8:31 PM	Shelf2	Bin4
	Mitzi Orkus	Approval not required	Tue Sep 23 2025 at 8:31 PM	Shelf2	Bin3
7 ...	Mitzi Orkus	Approval not required	Tue Sep 23 2025 at 8:31 PM	Shelf2	Bin2

Selecting “Edit Entry” from the Database Entries Table opening the Edit Database Entry Modal.

Edit Database Entry #10 ✕

Shelf
Shelf2 ⌵

Bin
Bin4 ⌵

Save Cancel

Make changes as desired to edit the entry and select the “Save” button.

Your edits will now show in the Database Entries Table.

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