

# View & edit duty

The screenshot shows the 'Test Event #2 - First Aider' page. The header includes the St John's Charity logo and 'SJAG Events'. A navigation menu on the left lists: Home, Find duties, My duties, My profile, Manage events, Admin panel, and Logout. The main content area shows the event title and date '31/12/2024 - 08:00 - 16:05'. Below this is a 'My duties' section with a calendar grid from 08:00 to 16:00. A duty is booked for 'James King' from 08:00 to 12:30. A 'Colour key' indicates 'Approved shift' in green and 'Unapproved shift' in yellow. Below the calendar, there are input fields for 'Start time' (31/12/2024, 12:00) and 'End time' (31/12/2024, 16:05), along with 'Amend duty' and 'Delete duty' buttons. A note states: 'Note: amended duties will need to be reapproved.'

You can edit your duty booking's start and end times through the edit duty page. Simply adjust the times in the two field and click the 'Amend duty' button to save.

If you amend your booking after it has been approved it will need to be approved again by the event organiser.

## Revision #2

Created 26 September 2024 16:36:31 by James

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