



Schedule Modifications

To edit a schedule header:

1. Select the **options menu** () located on the right-hand side of the schedule line
2. Choose **Edit Schedule**.
3. The user may update schedule details such as the Customer Purchase Order number, dates, or other editable fields.
4. Once changes are complete, select the **Save icon** () to apply the updates.

Revision #5

Created 17 December 2025 16:54:45 by Holly

Updated 20 January 2026 12:31:45 by Holly