HOW OPERATION MANAGERS ENTER A MODIFICATION IN SMMS
(ASSIGNMENT EXTENSION OR RELEASE)

1. Go to SMMS at: **servicemissionary.churchofjesuschrist.org**.

2. Click on the "*Missionaries"* tab at the **top of the page**.

3. Click on the "*Missionary's Name*" in the **left column**.

4. Click on the "*Operation's Name*" on the **Assignment Card**.

5. Click the "*Request Assignment Date Modification*" **button**.

6. Click the "*Next*" **button**.

7. Enter the new *"End Date*" in the **pop-up box**.

8. Click the "*Next*" **button**.

9. Click the "*Confirm*" **button** in the **pop-up box**.

   Note: The Stake President will be notified that he needs to approve the modification.

HOW OPERATION MANAGERS CANCEL A MODIFICATION IN SMMS

1. On the **SMMS Home** page, click on the **Missionary** heading.

2. Click on the "*Missionary's Name*" on the **left side**.

3. In the **Approval Pending** box, click the "*Cancel Date Modification*" **button**.

4. A **warning pop-up** will appear asking "*Are You Sure*" you want to cancel the Date Modification Request? If you are sure, click on the "*Yes, Cancel the Request*" **red box**.