

If there ever comes a time when you need to change the date and/or time of a Schedule Request Occurrence, without affecting the other Occurrences within the Request, follow the steps below!

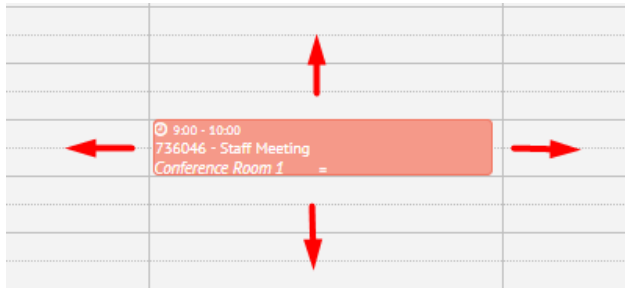
1) Start on your **Calendar View** and switch the view from Month to **Week**:



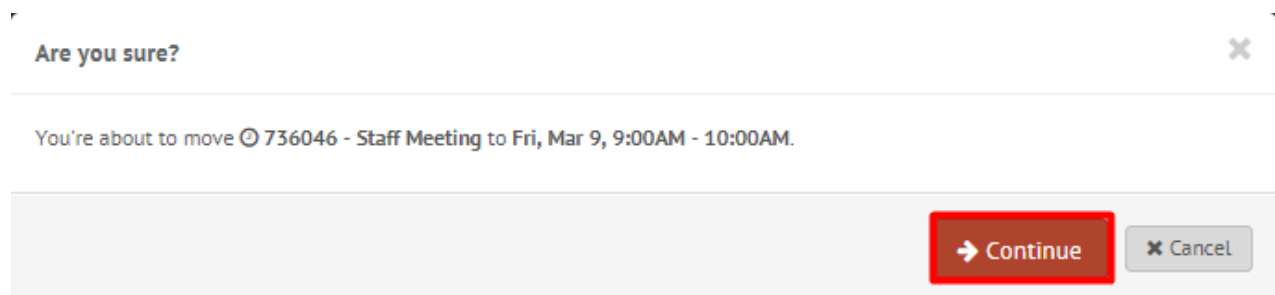
2) Locate the occurrence on the Calendar by navigating to the accurate date, or by searching for it in the search field:



3) Once you have located the occurrence, you can now drag and/or slide it to its new date and/or time:



4) Once you have moved the occurrence to its new date and/or time, a window will appear. Click Continue if the information looks correct:



Hit control & click on the link below to see a video on how you can edit a single occurrence from your Schedule Request.

<https://share.vidyard.com/watch/DNHYwZ8tDAC7U1oRj2jtCj?>