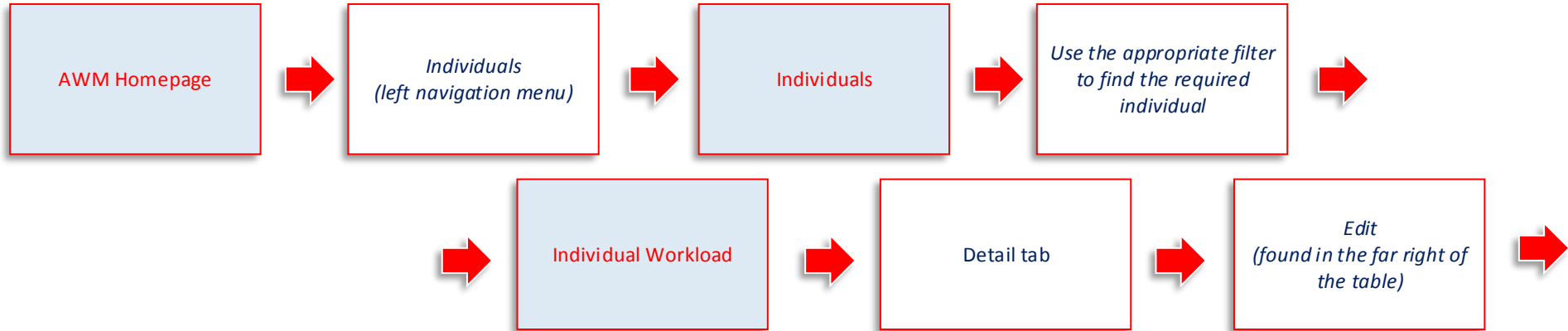




## Edit a Work Item

Navigate to appropriate screen



Input Data



### Key Points to know

- A work item can only be edited in a Sessional workload if it is in the Planning stage.
- Changes are tracked in the table next to each work item:
  - New: Added since workload was created or last approved.
  - Modified: Changed since workload was last approved.
  - Deleted: Deleted since workload was last approved.
- Always add a note in the details box as to the reason for the change to the Work Item.
- If a Non-Sessional is at the Approving stage and a work item needs to be edited you need to choose revise from the update status button on your screen. This will move the entire workload back to the planning stage.