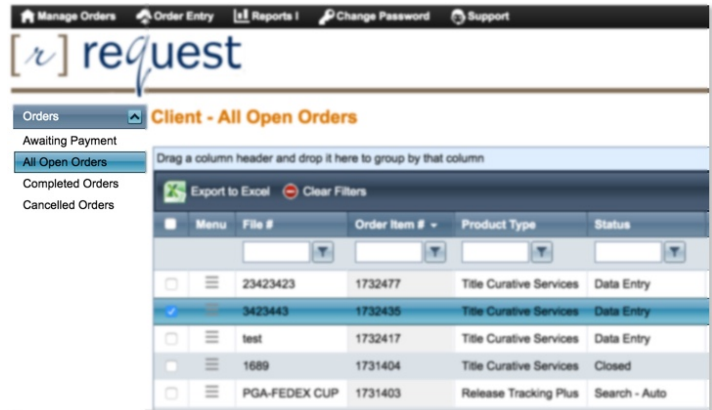



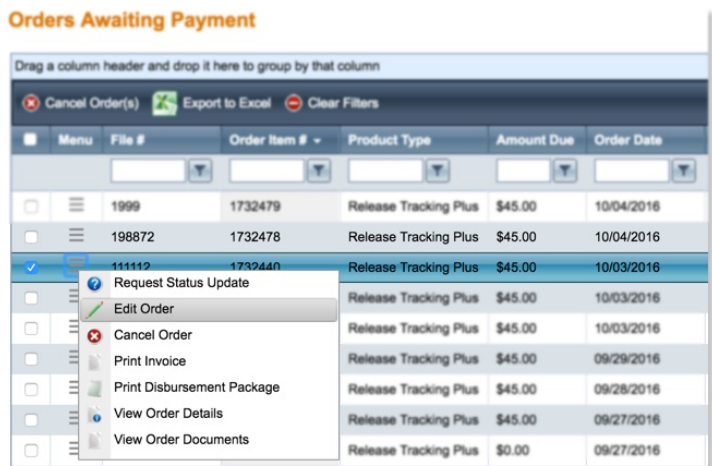
1 On the Main Menu, click **Manage Orders**.



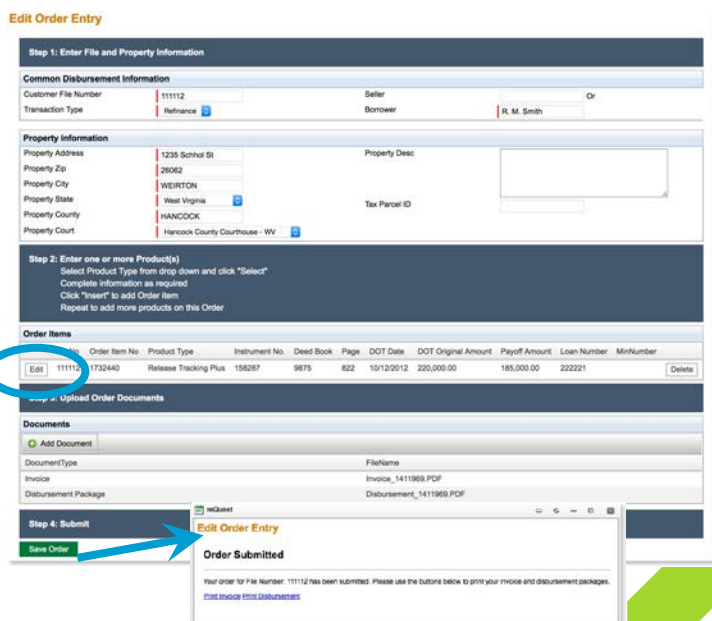
2 In the **Orders** menu, click on **Awaiting Payment** or **All Open Orders** to view a queue of related orders.



3 In the **Menu** column, click the icon for an order,  and then click **Edit Order**.



4 In the **Edit Order Entry** window, modify the common disbursement information, property information. To edit an Order Item (disbursement details), click the **Edit** button to the left of the order item. Modify the necessary information and click **Update Cart**.



5 Click **Save Order**. A confirmation displays, enabling you to print the invoice and disbursement information.