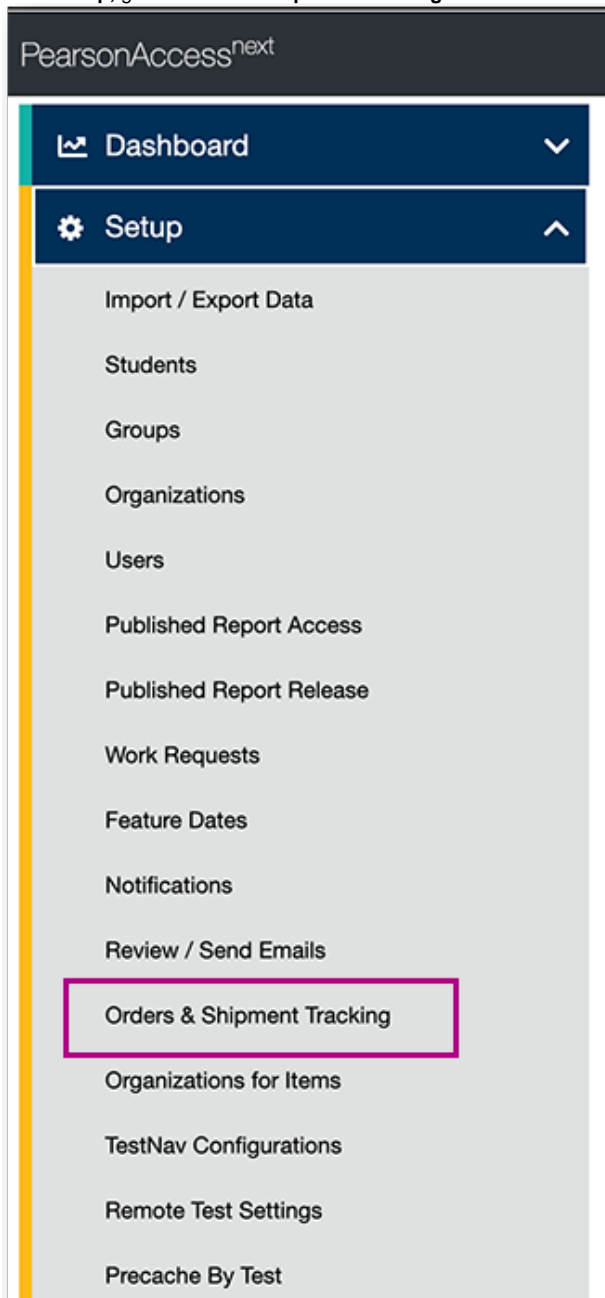


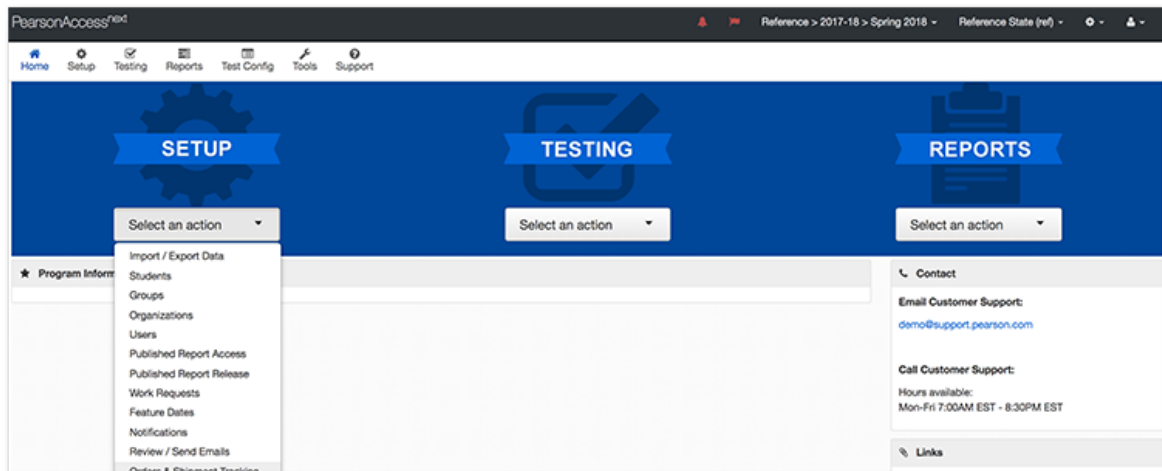
Edit an Order for Materials

You can edit an unprocessed [order](#) to adjust the details and quantities.

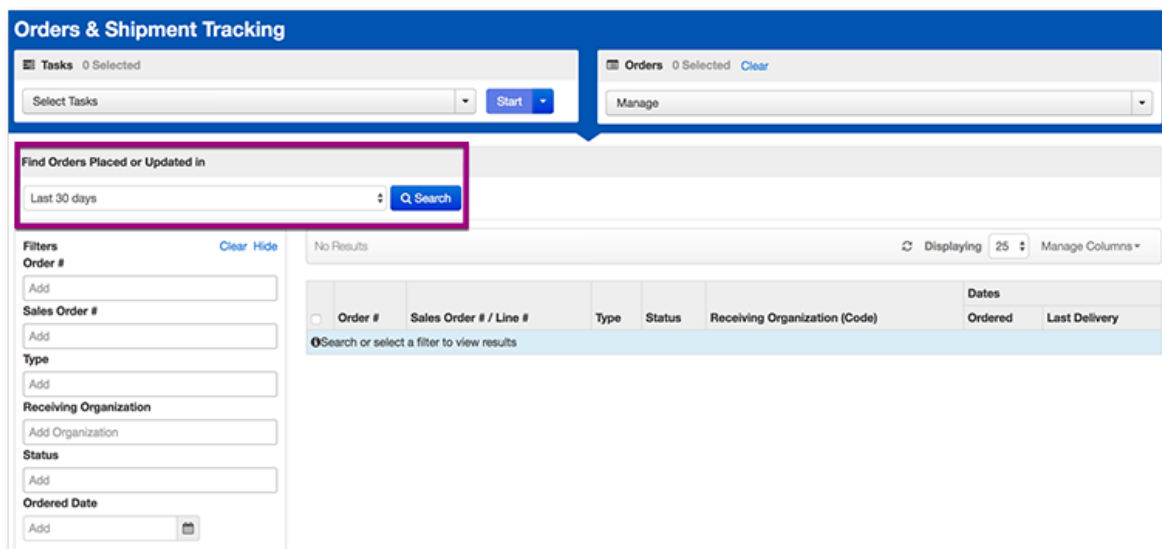
Step-by-Step

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

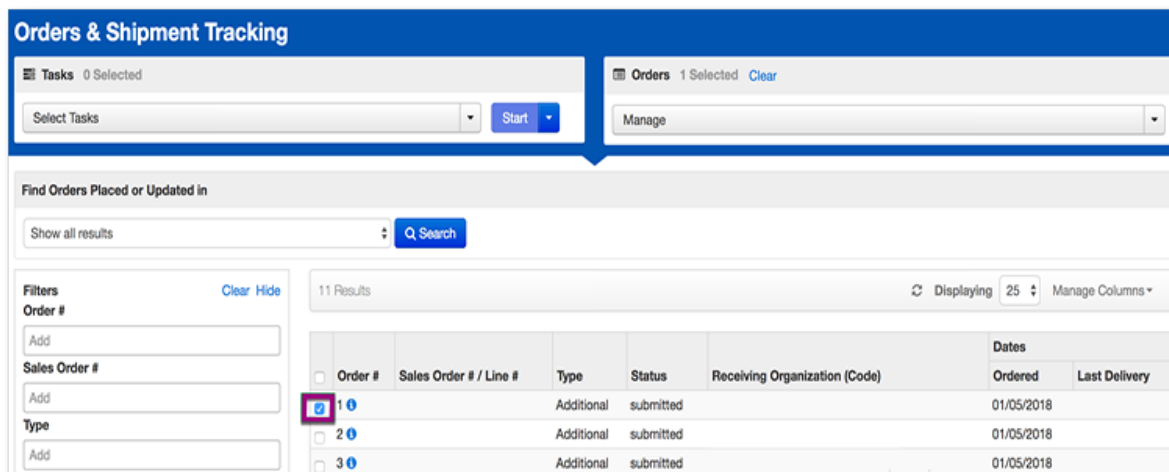




2. Select a period of time to search in the **Find Orders Placed and Updated in** dropdown, and click **Search**.



3. Click the checkbox next to the order.



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

5. Select your order from the **Additional Orders** list.

6. Select/type information to update order details.

ADDITIONAL ORDERS

[Create Additional Order](#)

Order # 1 (submitted)

DETAILS

Order # 1

Organization (Code)

Date Needed*

01/19/2018

Date Ordered

01/05/2018

User Last Edited

Reason

Special Instruction

Ship To

Update Using a Stored Contact

Select...

Contact Information

Contact Name*

Shipping Address

Address Line 1*

Save

Reset

[Show Order Details](#)

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

ADDITIONAL ORDERS

[Create Additional Order](#)

Order # 1 (submitted)

DETAILS

Order # 1

Organization (Code)

Date Needed*

01/19/2018

Date Ordered

01/05/2018

User Last Edited

Reason

Special Instruction

Ship To

Update Using a Stored Contact

Select...

Contact Information

Contact Name*

Shipping Address

Address Line 1*

Save

Reset

[Show Order Details](#)

7. Click **Save**.

ADDITIONAL ORDERS

[Create Additional Order](#)

Order # 1 (submitted)

DETAILS

Order # 1

Organization (Code)

Date Needed*

01/19/2018

Date Ordered

01/05/2018

User Last Edited

Reason

Special Instruction

Ship To

Update Using a Stored Contact

Select...

Contact Information

Contact Name*

Shipping Address

Address Line 1*

Save


Reset

[Show Order Details](#)

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  to view delivery and tracking information. The [status](#) represents where the order is in the delivery process.