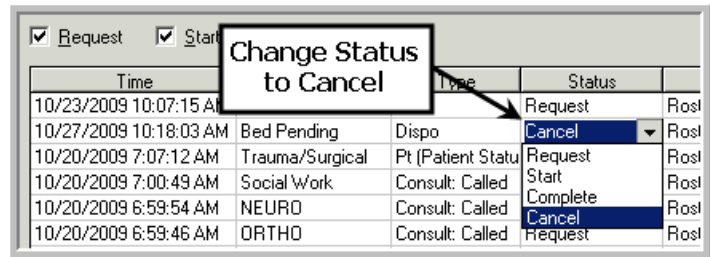


Correcting Information on the FirstNet Track Board

Cancelling Requested Events

Information which has been incorrectly entered on the Track Board can be changed.

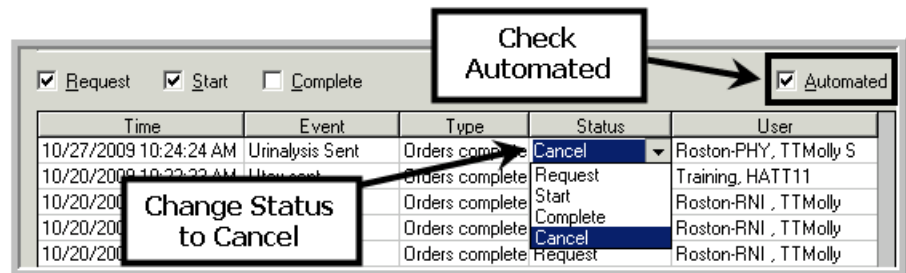
1. Click the **Yellow Arrow** to open the Events window
2. Under Status, click next to Request and select **Cancel** from the list



Changing Completed Events/Tasks

If a Task icon has been moved to the **Done** column incorrectly it must be cancelled and re-entered as a new **Request**.

1. Click the **Yellow Arrow** to open the Events window
2. Check the **Automated** box
3. Change the Status from **Request** to **Cancel**
4. Click **Apply**
5. Uncheck the **Automated** box
6. Request the Task again
7. Click **OK**



Correcting a Comment

Information in the Comments field can be changed.

1. Double click in the **Comments** field where the change is needed
2. Use the arrows on the keyboard to move the cursor
3. Use backspace or delete to remove unwanted information
4. Type to add more information

Remember that selecting <None> removes all information in Comments and it cannot be retrieved