

Updating a Unit Disposal Record Training Video Transcript

To update a Unit Disposal Record, click Waste Detail, Unit Disposal.

Note the Class in the upper right. If this is not the Unit Disposal Record you are trying to update, click the Class field, then use Next Record to move between classes until you locate the correct one.

A Unit Disposal Record can have multiple Units or Phases. Click on the Unit and use Next Record, or the directional arrow keys, to move between multiple Units.

Enter the information for each Unit you need to update.

To create a new Unit, click Create Record and enter all available information.

Once you click Commit Changes, the Unit Disposal Record has been updated.