Updating an Order Schedule

There can be several reasons that a schedule might change. If the warehouse needs the order due time to change, there is a special schedule for a holiday, or a vendor needs to add/remove an order day.

1. Put a 2=Update next to the supply code you want to update and press Enter.
2. Make any changes to Order Time, Blind, Arrival Time and Day, and the Days Out. If this change is temporary set Apply to future schedules to N.
3. Press F10=Update when you have completed the updates.