Editing and Deleting animal journal entries

Managing your animal journals is easy! You can edit and delete any journals you create.

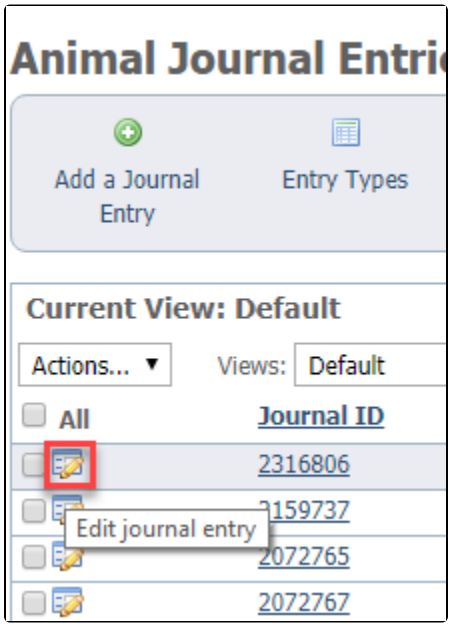
On this page:

- Editing a journal entry
- Deleting journal entries

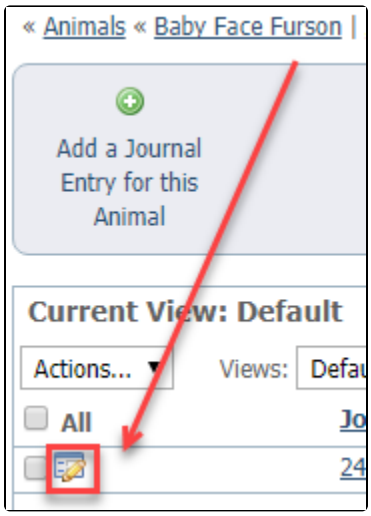
Editing a journal entry

You can edit journal entries from two different places.

To edit a journal entry from the **Animal Journal Entries** page, open the journal entry list and click the **Edit** icon for the journal entry of the animal you want to edit. From this list, you can only edit one entry at a time.



From the animal's detail page (**Animals > Animal list)**, select **Journal Entries**, then click the **Edit** icon for the entry you want to edit. In this example, we are selecting an entry for Baby, the animal from the previous examples.



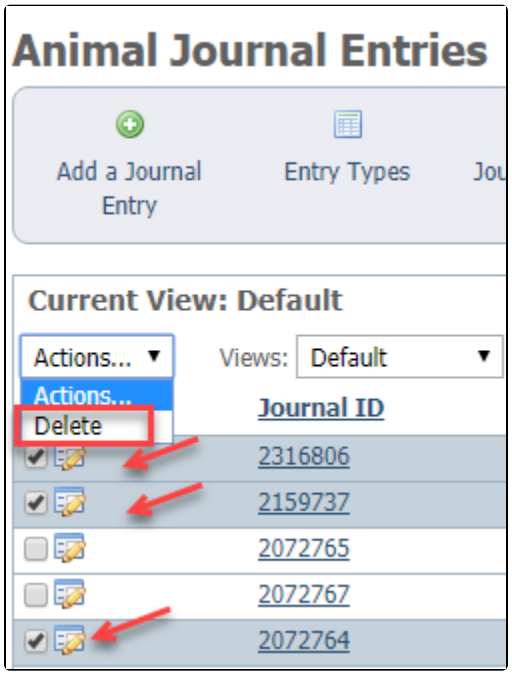
NOTE:

Remember to save when you are done editing.

Deleting journal entries

To delete a journal entry, select the checkbox next to the journal entry, no matter how you arrived at the entry listing, and select **Delete** from the **Actions** drop-down list. An *Are you sure* message will pop up. Check **OK**.

To delete multiple journal entries at once, click the checkbox next to each entry you want to delete, then from the **Actions** drop-down list, select **Delete**. Yo u can delete multiple entries from the list of all journal entries for all animals, or you can delete multiple journal entries from the entries for one specific animal in the same way.



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