



## How To – Edit a Listing

1. From “Home” click the **Child Tasks** tab.
2. If you do not see your children click on the **My Active Children** bar.
3. Identify the listing you want to edit, select the corresponding **Edit** link.
  - a. If the child is not active hover your cursor over the **Placed, Inactive & On Hold Children** box. Listings with a status that is not active are sorted into the correct pages.
  - b. Click the link for the status of the child and identify the correct child.
  - c. Click the corresponding **Edit** link.
4. You will be directed right to the edit page for that particular listing.
5. Make the necessary changes.

6. Click the **Save/List Next Child** button or the **Save/Done** button once all the changes have been made.

7. Close the tab when you are through to be taken back to the previous page.