

# Updating Units and Rates

How to update units and rates:

1. In the List of Units page, select the desired unit and click the **Edit** button. A unit can also be edited by clicking the **Edit Unit** button from the Unit details page. This will open the Edit Unit page.
2. Update the desired fields. *Note that existing rates cannot be removed.*
3. When done, click the **Update Unit** button.

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Revision #5

Created 11 April 2022 08:35:59 by Ralph Angelo

Updated 19 April 2022 05:43:39 by Ralph Angelo