

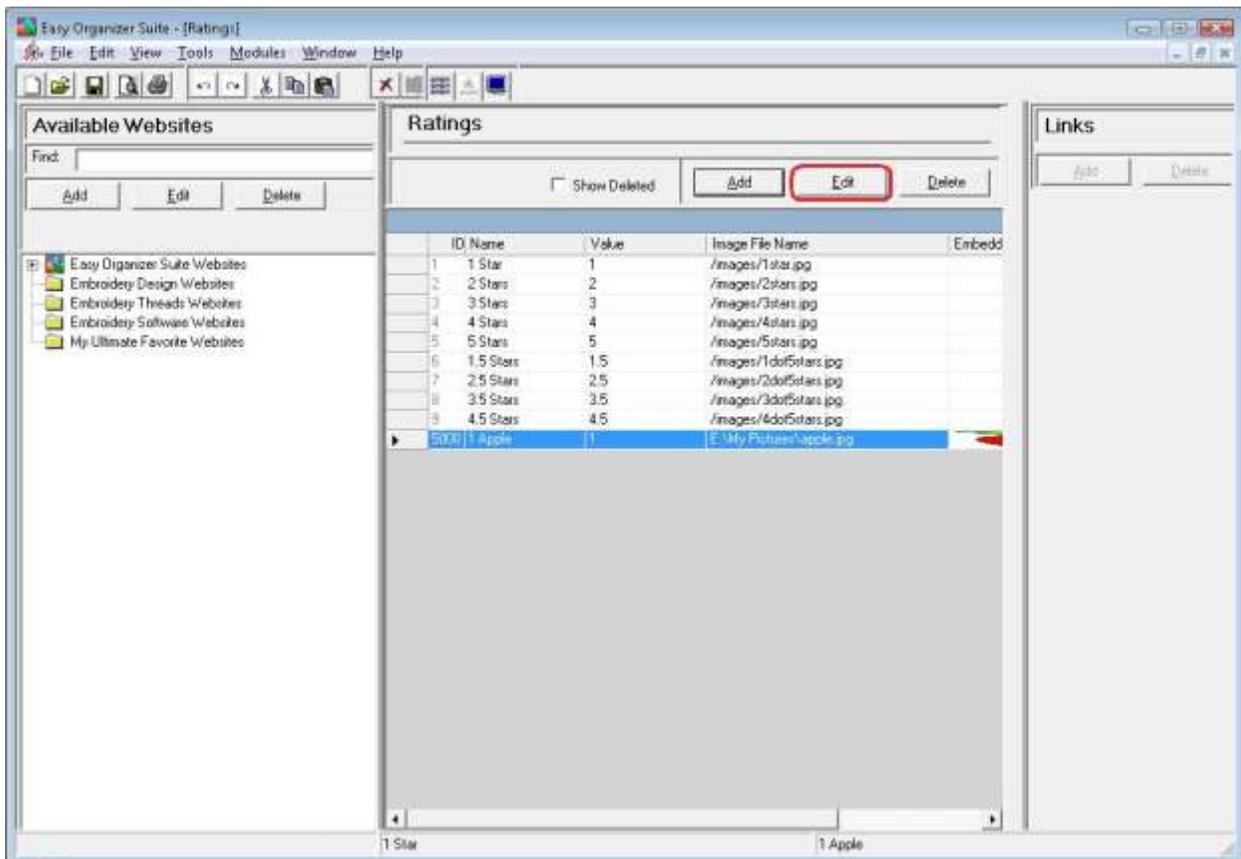
**Easy Organizer Suite™**  
**Internet Organizer™ Module Pack**  
**easyWebsites Organizer™ Module**

## Lesson 7 - How to Work with System Tables – Ratings Part 2

### *Editing a Rating*

Editing a rating is really quite easy.

1. To open a Rating to edit, select the row in the Ratings grid that you would like to edit and click on the Edit button.



2. This will open the Add/Edit Rating form.



The screenshot shows a window titled "Add/Edit Rating". It contains three input fields: "\* Name:" with the text "1 Apple", "Value:" with the number "1", and "Last Updated:" with the timestamp "1/28/2011 8:59:29 PM". At the bottom, there is a red asterisk and the text "\* Required Field" next to the "Name" field. Below the fields are three buttons: "Picture...", "OK", and "Cancel".

3. Change the Name in the Add/Edit Rating form.

For this lesson, let's change the name to 1 Granny Smith Apple:

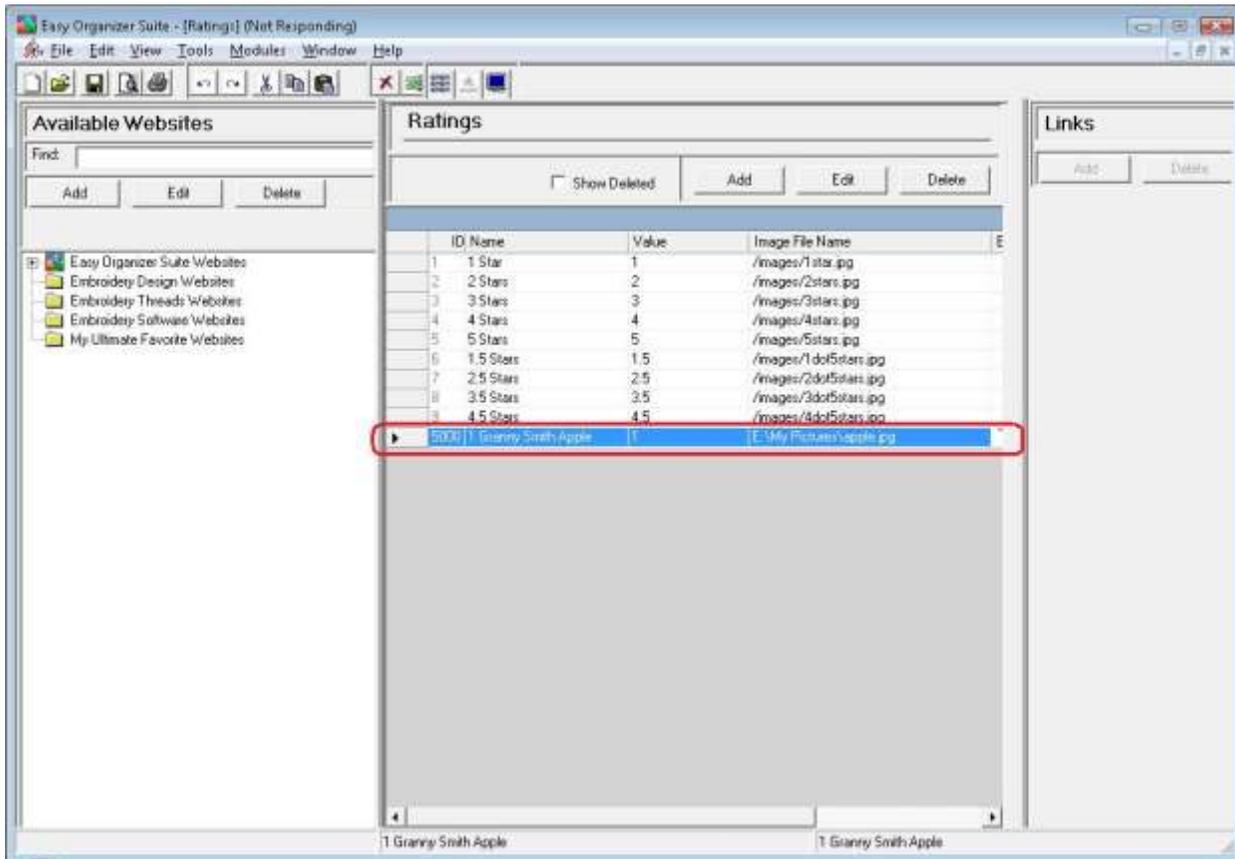
Name:        1 Granny Smith Apple

Now click OK to save your changes.

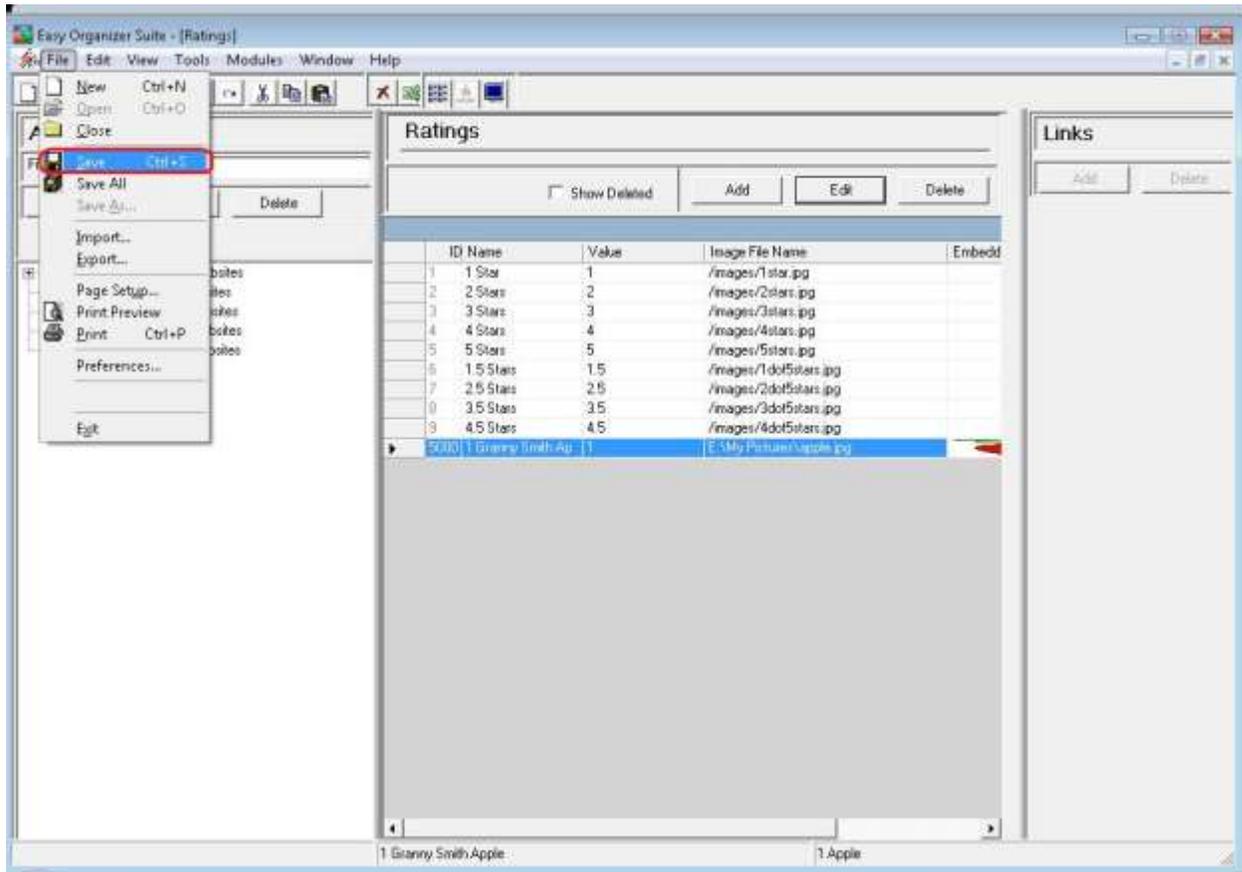


The screenshot shows the same "Add/Edit Rating" window. The "Name" field now contains "1 Granny Smith Apple" and is highlighted in blue. The "Value" field still contains "1" and the "Last Updated" field still contains "1/28/2011 8:59:29 PM". The "OK" button is highlighted with a red rectangular box. The "\* Required Field" label is still present next to the "Name" field.

- 4. You will notice that any changes made to the name of the Rating can be seen in the Ratings System Table



5. To save your changes, you can click on the Save icon in the toolbar, or select File → Save from the menu.



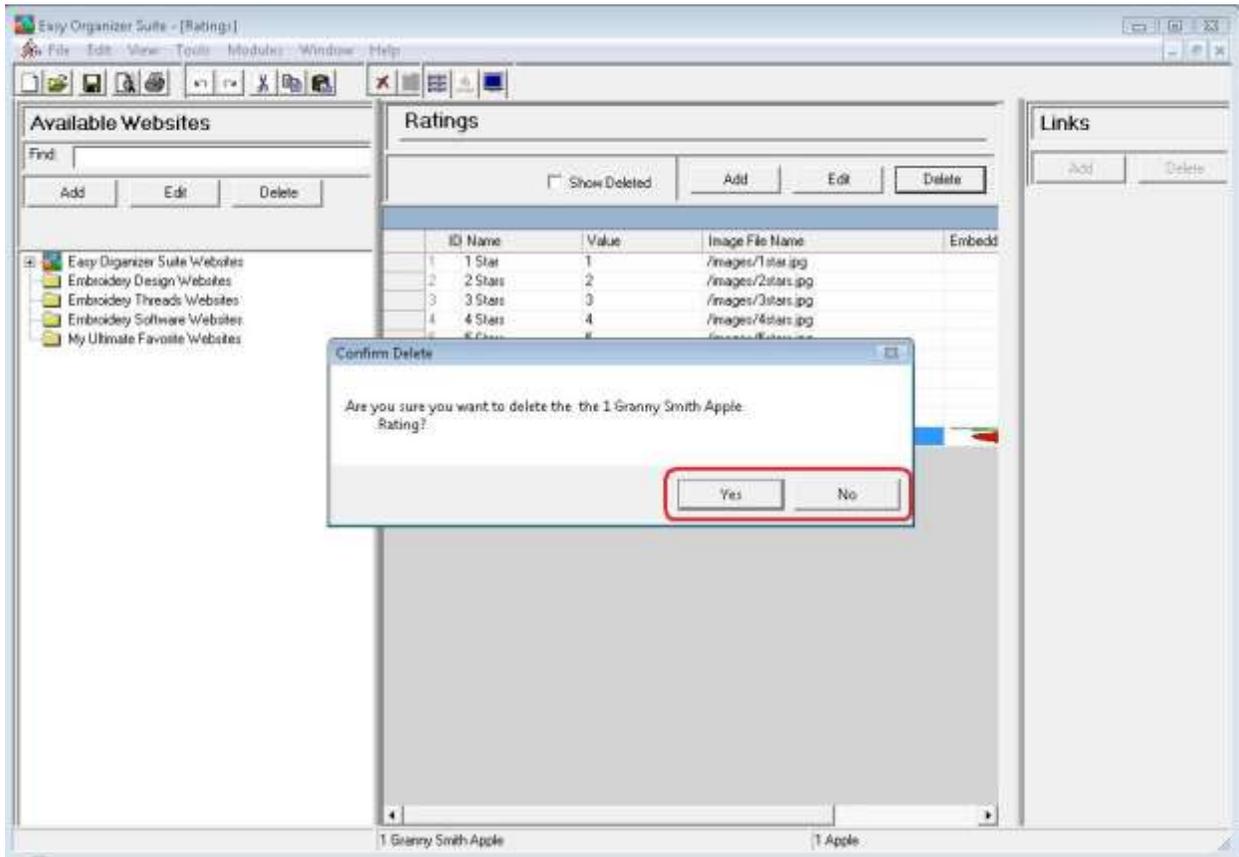
Congratulations! You have just edited a rating!

## Deleting a Rating

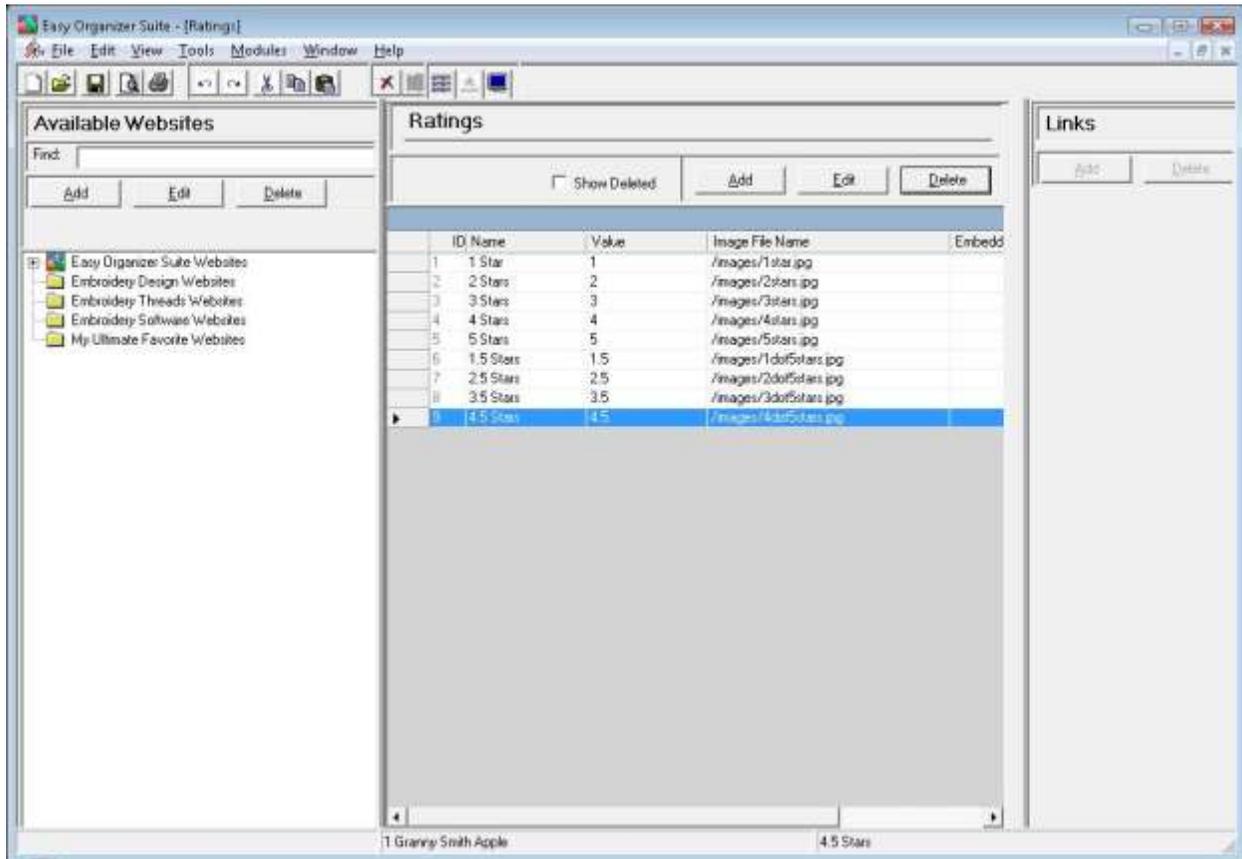
1. If you want to delete a Rating, select the row of the rating in the Ratings System Table. Then click on the Delete button at the top of the Ratings System Table. You can also select Tools → Delete Row in the menu, or right click and select Delete Row from the context menu, or click on the Delete Row icon in the toolbar.



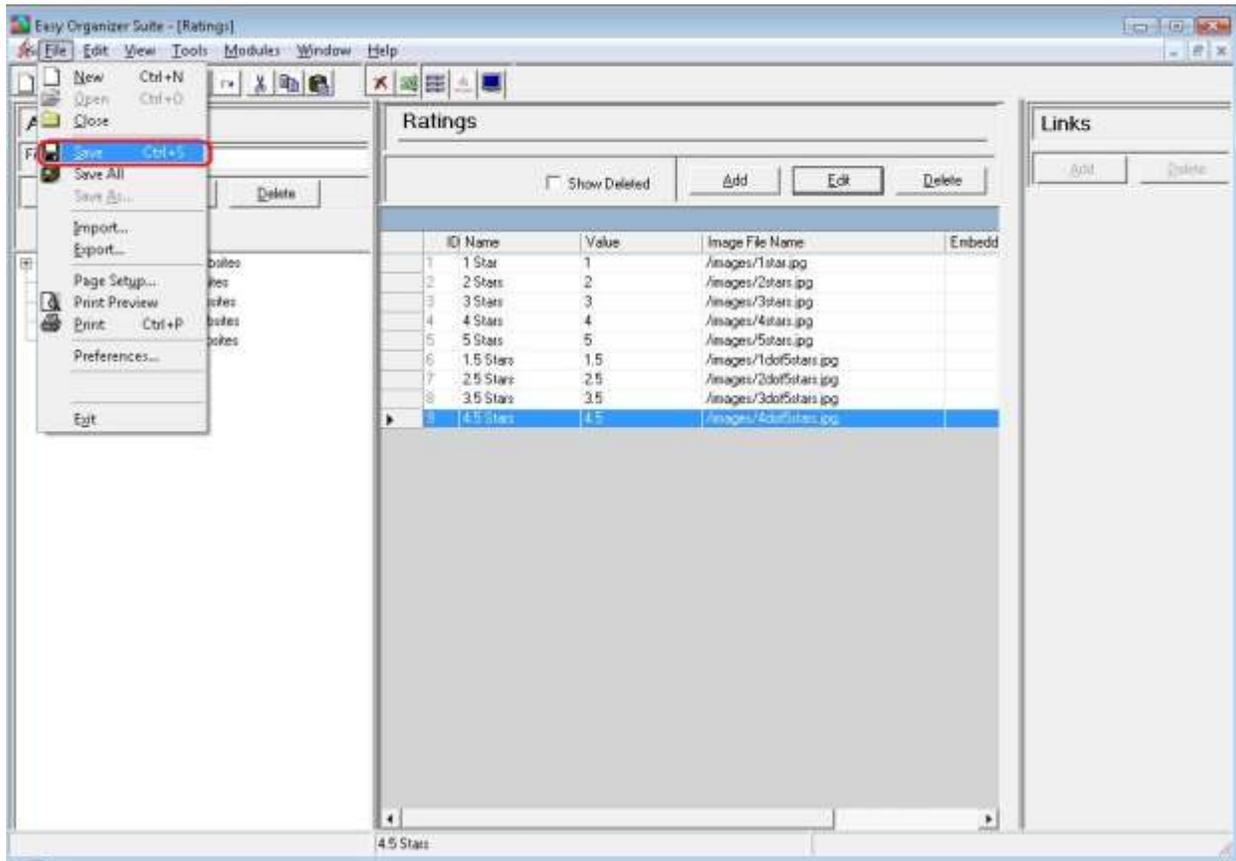
2. The system will ask you if you are sure you want to delete the rating, and if so, click on the Yes button to delete the Rating. Otherwise, click on the No button.



3. If you selected Yes, then you will no longer see the Rating in the Ratings System Table.



4. To save your changes, you can click on the Save icon in the toolbar, or select File → Save from the menu.



Congratulations! You have just deleted a rating!

You have now finished Lesson 7! You are now ready to move on to Lesson 8 - How to Work with System Tables - Categories.