

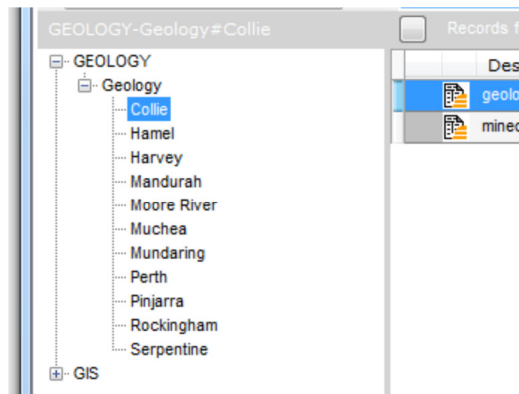


KB3007: How to Edit and Delete Catalog Entries through the Data Classification Treeview Results Window.

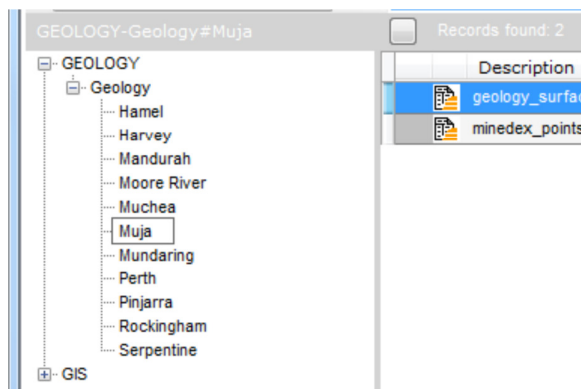
This document outlines the process to both Edit (change or rename) and delete a catalog entry from the data classification expandable treeview menu .

EDIT or RENAME an entry

1. Once a catalog has been selected, expand the data classification treeview menu as required.
2. Select an entry to edit (as you would if you were selecting to display search results).
3. Select the entry again so option becomes editable – click within the blue selected box.



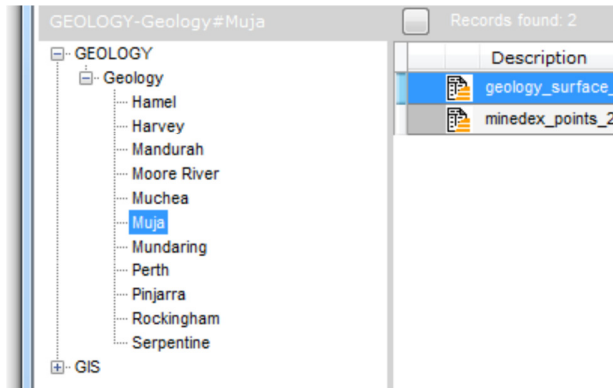
4. Edit the text as required. Select outside the edit box to confirm the change. At this point, all the records at or beneath this entry will be changed in the Catalog to reflect the change.



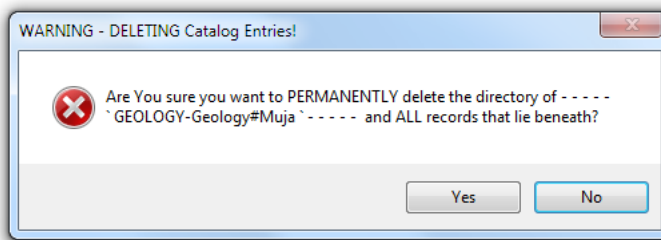
5. The data classification treeview results window is refreshed to display the change.

DELETE an entry (Cascading effect).

1. Once a catalog has been selected, expand the data classification treeview menu as required.
2. **Double Right Mouse click** on the entry to remove.



3. A warning confirmation is displayed, checking that you really want to delete the entry and all the records beneath (including other sub data classification menus).



4. Selecting YES will remove the entries, and any data classifications beneath. The data classification treeview results window is refreshed to display the change.

