

How to Update an Existing Record

PORTERS Trial expires in 329 days Catherine Porters Apps ?

Client Recruiter Job Person Resume Process Sales Activity

Person List (8) Add New Person Bulk Action Customize View

Meg Tanaka
 Detail Person ID
 Edit
 Copy
 Delete
 Document
 Send Email
 Email History

Display the data you wish to edit and click the action menu.
 Then click "Edit" in the action menu.
 For example, a personal contact address will be added here.

Address (Person)	
Telephone (Person)	03-0000-0009
E-mail (Person)	e1@porters.jp
Mobile Number (Person)	080-0000-0001
Mobile E-mail (Person)	keitai@porters.jp
Date Updated	2015/07/23 14:42:17

Address (Person)	3F-8-5-34 Akasaka,Minato-ku,Tokyo
Telephone (Person)	03-6432-0000
E-mail (Person)	aaad@porters.jp
Mobile Number (Person)	080-1000-0000
Mobile E-mail (Person)	
Date Updated	2014/10/31 15:07:29

Person ID	10007	Address (Person)	8-5-34 Akasaka,Minato-ku,Tokyo
Person Name	Anne Takahashi	Telephone (Person)	03-6432-9829
Person Owner	N/A Catherine Porters	E-mail (Person)	aaa@porters.jp
		Mobile Number (Person)	080-0000-0000
		Mobile E-mail (Person)	abc@porters.jp
		Date Updated	2014/10/31 14:17:07

Person ID	10005	Address (Person)	
Person Name	Tommy February	Telephone (Person)	
Person Owner	N/A Catherine Porters	E-mail (Person)	hrbc-support@porters.jp
		Mobile Number (Person)	
		Mobile E-mail (Person)	
		Date Updated	2014/10/29 10:43:19

Person ID	10004	Address (Person)	東京都港区
Person Name	Hanako Yamada	Telephone (Person)	03-1111-2222
Person Owner	N/A Catherine Porters	E-mail (Person)	hanako@porters.jp
		Mobile Number (Person)	080-2222-3333
		Mobile E-mail (Person)	
		Date Updated	2014/06/19 18:45:48

Person ID	10003 Duplicate	Address (Person)	Sample Address (Person)
Person Name	Taro Yamada	Telephone (Person)	00-0000-0000
Person Owner	N/A Catherine Porters	E-mail (Person)	sample@porters.jp

Mail Search

※ There is a possibility that the screen image might change.
 ※ In this manual, the default menus displayed are the default settings.
 To change the global menu display settings, please refer to the document "How to Customize the Global Menu".

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Client Recruiter Job Person

Person List (8)

- Meg Tanaka
- Anne Takahashi
- Anne Takahashi
- Tommy February
- Hanako Yamada
- Taro Yamada Duplicate

Person Person N Person Ov

Mail Search

Catherine Porters Apps ?

Person - Edit

Basic Information

Person ID	10009	Zip Code (Person)	111-2222
Person Owner	N/A Catherine Porters	Address (Person)	3F-8-5-34 Akasaka,Minato-ku,Tokyo
Person Name	Meg Tanaka	(Person)	222/255 characters 03-0000-0009
Memo		(Person)	e1@porters.jp
		Mobile Number (Person)	080-0000-0001
		Mobile E-mail (Person)	keitai@porters.jp

System Information

Date Created	2014/10/31 14:22:40	Date Updated	2015/07/23 14:39:55
Registered by	N/A Catherine Porters	Updated by	N/A Catherine Porters

Send notification email

Save Cancel

Click the item you want to edit and input the contents.

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Client Recruiter Job Person

Person List (8)

- Meg Tanaka
- Anne Takahashi
- Anne Takahashi
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- Hanako Yamada
- Taro Yamada Duplicate

Person Person N Person Ov

Mail Search

Catherine Porters Apps ?

Customize View

Person - Edit

required web document

Basic Information

Person ID	10009	Zip Code (Person)	111-2222
Person Owner	N/A Catherine Porters	Address (Person)	3F-8-5-34 Akasaka,Minato-ku,Tokyo
Person Name	Meg Tanaka	Telephone (Person)	03-0000-0009
Memo		E-mail (Person)	e1@porters.jp
		Mobile Number (Person)	080-0000-0001
		Mobile E-mail (Person)	keitai@porters.jp

System Information

Date Created	2014/10/31 14:22:40	Date Updated	2015/07/23 14:39:55
Registered by	N/A Catherine Porters	Updated by	N/A Catherine Porters

Send notification email

Save Cancel

Click "Save" after editing.

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Client Recruiter Job Person Resume Process Sales Activity

Person List (8) Add New Person Bulk Action Customize View

<input type="checkbox"/>	▼	Meg Tanaka	Person ID	10009	Address (Person)	3F-8-5-34 Akasaka,Minato-ku,Tokyo
			Person Name	Meg Tanaka	Telephone (Person)	03-0000-0009
			Person Owner	N/A Catherine Porters	E-mail (Person)	e1@porters.jp
					Mobile Number (Person)	080-0000-0001
					Mobile E-mail (Person)	keitai@porters.jp
					Date Updated	2015/07/23 14:40:22
<input type="checkbox"/>	▼	Anne Takahashi	Person ID	10008	Address (Person)	3F-8-5-34 Akasaka,Minato-ku,Tokyo
			Person Name	Anne Takahashi	Telephone (Person)	03-6432-0000
			Person Owner	N/A Catherine Porters	E-mail (Person)	aaad@porters.jp
					Mobile Number (Person)	080-1000-0000
					Mobile E-mail (Person)	
					Date Updated	2014/10/31 15:07:29
<input type="checkbox"/>	▼	Anne Takahashi	Person ID	10007	Address (Person)	8-5-34 Akasaka,Minato-ku,Tokyo
			Person Name	Anne Takahashi	Telephone (Person)	03-6432-9829
			Person Owner	N/A Catherine Porters	E-mail (Person)	

The contents that you edited will be reflected here.

【Resource Overwrite Check】

During a resource update, when a user tries to save changes to a record that is previously updated by other users, a message that asks if you want to overwrite the data is displayed. To overwrite using the data on the screen, click 'Yes'. Otherwise, click 'No' to cancel and return to the data entry screen.

