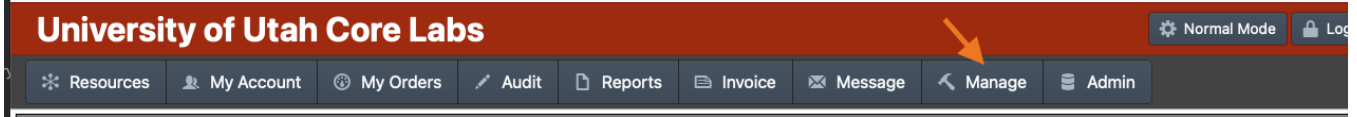
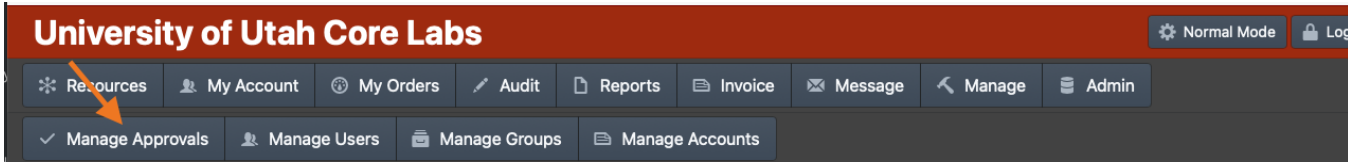


# Altering an order

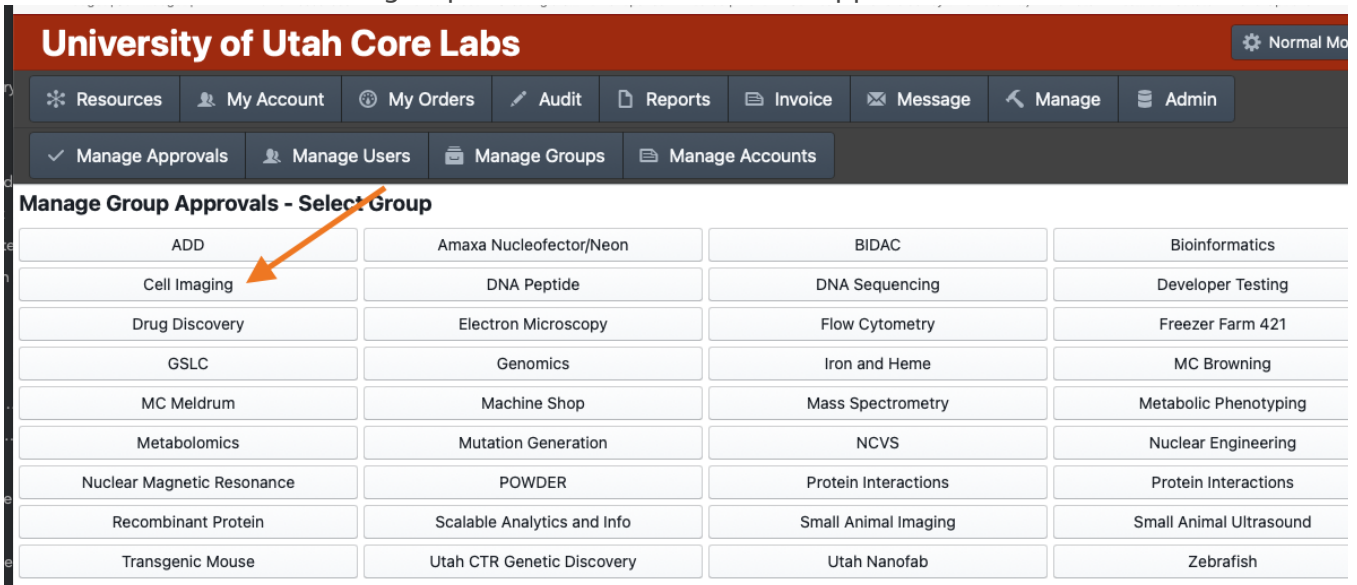
1. Click on the "Manage" icon in the top bar



2. Click on "Manage Approvals"



3. Click on the button for the group that has the order to be approved



4. Click on the order row you wish to edit

	Status	Order	Total (\$803.81)	Date	Service	User (PI)	Account
<input type="checkbox"/>	Pending	313088	\$102.58	2021-04-01	DNA Synthesis, 40nMole	Cameron Meikle (Wesley Sundquist)	17029 (593034)
<input type="checkbox"/>	Pending	313064	\$6.08	2021-03-31	DNA Synthesis, 25nMole, Desalted	Aldo Eduardo Garcia Guerrero (Paul Sigala)	17707 (5100583)
<input type="checkbox"/>	Pending	313053	\$92.20	2021-03-31	DNA Synthesis, 40nMole	Lara Rheinemann (Wesley Sundquist)	17029 (593034)
<input type="checkbox"/>	Pending	313050	\$5.42	2021-03-31	DNA Synthesis, 25nMole, Desalted	Hyungseok Kim (Jan Christian)	17415 (22316)
<input type="checkbox"/>	Pending	313038	\$15.60	2021-03-31	DNA Synthesis, 25nMole, Desalted	Erik Eide (Charles Murtaugh)	16780 (5931270)

5. Edit any details of the order you wish to change and then click the "Save" button.

**Order Details : 304916**

**User/Account**

1

2

PO Number

Base Cost  Cost Modifier  Cost Multiplier  Calculated Total

Modification Explanation

3

**Events**

Service	ID	Date	On	Off	Total	Cost	Details
Leica Spinning Disk EEJMRB Rm 5122	151410	2021-02-11 14:00:00 to 2021-02-11 19:00:00	[3]	[2]	[5]	\$136.50	<a href="#">Details/Data</a>

**Line Item Add Form**

Description  Quantity  Rate  Commercial Rate

**Note: Line item's on existing orders can only have their quantity altered. If a line MUST have it's rate altered please zero out the desired line and add a new Line Item using the "Line Item Add Form"**

## Adding a Line Item

Line items can be added to any order by using the "Line Item Add Form". This form functions the same as a standard line item form absent the custom data fields. Please note that added line items CANNOT be remove and instead must be zeroed out after adding.

Revision #4

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