## Lesson #4 - Update an Existing Family

In this lesson, you will learn to manage Family records by adding students, merging duplicates, updating names, deleting records, and flagging problem accounts.

B SWE CHINGES B DELETE								
Make Sale Post Fees F	www.tCredit Refund	Statement Add Stadent	Add Contact Archit	e Family Family N	ame Email Text	PushNetification	Email Schedules	Submit Absences
Summary Contacts	Classes Events App	ointments Transactions ER	ing Info 🚺 Misc	Notes (0) Resour	ces30 Policies34			
				Primar	y Contacts			
View 1 - 1 of 1	& Print Ø Rate	nh						
Contacts	Type		Work Phone	Cell Phone		Email	041	Login Port
AmeAnders	Mother	(999) 947-6135		(999) 302-5254		eroz.liemet/d5	Yes	Yes
				Sti	udents			
View 1-1 of 1	@ Print © Refr							
First Name Trates	Last Name	Encoll N Ma		Age 13 yrs	Grade Fi	ued Fee		Enrolled Classes
	Status Inactive Registration Date 2/21/2 Primary Phone (1993) 9	2017						



- Lesson Outline
- End of Lesson Quiz

 $(\rightarrow)$  Click here to continue to Lesson #5.

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