**Edit Request**

0:04  
This video will cover finalizing a draft engagement and making edits to a submitted engagement request.

0:12  
Any engagement that you have started but have not submitted will be noted as draft under your active requests.

0:21  
To finalize this request, click the Finish a Request link.

0:31  
Once the new request form loads, enter all required information and click the Submit button.

0:38  
For more information on how to submit an engagement request, please see the Submit a New Engagement Request training video.

0:47  
The engagement team may ask that you make edits to your submitted engagement request before approving the engagement.

0:55  
To make edits, click the Edit Engagement link on your active request.

1:03  
If you need to make additions to the accounts or opportunities associated with your request, enter the search, hit enter, expand the Opportunities, select the new values, and click the Next button.

1:22  
If you are not making changes to Strategy Guidance, you may now submit to make any additions to the Strategy Guidance.

1:30  
Type the changes into the required box that the engagement team has requested and click the Submit button.