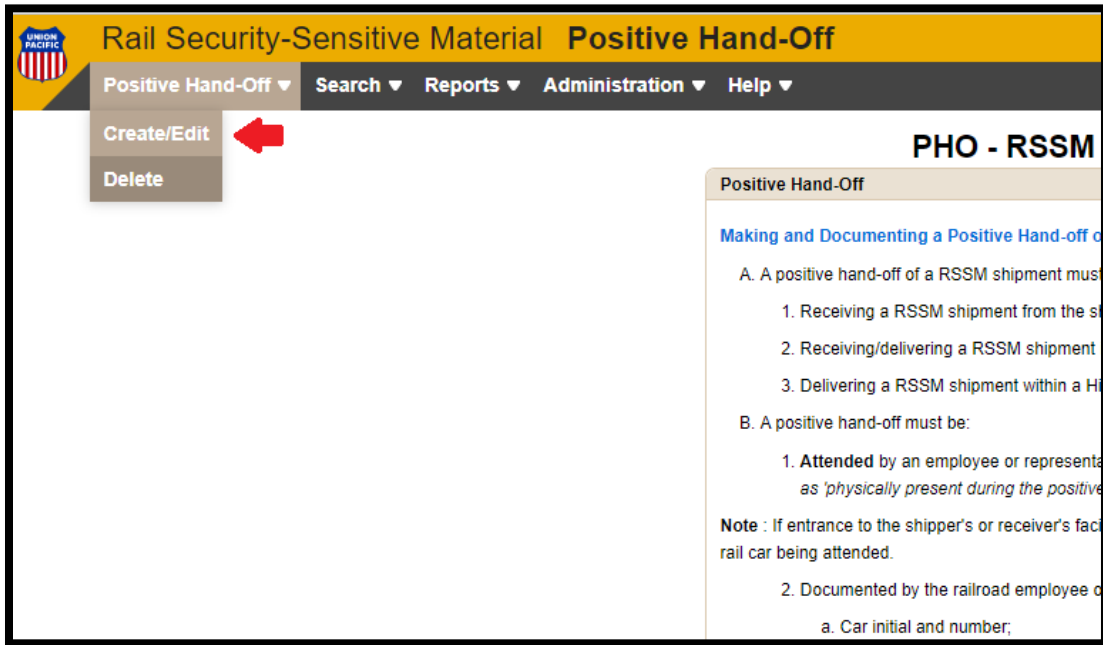# Updating a PHO Record after it has been Closed

- Select the 'Positive Hand-Off' Selection, then select 'Create / Edit':

- Then enter your search term *(for this example Train ID is being used)*:

- Select the record(s) you want to edit, then select the item you want to correct and type in the correct item in 'Appy Hand-Off' field then click 'Submit':
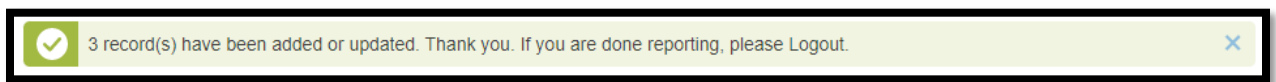
Updating a PHO Record after it has been Closed

- Then just click 'Submit' and it will update the record (if changing Circ7, you will not see your correction until you click 'Submit'

- You will then see the below at the top to indicate the records have been update:

- Your records will them be updated:

Old:

New: