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How To Change Due Dates

Sam Taylor
3 years ago · Updated

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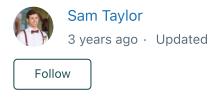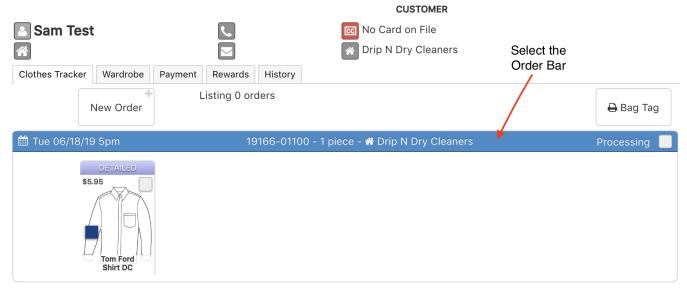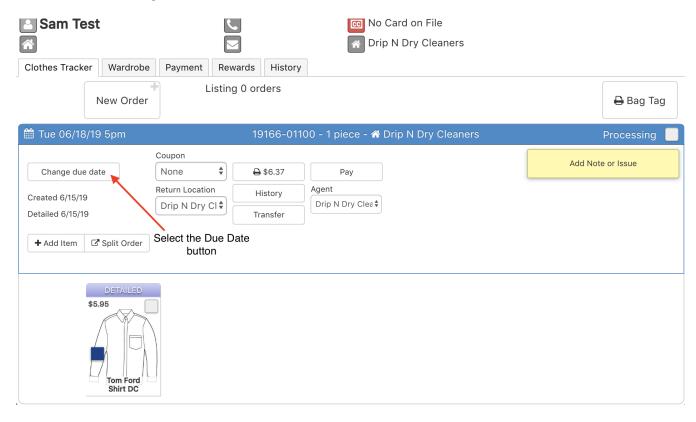
There will be times when after an order is created that the due date will need to be adjusted. Here is the walkthrough for you to take care of this in a few simple steps!
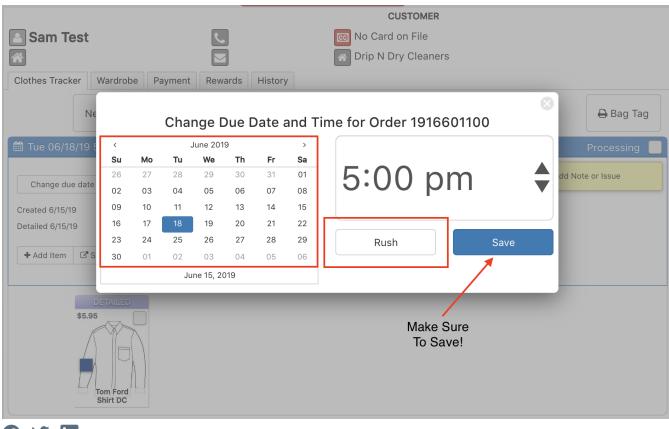
1. Search the customer and find the order that's date needs to be changed.

2. Click on the order bar (which will expand after selecting).

Help

CUSTOMER

👤 **Sam Test**

🏠

📞

✉️

🔲 No Card on File

🏠 Drip N Dry Cleaners

Select the
Order Bar

| Clothes Tracker | Wardrobe | Payment | Rewards | History |

➕
New Order

Listing 0 orders

🖨 Bag Tag

📅 Tue 06/18/19 5pm   19166-01100 - 1 piece - 🏠 Drip N Dry Cleaners   Processing 🔲

DETAILED
$5.95

Tom Ford
Shirt DC

3. Select the "Change Due Date" button

👤 **Sam Test**

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✉️

🔲 No Card on File

🏠 Drip N Dry Cleaners

| Clothes Tracker | Wardrobe | Payment | Rewards | History |

➕
New Order

Listing 0 orders

🖨 Bag Tag

📅 Tue 06/18/19 5pm   19166-01100 - 1 piece - 🏠 Drip N Dry Cleaners   Processing 🔲

| Change due date | Coupon | 🖨 $6.37 | Pay | Add Note or Issue |

None ⬍

Created 6/15/19

Return Location

History

Agent

Detailed 6/15/19

Drip N Dry Cl ⬍

Transfer

Drip N Dry Clea ⬍

➕ Add Item   ⤤ Split Order

Select the Due Date
button

DETAILED
$5.95

Tom Ford
Shirt DC

4. Select the correct date in the Calendar display, if needing to adjust the date by a month, select
the arrow icons to the right and left side of the displayed month. If the order is needing "Rush"
that button can also be selected to change the order to Rush.

5. Make sure to Save!

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