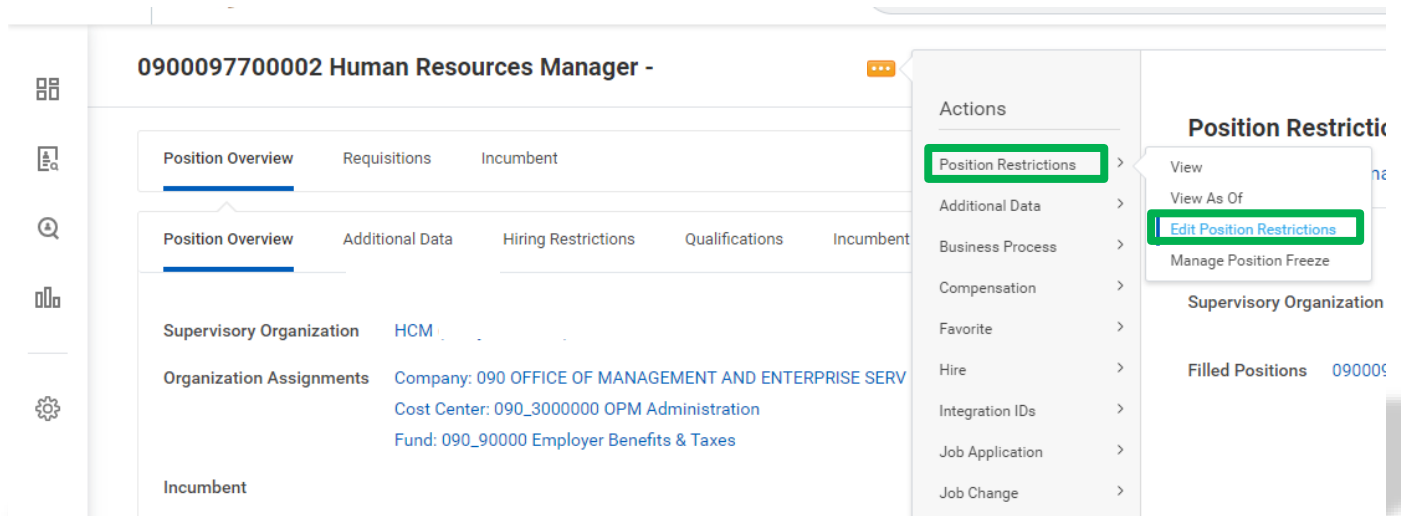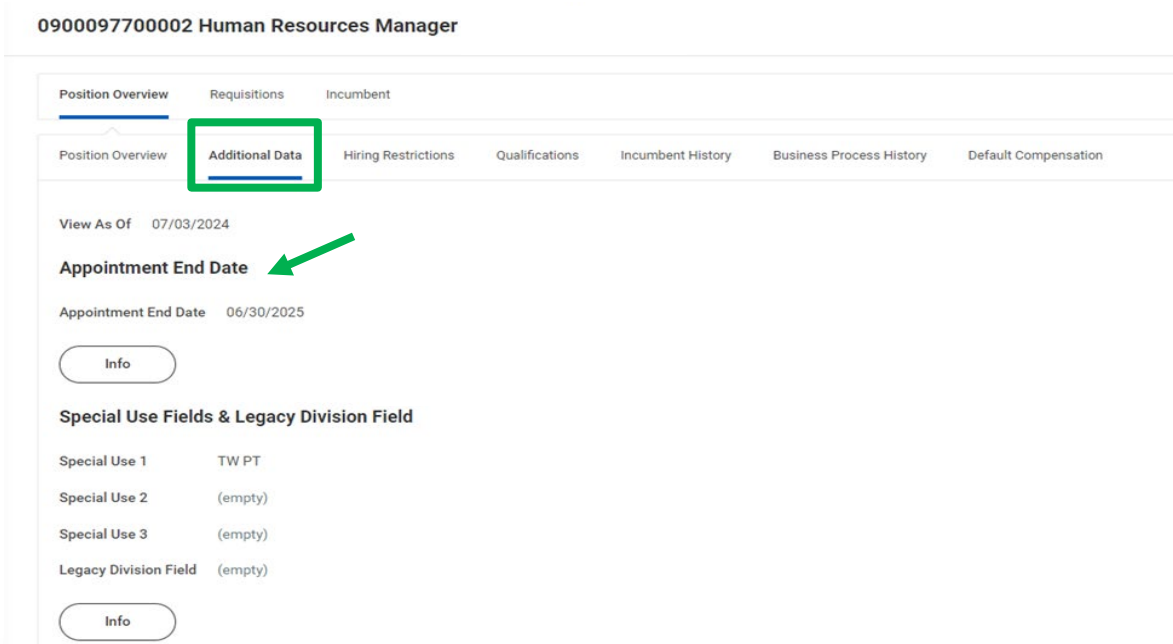# To Update Appointment End Date

1. To update the **Appointment End Date**, navigate to the **Position Restrictions**, select the **Actions** button, then go to **Position Restrictions** > **Edit Position Restrictions**.

2. A task will pop up requiring you to enter an effective date. You will then get another task to add the **Appointment End Date** or add/edit the other **Additional Data** fields.

3. To see the **Appointment End Date**, you can navigate to the **Additional Data** tab on the **Position Restrictions**.