

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.

ORDER
List Order

Data Order Add Order

ALL => Sort by status order Search Data Search

#	Order No	Order Customer	Delivery	Status	Order Date	Actions
1	TUTORIAL	TUTORIAL	Delivery	Draft	Click Here	Detail Delete

Order data for more than 3 months that has not been submitted will be automatically deleted by the system.
Your order will go to order cancellation.
Thank you for your attention.

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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.

ORDER
Order Detail Preview Submit Edit Delete Quote

Order Number : TUTORIAL	Order Name : TUTORIAL	Created Date : Aug, 26 2024	Created By : usersp
Note : TUTORIAL - TEST	Status Note :	Status Order : Draft	Delivery / Pick Up : Delivery
Submitted Date : -	Completed Date : -	Canceled Date : -	Total excl. GST : -
			GST : -
			TOTAL incl. GST : -

3. CHANGE DATA AS NEEDED

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

 usersp
Customer

[Home](#) [View Order](#) [Tutorial](#)

ORDER

Order Header

Edit Data Order

STORE NAME *

SUNLIGHT PRODUCT PTY LTD

ORDER NUMBER *

TUTORIAL

ORDER NAME *

TUTORIAL

DELIVERY/PICK UP *

DELIVERY

NOTE

Your note for this order ...

Submit

Cancel

Notes

- Please do not use the following characters for ORDER NUMBER & ORDER NAME
[/], [{ }, [\], [&], [#], ['], ["] AND [.]
- MAXIMUM 50 CHARACTERS FOR ORDER NUMBER