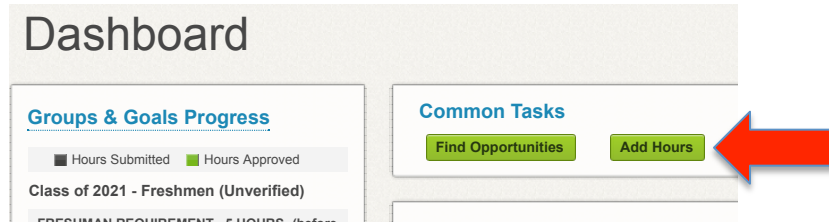


X2Vol Tutorial – Editing an Entry

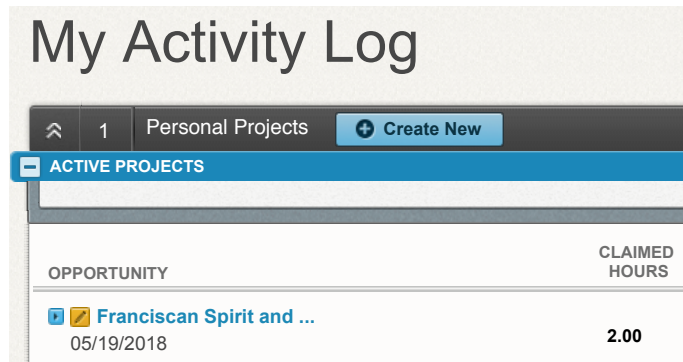
If you need to edit your entry, do the following.

Step 1

Click on the “Add Hours” (green button) on your Dashboard.

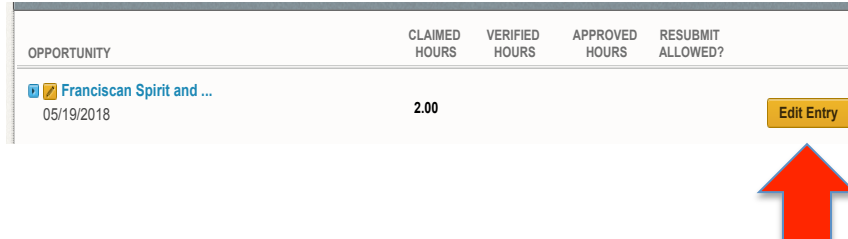


This will bring you to your "Activity Log" page.



Step 2

Click on the "Edit" button next to the entry you would like to edit. If your entry has already been approved, you may not be able to edit some of the fields.



NOTE: You cannot edit the Activity Contact details once your entry is submitted - this is to protect the integrity of the verification process. If you need to edit the verification contact's details, you may need to enter a completely new entry in your x2VOL Activity Log.