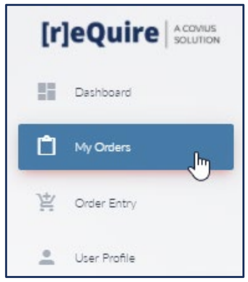
[r]eQuest

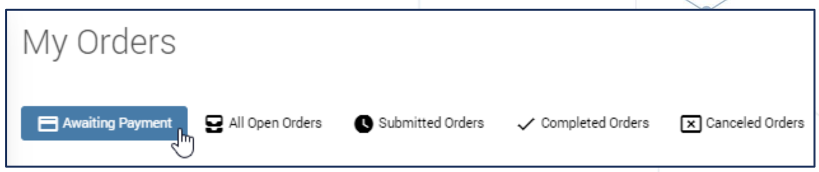
Quick Reference Guide

Editing an Order

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

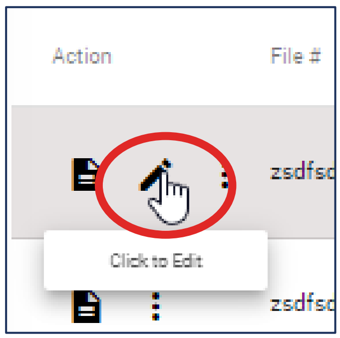


2 In the My **Orders** menu, click on **Awaiting Payment** to view a queue of related orders.



3 In the **Action** column, click the pencil icon ✏ to edit the order.

NOTE: Only Release Tracking orders in a Payment Pending status may be edited. If you need to update information for another type of order, please call our Business Services team at 877-505-5400 for assistance.



4 You will be diverted to the **Order Entry** screen for the order selected.

A Order Disbursement Information changes will update for all items associated with the order.

B You may toggle between the different order items by selecting from the Order Item list.

C You may add an additional Order Item by selecting the product from the dropdown and clicking **Add Product**.

D Edit the Order Item information in the shaded box.

E When all changes have been made, **click Submit**.