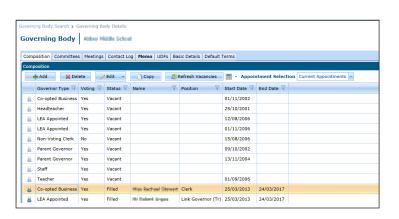# Reference Guide

Governors
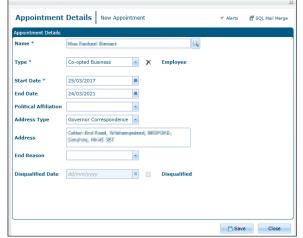## Copying an Appointment

Copying an Appointment

A governor appointment can be copied if it has an **End Date** and does not have an **End Reason** of **Disqualified**.

1. On the **Governing Body** page, select the **Composition** tab to display the posts and appointments for this governing body.

2. Select the required appointment and click the **Copy** button to display the **Appointment Details | New Appointment** dialog with the same details as the selected appointment.

3. Change the details of the new appointment as required.

   a. Click the browse button to select a new **Name** using **Person Search**.

   b. Select a new **Start Date** and **End Date**.

   c. Select a **Political Affiliation**.

   d. Select an **Address Type** to automatically update **Address**.

4. Click the **Save** button.

   If another appointment exists for this person and the **Start** and **End** dates overlap with the proposed new appointment, a message is displayed:

   This Governor has other Appointment(s) at this Governing Body. Do you wish to continue to save?

   Click the **OK** button to save the appointment details.

   If the original appointment has positions assigned to it, the following message is displayed:

   This Appointment has Position details associated. Click OK to copy the Appointment with Position details or Cancel to copy the Appointment without Position details.

   Click the **OK** button or **Cancel** button, as required.

5. After copying an appointment, you can view the new appointment on the **Composition** tab by selecting **Future Appointments** or **All Appointments** from the **Appointment Selection** drop-down.

   Related Reference Guides:
   • **Primary Navigation**
   • **Create an Appointment**
   • **End an Appointment**

CAPITA