

# To Replace an Existing Message

If a submitted messages requires amendment, you can easily edit the message and submit it again. This will simply generate a replacement message to the terminals to replace the previous message.

## Steps

- Step 1: Search
- Step 2: Click on 'Replace' link
- Step 3: Change the consist
- Step 4: Submit Consist

### Step 1: Search

Fill out the search criteria on the Search Screen and click on '**Search**'. This will return a list of consist messages matching your search criteria.

### Step 2: Click on 'Replace' link

Click on '**Replace**' link of the message that you want to edit.

This will load up a confirmation popup window for you to confirm. Click "Yes" if you want to proceed.

### Step 3: Change the consist

- On the replacing consist, you can change everything except **Train Number** and **Service Number**.
- You may change trip details, e.g, Schedule departure, arrival dates etc, or change the wagon and containers.
- Once you finish all updates, you may submit the consist to terminal (step 4) or leave it in DRAFT status to complete at a later time.

### Step 4: Submit Consist

Click on '**Submit Consist**' button. This will send a replacement message to the terminals.