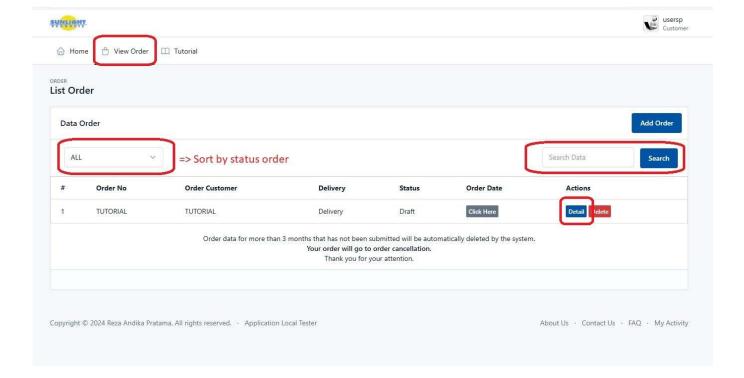
EDIT JOB ORDER / ORDER HEADER

1. SEARCH FOR ORDERS

Please find the order you want to change "ORDER NUMBER" or "ORDER NAME" or "DELIVERY / PICK UP" on the "VIEW ORDER" page.

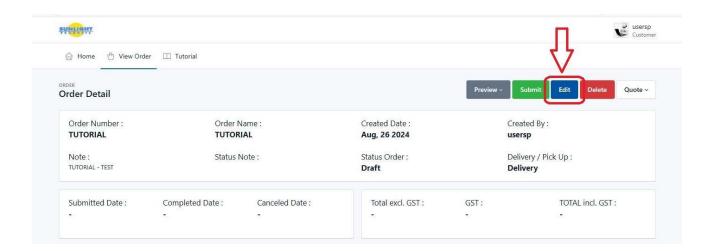
If the order you want to change has been found, please click the "DETAIL" button.

You will be directed to the "ORDER DETAILS" page.



2. CLICK THE "EDIT" BUTTON

On the "ORDER DETAILS" page, please click the "EDIT" button. You will be directed to a new page to make changes to the data.



3. CHANGE DATA AS NEEDED

On this page, change the data you need to change. Then click the "**SUBMIT**" button to process the data.

