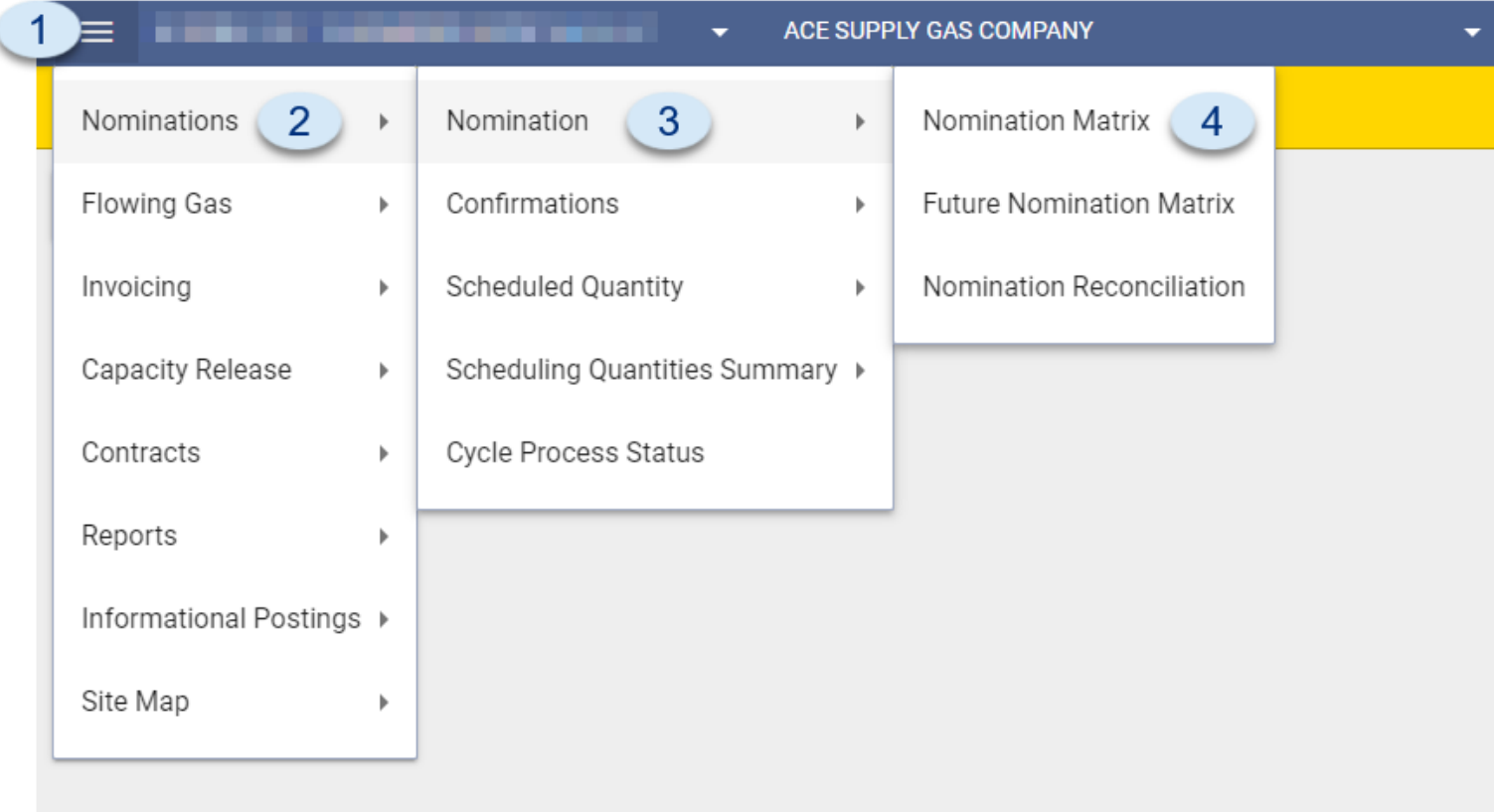**Messenger+
Nominations:
Editing an Existing Nomination**

Editing an Existing Nomination

Follow these steps to edit an **Existing Nomination** in **Messenger+.**

1. To edit a **Nomination**, select the **Customer Activities Menu** ☰.

2, 3 & 4. Select **Nominations**, **Nomination**, and **Nomination Matrix**.

Editing an Existing Nomination, cont.

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5 & 6. Select the **Begin** & **End Date.**

📝 If the **Begin Date** is changed to a future date, the **End Date** will default to the last day of the month selected. This can be adjusted simply by choosing a different **End Date**.

7. Enter the **Svc Req K** if it is known, or click 🔍 to lookup the **Contract** to edit and then, click the **RETRIEVE** button.

-or-

Select the **Contract** for the **Nomination** you need to edit from within the **Pinned Contract** section. The Pinned Contract section displays **recently used contracts**.

Editing an Existing Nomination, cont.

8. The only editable fields are the **Nom Rec Qty/Nom Del Qty** and the **Rec Rank/Del Rank** fields.

   ▪ These fields are dependent upon the Nomination "Path Type" being edited. For example a delivery unpathed nomination allows editing of a delivery quantity and a delivery ranking only.

   ▪ To nominate a Pathed Nomination by **Delivery Quantity** first zero the **Receipt Quantity**.

9. Click the 🖫 button to update the **Nomination**.

📋 A **saved Nomination cannot be deleted**. Instead the Nomination must be **"Zeroed Out"** by entering a **"0"** in the **quantity fields** and clicking **Save**. An **unsaved Nomination can be deleted** by clicking the **vertical ellipsis** ⋮ at the end of the row and selecting **"Delete".**

ℹ️ For Current Day nomination changes, please take note of the **EPSQ**.