

Changing specs on an Amendment

Any changes made to the fields on the top section of the amendment will reflect back to the spec or deadline date fields on the Job Bag.

It is recommended that **Revision history** is enabled to help track the changes to the Job bag. This will ensure that Traffic can see who and when changes were made. Traffic managers will be responsible for managing the Job according to the new dates communicated on the amendment.

Client Service will in turn be responsible for distributing changes using the amendments via email to the Job Bag distribution list members.

Step-by-step guide

1. Open the amendment.
2. Make the spec changes to the Amendment.
In this example the **Job Deadline** and **Media Start** dates were updated.

A M E N D M E N T
0 3 8 3 4 / 1

Go To: Job : 03834
Client: Apple
Campaign:
Budget:
Contact: Alex
AE: Kim
Product: iSeedPod
Element: iPad Launch 2016
Category: Production
Presentation date: 18 August 2020
Billing Category: Out of Scope
Customer Ref:
Reference:

Date: 14 August 2020
Status: Draft
Quantity:
Size:
Colour:
Language: English

Production Delivery:
Job Deadline: 28 October 2020
Media Start:
Related Brief: November 2020
Document Type:
Revert Type:

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	1	2	3	4	5
6	7	8	9	10	11	12

Today

Paste help

3. Once specs have been changed, click the **Save** button to save changes made to the Amendment.



Changes made to the specs on the Amendment will reflect automatically on the Job Bag but will remain unchanged on the original Brief..

AMENDMENT

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Go To: <input type="text" value="Job : 03834"/>	Date: 14 August 2020
Client: Apple	Status: <input type="text" value="Draft"/>
Campaign:	Quantity: <input type="text"/>
Budget:	Size: <input type="text"/>
Contact: <input type="text" value="Alex"/>	Colour: <input type="text"/>
AE: <input type="text" value="Kim"/>	Language: <input type="text" value="English"/>
Product: iSeedPod	Production Delivery:
Element: iPad Launch 2016	Job Deadline: <input type="text" value="28 October 2020"/>
Category: Production	Media Start: <input type="text" value="11 November 2020"/>
Presentation date: 18 August 2020	Related Brief: <input type="text" value="{None}"/>
Billing Category: Out of Scope	Document Type: <input type="text"/>

Related articles

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Page: Adding Bookings via Outlook

Page: Adding new Tasks on the Resource Planner

Page: Assigning and Reassigning Tasks on a Job Bag

Page: Billing Instruction