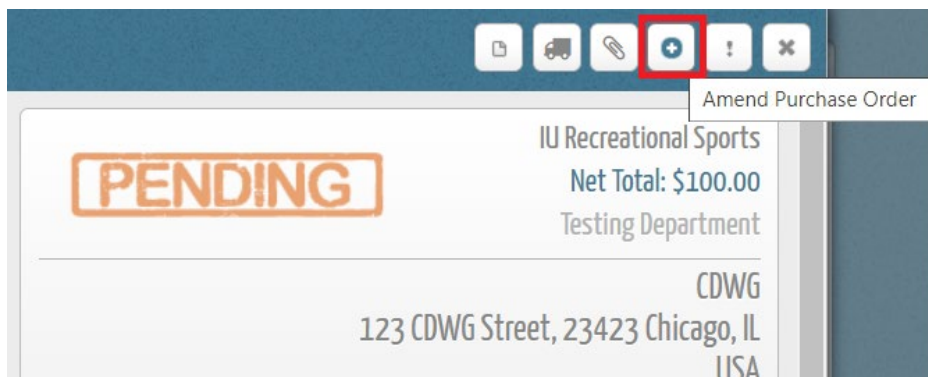


How to Edit/Amend a POR

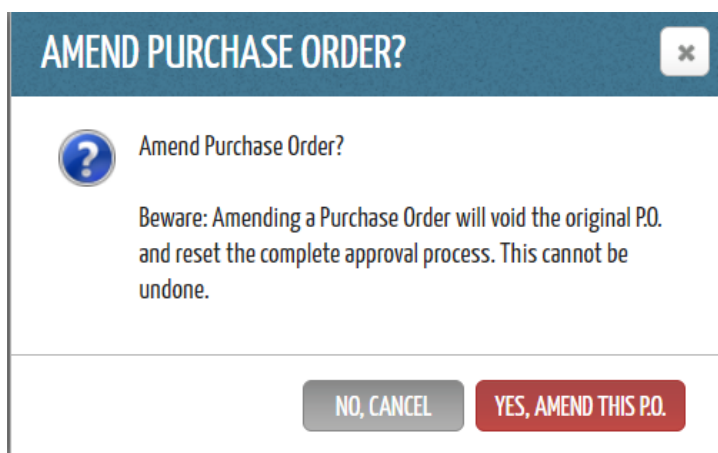
There may be times when you need to change, update, delete an item, or otherwise "**Amend**" a submitted POR. You as a submitter have the ability to go in and make changes on a POR even after it has been submitted.

The amendment does need to take place before it is in a Final Approval state. If you need a POR amended after it is set to Final Approval then you will need to submit an email to dsafin@indiana.edu for assistance on any changes.

To Amend a POR simply click on the POR you want to change from from the **VIEW P.O.'S** page. Once the POR is open then click the + **icon** in the top right to start the Amend process.

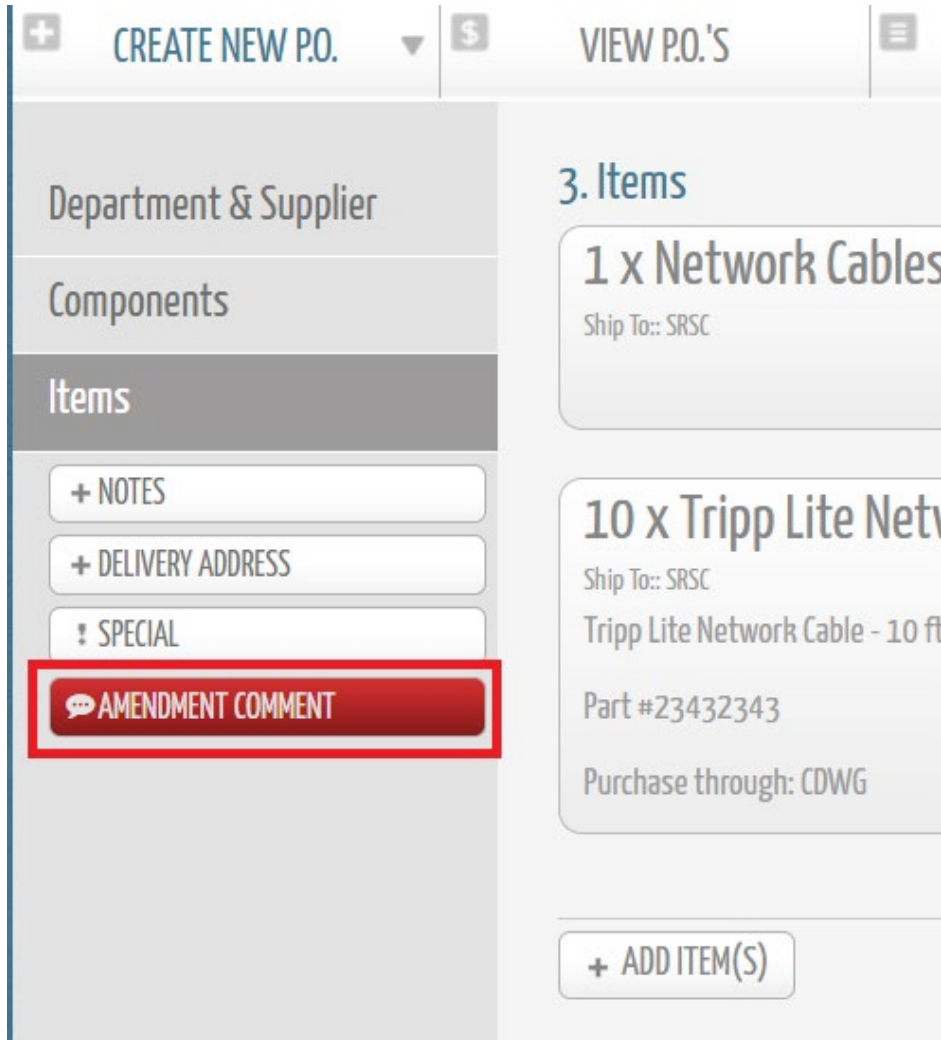


You will receive a warning that this will restart the approval process. Click **Yes** to proceed with the amendment or No to cancel.

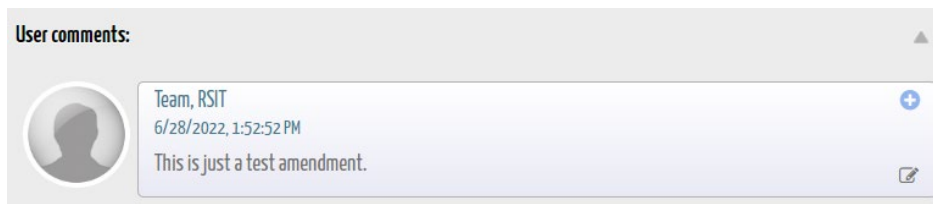


Once you've clicked Yes you'll be placed back at the Items page for your POR. Here can you make any changes to the items that are necessary.

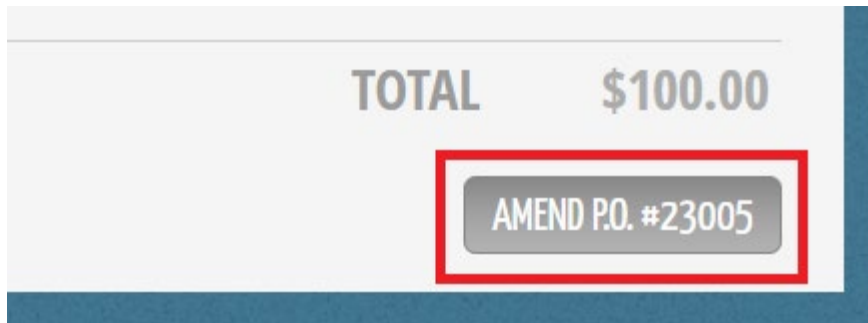
You will notice a red **Amendment Comment** button in the left sidebar of the POR. Once you've made your changes you need to click this button and describe what changes were made and the reason(s) for your changes.



After the Amendment has been finished the comment will reside at the bottom of the POR for approvers to see.



Once you've made your changes to the POR and your amendment comments then you can click **Amend P.O. #XXXXX** in the bottom right of the POR.



Once you're back at the **VIEW P.O.'S** page you'll notice there is now a Rev # - Date - Time line on the POR listing.

