Q: You just realized that you misspelled the word "quarantine" in your last three entries in an animal record. Clicking on the record, selecting Actions, selecting View/Edit Selected and then Edit mode is boring (and 4 clicks of the mouse!). Is there any quick way to edit a note?
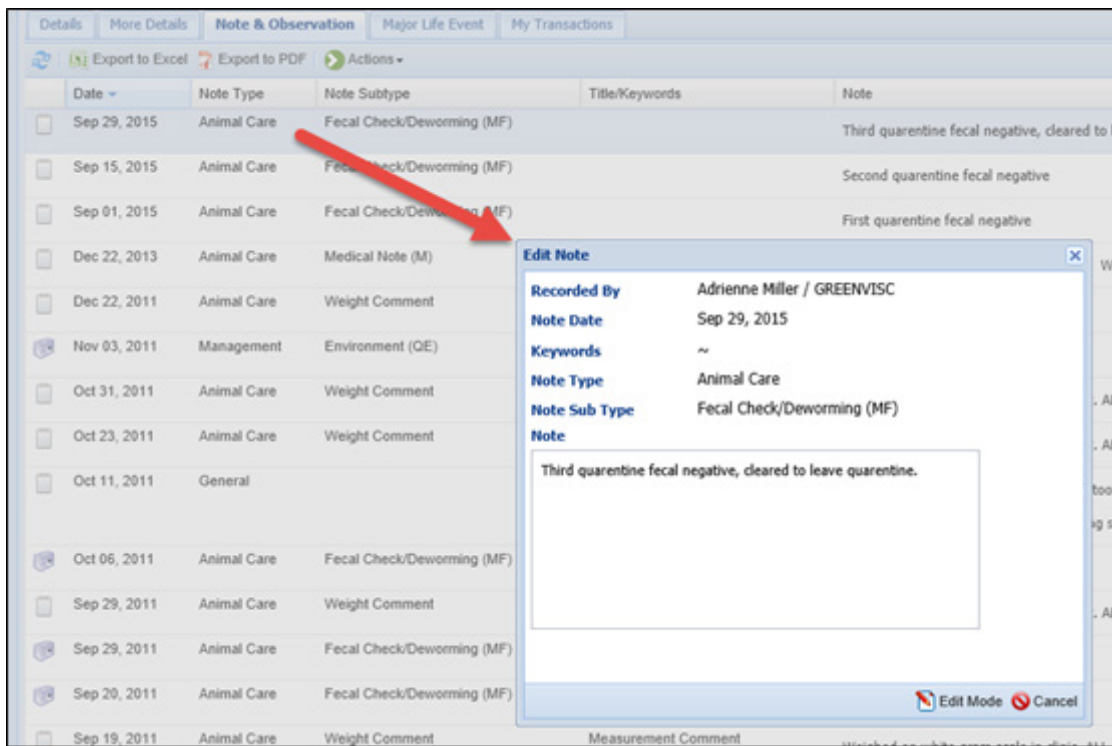
A: Yes there is! To save time going into a Note or Observation in an animal record to edit it, if you double left click your mouse on the record, it will bring the Note record up. Then you simply click the Edit Mode button and away you go! Two mouse clicks are saved! Also, if you right click on the record, the same menu options appear as are under the Actions button. One mouse click saved this way.

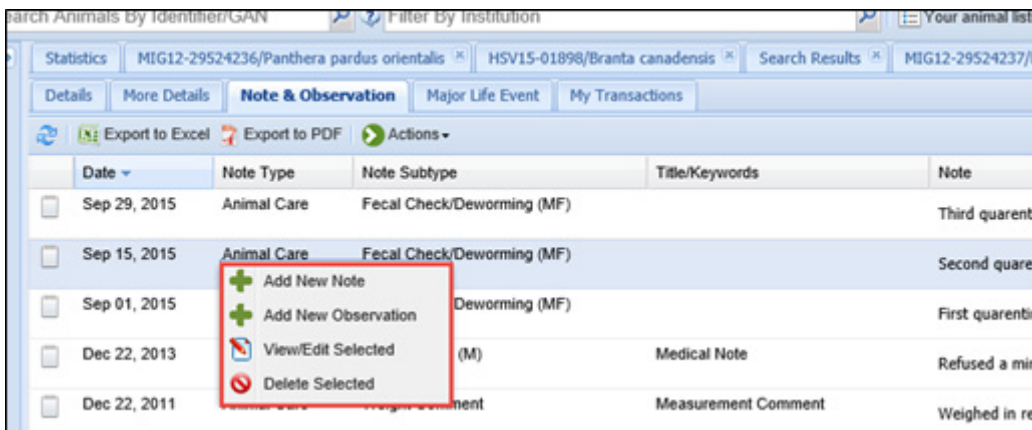*Many thanks to Murray Guy at Adelaide Zoo, who submitted this tip!*

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Double left clicking on the record brings up the Note, ready to select Edit Mode! Two mouse clicks saved!

Right clicking on the record brings up the same options as selecting the Actions button. One mouse click saved!

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