

Update target

To update a target, follow these steps:

1. Select “Edit Record” from the Actions menu next to the target you want to update, the following window appears:

Edit Target

Pre Style

10

Pre Article

10

Pre Productivity

10

Pre Whsl Rev

10

Pre Margin

10

Style

10

Article

20

Productivity

20

CANCEL

SAVE

2. Make the changes you want to any of the displayed information,
3. Click **Save**.