

Updating an Appointment Request

To update an appointment:

1. From the **Approved Appointments** page, **right-click on the desired appointment** and select **Appointment Details**. The Appointment Details page is displayed.
2. **Edit the appropriate fields.**
Carriers and Suppliers can update the Supplier, PO #, Supplier Name, Quantity and Comments fields. If the PO# or Requested Date/Time field is updated, the Update button changes to Re-Submit.
3. Carriers and Suppliers can **add a new PO to the appointment**. The Update button changes to Re-Submit when a new PO is added.
4. **Click Update or Re-Submit** depending on what changes were made to the Appointment. When the appointment is re-submitted, it goes back to the Submitted Appointments page for approval from the Coordinator again.

Updating Approved Appointment Requests

No Re-Submit button is displayed for the carrier or supplier user when an approved appointment is open and is being modified. Instead of showing Re-Submit button, carrier and supplier users can **click Update and the system will check for "critical" changes to the appointment**. If the system detects that some critical changes were made, then it will warn the user that the appointment cannot be updated and must be re-submitted.

Non-Critical Change

When the carrier or supplier user makes a non-critical change to an approved appointment and clicks Update, **the system displays a confirmation dialog with the following warning message:** "You are updating an appointment. These changes will not resubmit an appointment for DC to review. If you feel the DC needs this information, please notify them directly using phone/email address under ship to area". **Click OK to proceed with the update.**

Critical Change

When the carrier or supplier user makes a critical change to an approved appointment and clicks Update, **the system displays a confirmation dialog with a warning message** stating that the appointment must be resubmitted. Click OK to proceed with resubmission. **Click Cancel to continue editing the appointment.**

If the system detects that the appointment was updated by other users while the current user was working on the same appointment, a warning message is displayed upon update stating that the appointment cannot be saved and must be reloaded before any further changes are made. The user then must **reload the appointment to retrieve the latest version from the server.**