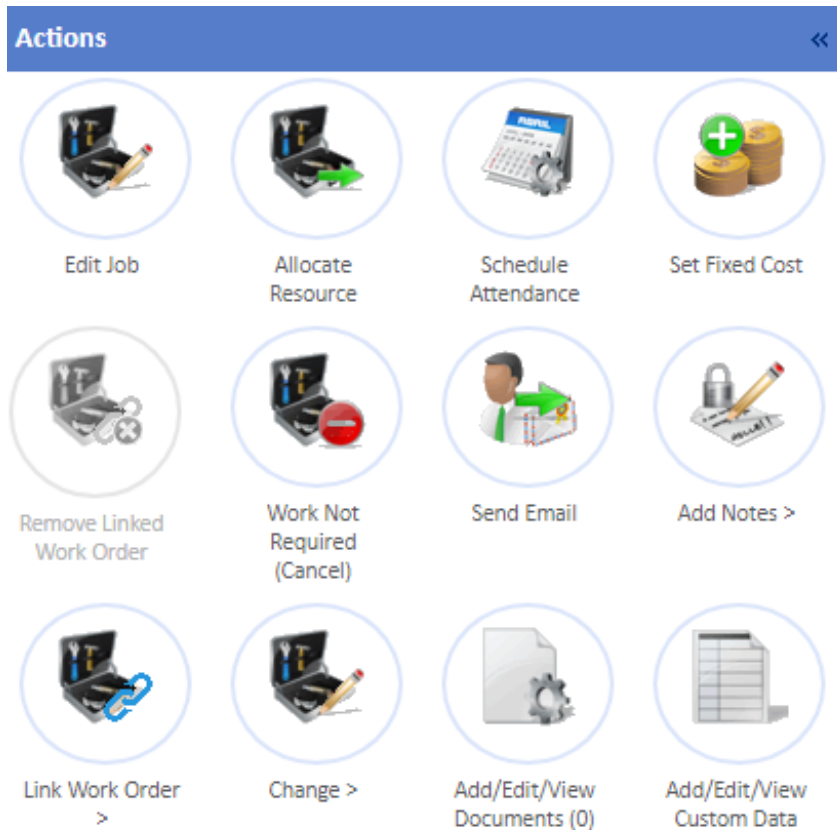# Editing a Job

Sometimes, the details of a job may be incorrect and they may need amending before they are assigned to a Resource. This can be done using the "Edit Job" button.

1. On the Job Detail screen, select the "Edit Job" button to display the Edit Job process.

Note: This action only available at Statuses 0.03 - Pending resource allocation and schedule set and 0.04 - Pending resource allocation.

2. The Edit Job process works in the same way as the Create Job process, in that it follows the same structure, except for a few changes. Firstly, the Building tab is not displayed as it is not possible to change the Building of a job after it has been created. Lastly, most of the fields will be filled in as the system uses the data entered previously. Everything else works in the same way as the Create Job Process. For more information, go to the "Create Job Tab" page.

Note: Questions and Duplicates/Events will also be shown during this process, so these will need completing accordingly.

3. Once all the necessary changes are made, the Confirm tab is displayed. Here, click the "Resubmit Job" button to resubmit the job with the new details.