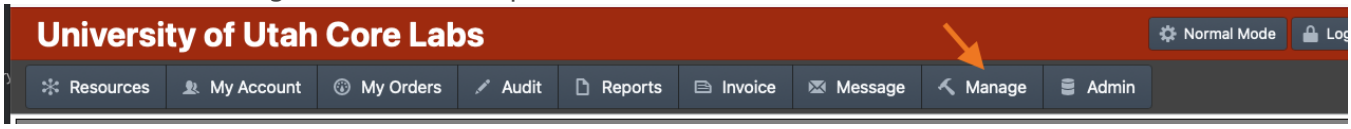
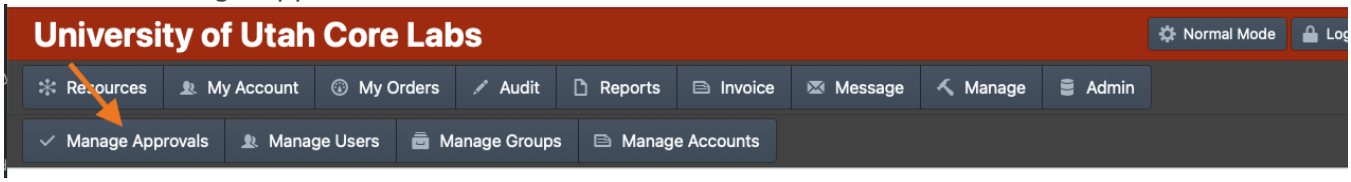
Altering an order

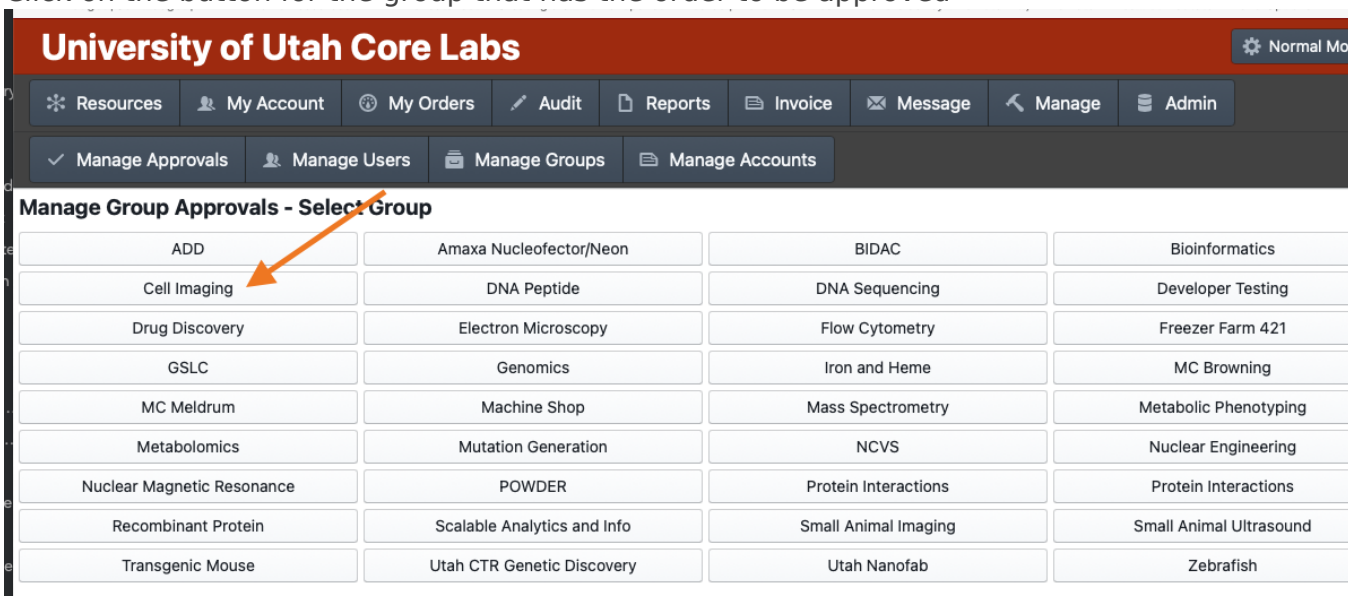
1. Click on the "Manage" icon in the top bar



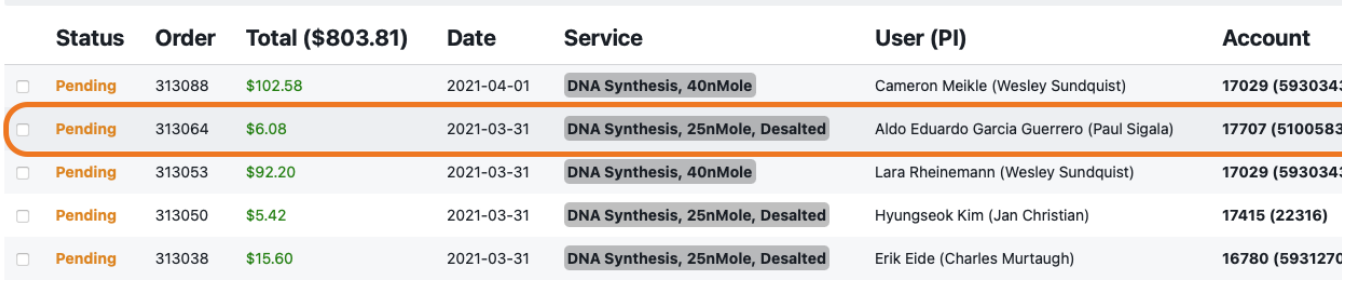
2. Click on "Manage Approvals"



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

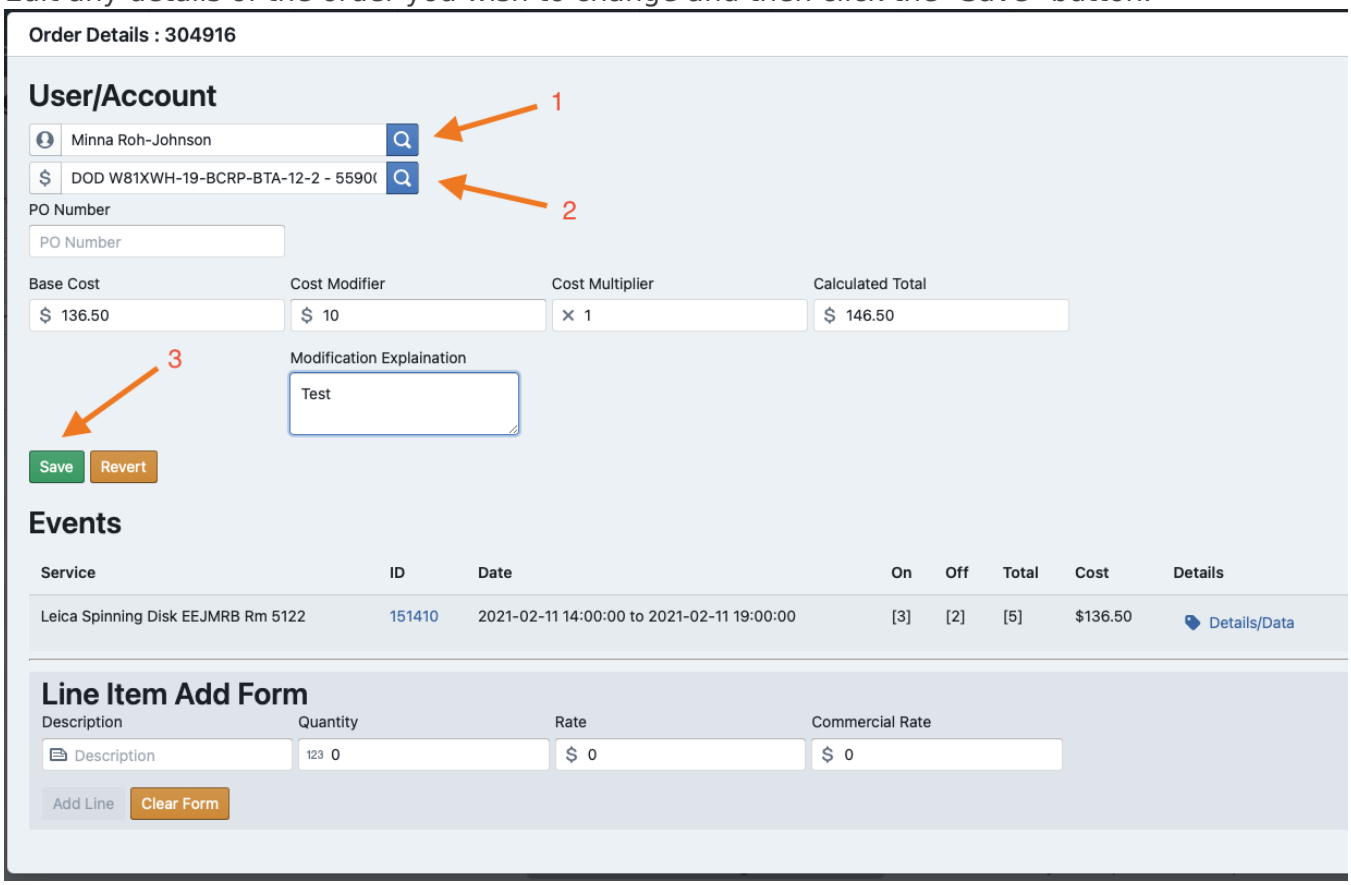


4. Click on the order row you wish to edit



Status	Order	Total ($803.81)	Date	Service	User (PI)	Account
Pending	313088	$102.58	2021-04-01	DNA Synthesis, 40nMole	Cameron Meikle (Wesley Sundquist)	17029 (593034
Pending	313064	$6.08	2021-03-31	DNA Synthesis, 25nMole, Desalted	Aldo Eduardo Garcia Guerrero (Paul Sigala)	17707 (5100583
Pending	313053	$92.20	2021-03-31	DNA Synthesis, 40nMole	Lara Rheinemann (Wesley Sundquist)	17029 (593034
Pending	313050	$5.42	2021-03-31	DNA Synthesis, 25nMole, Desalted	Hyungseok Kim (Jan Christian)	17415 (22316)
Pending	313038	$15.60	2021-03-31	DNA Synthesis, 25nMole, Desalted	Erik Eide (Charles Murtaugh)	16780 (593127

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



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.

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