

Edit or Delete Immunization Records

You can edit or delete immunization information from a prospective or student record.

▼ To change an immunization record

1. On the Home screen, click **Students** or **Prospective Students**.
2. Double-click on an individual's name.
3. Click the **Immunizations** tab.
4. Click **Edit**.
5. Change immunization information.
6. Click **OK**.

▼ To remove an immunization record

1. On the Home screen, click **Students** or **Prospective Students**.
2. Double-click on an individual's name.
3. Click the **Immunizations** tab.
4. Click to select an immunization record, and click **Delete**.
5. Click **Yes**.