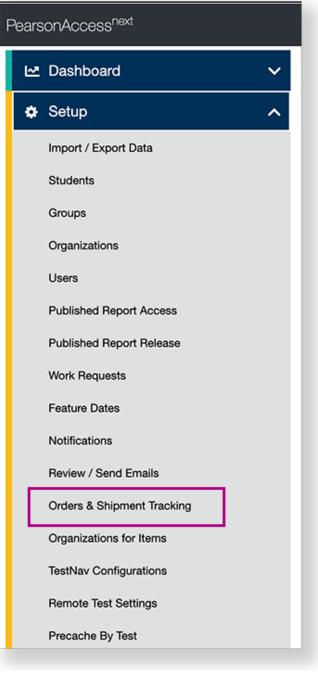
Edit an Order for Materials

You can edit an unprocessed order to adjust the details and quantities.

Step-by-Step

1. From Setup, go to Orders & Shipment Tracking.



PearsonAccess ^{ne}	od.		👃 🏴 Reference > 2017-18 > Spring 2018 - Reference State (ref) - 🔿 - 🛓 -				
Home Setup Te	S E Config esting Reports Test Config	F O Tools Support					
X	SETUP		TESTING		REPORTS		
	Select an action		Select an action 👻		Select an action		
* Program Inform	Import / Export Data Students Groups Organizations Users Published Report Access Published Report Release Work Requests Feature Dates Notifications				Contact Email Customer Support: demoBsupport.pearson.com Call Customer Support: Hours available: Mon-Fri 7:00AM EST - 8:30PM EST		
	Review / Send Emails				% Links		

2. Select a period of time to search in the Find Orders Placed and Updated in dropdown, and click Search.

Orders & Ship	ment Tracking								
III Tasks 0 Selected				💷 Or	ders 0 Se	lected Clear			
Select Tasks			• Start •	Man	age				•
Find Orders Placed or	Updated in								
Last 30 days		\$	Q, Search						
Filters Order #	Clear Hide	No Results					C Displayin	g 25 \$	Manage Columns *
Add							D	ates	
Sales Order #		Order #	Sales Order # / Line #	Type	Status	Receiving Organization (Code)	0	rdered	Last Delivery
Add		OSearch or sele	ect a filter to view results						
Туре									
Add									
Receiving Organizatio	n								
Add Organization									
Status									
Add									
Ordered Date									
Add									

3. Click the checkbox next to the order.

Orders & Ship	ment Tracking						
E Tasks 0 Selected				0	Orders 1 S	Selected Clear	
Select Tasks			▼ Start	•	Manage		•
Find Orders Placed or U	Jpdated in						
Show all results		÷	Q, Search				
Filters Order #	Clear Hide	11 Results				C D	Isplaying 25 \$ Manage Columns *
Add							Dates
Sales Order #		Order #	Sales Order # / Line #	Туре	Status	Receiving Organization (Code)	Ordered Last Delivery
Add		210		Additional	submitted		01/05/2018
Туре		20		Additional	submitted		
		~ • •					01/05/2018

4. Click Select Tasks, click Create / Edit Orders, and click Start.

Drders & Shipment	Tracking				G	Orders 1 Se
Select Tasks				▼ Start	•	Manage
 Orders Create / Edit Orders Approve Orders Reject Orders Cancel Orders Shipments Report / Resolve Issues 	Clear Hide	11	¢ Results	Q Search		
Go to Operational Reports Inbound Shipment Report			Order #	Sales Order # / Line #	Туре	Status
Add			1 🚯		Additional	submitted

5. Select your order from the Additional Orders list.

ADDITIONAL ORDERS	DETAILS		
Create Additional Order Order # 1 (submitted)	Order # 1		Save Reset
	Organization (Code)	Date Needed*	O Show Order Detail
		01/19/2018	
	Date Ordered 01/05/2018	User Last Edited	
	Reason	Special Instruction	
	•		
		A	
	Ship To		
	Update Using a Stored Contact		
	Select	•	
	Contact Information	Shipping Address	
	Contact Name*	Address Line 1*	

6. Select/type information to update order details.

ADDITIONAL ORDERS	DETAILS						
Create Additional Order Order # 1 (submitted)	Order # 1			Save Reset			
	Organization (Code)	Organization (Code)		O Show Order Details			
	Date Ordered 01/05/2018		01/19/2018				
	Reason	•	Special Instruction	_			
	Ship To						
	Update Using a Stored Contact	Update Using a Stored Contact					
	Select		٩				
	Contact Information		Shipping Address				
	Contact Name*		Address Line 1*	_			
	and the second sec						

You can click **Show Order Details** to view the previously entered details, including shipping information, materials ordered, and current shipping status.

ADDITIONAL ORDERS	DETAILS		
Create Additional Order Order # 1 (submitted)	Order # 1		Save Reset
(being output)	Organization (Code)	Date Needed* 01/19/2018	O Show Order Details
	Date Ordered 01/05/2018	User Last Edited	
	Reason	Special Instruction	
	•		
	Ship To		
	Update Using a Stored Contact		
	Select	•	
	Contact Information	Shipping Address	
	Contact Name*	Address Line 1*	

7. Click Save.

DDITIONAL ORDERS	DETAILS			
Create Additional Order Order # 1 (submitted)	Order # 1			Save
order er i poorrendely	Organization (Code)		Date Needed*	O Show Order Details
			01/19/2018	
	Date Ordered 01/05/2018		User Last Edited	
	Reason		Special Instruction	
		٥		
				li
	Ship To			
	Update Using a Stored Contact			
	Select		•	
	Contact Information		Shipping Address	
	Contact Name*		Address Line 1*	

Effects

If the order has been submitted, but not yet approved, you can adjust the details and change the number of materials ordered, using the same steps as above. After you make changes, click **Save**. You cannot edit an order that has been processed. You can only view the order status.

You can click the information icon 3 to view delivery and tracking information. The status represents where the order is in the delivery process.