**Can I rename a record after it has been created?**

These instructions will explain how to rename a Record ID after the record has been created.

**First, verify your user rights allow you to rename records.**

To check your user rights, select “**User Rights**” found in the left-hand navigation bar under the **Applications** section. Navigate to your user rights page and confirm that Rename Records is checked.

To learn how to manage user rights, refer to **FAQ: USER RIGHT ADMINISTRATION** and **FAQ: USER RIGHTS**.

**Rename Record**

In the left-hand navigation bar, open the “**Record Status Dashboard**”. Click on the Record ID that requires editing. This will bring you to the target record home page.

Select “**Rename record**” in the drop-down list of the **Choose action for record**.

A box will appear for you to enter the new record ID. Click on “**Rename Record**” and the new ID will be saved.