

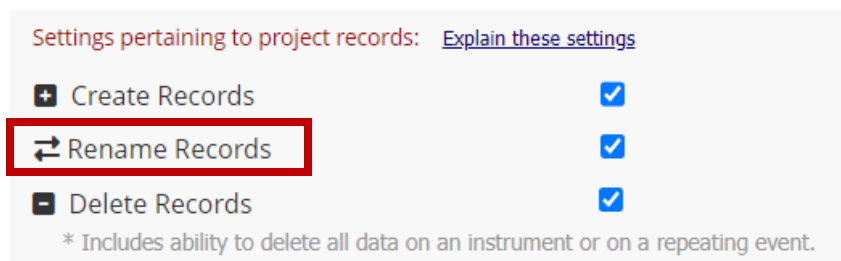
Frequently Asked Question (FAQ) Library

Can I rename a record after it has been created?

These instructions will explain how to rename a Record ID after the record has been created.

First, verify your user rights allow you to rename records.

To check your user rights, select “**User Rights**” found in the left-hand navigation bar under the [Applications](#) section. Navigate to your user rights page and confirm that Rename Records is checked.



To learn how to manage user rights, refer to [FAQ: USER RIGHT ADMINISTRATION](#) and [FAQ: USER RIGHTS](#).

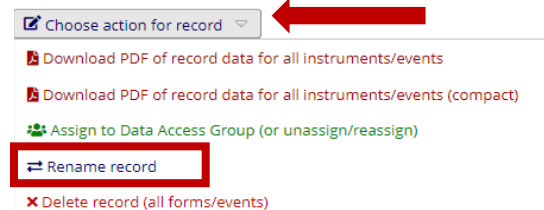
Rename Record

In the left-hand navigation bar, open the “**Record Status Dashboard**”. Click on the Record ID that requires editing. This will bring you to the target record home page.

Select “**Rename record**” in the drop-down list of the **Choose action for record**.

Record Home Page

The grid below displays the form-by-form progress of data entered for the currently selected record. You may click on the colored status icons to access that form/event. If you wish, you may modify the events below by navigating to the [Define My Events](#) page.



Rename record "1"

Rename record "1" to the following record name:

A box will appear for you to enter the new record ID. Click on “Rename Record” and the new ID will be saved.