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.