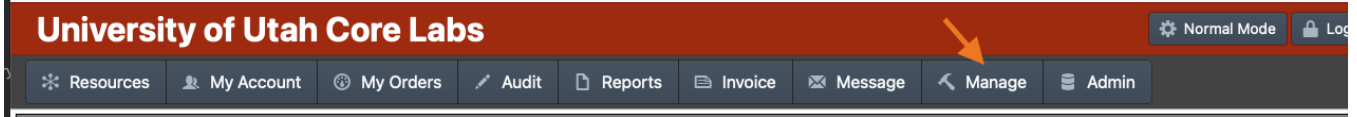
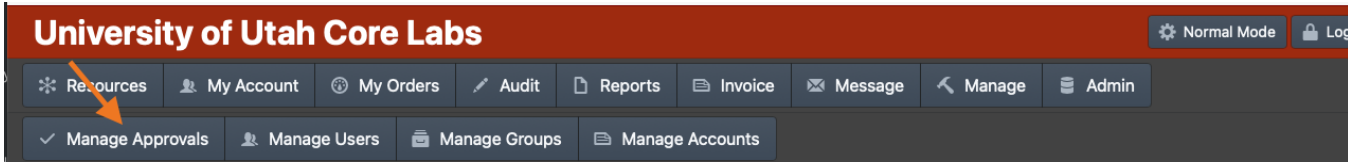


Altering an order

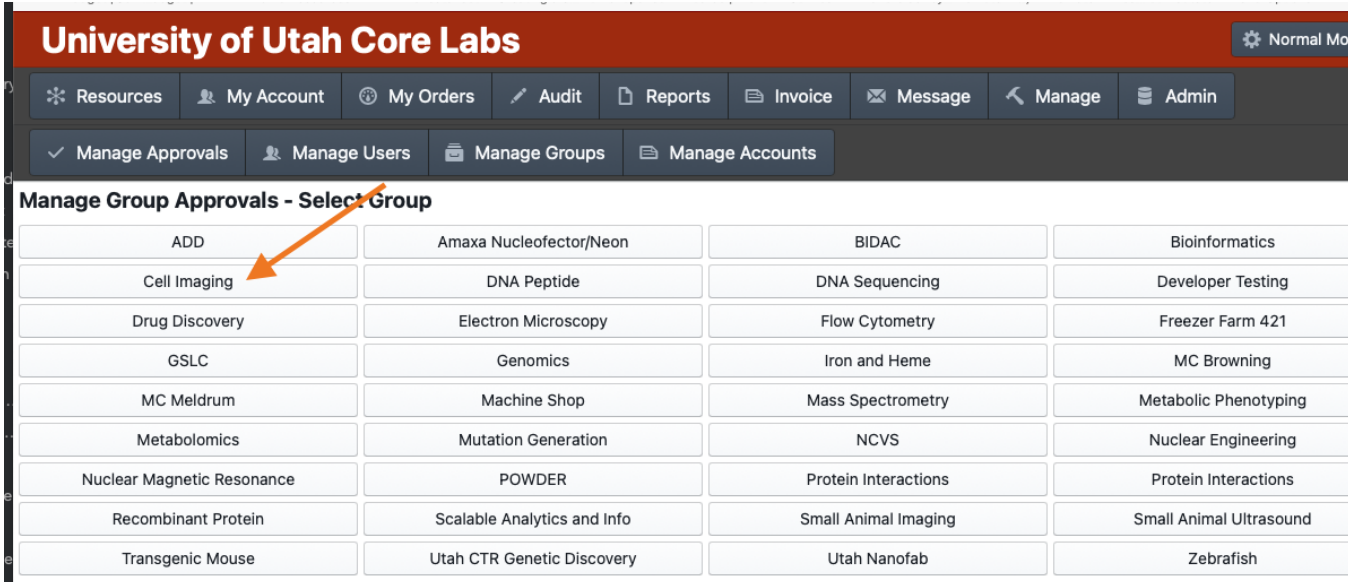
1. Click on the "Manage" icon in the top bar



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 | Details/Data |

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

Created 1 April 2021 15:38:43 by Elliot Francis

Updated 8 April 2021 18:03:26 by Elliot Francis