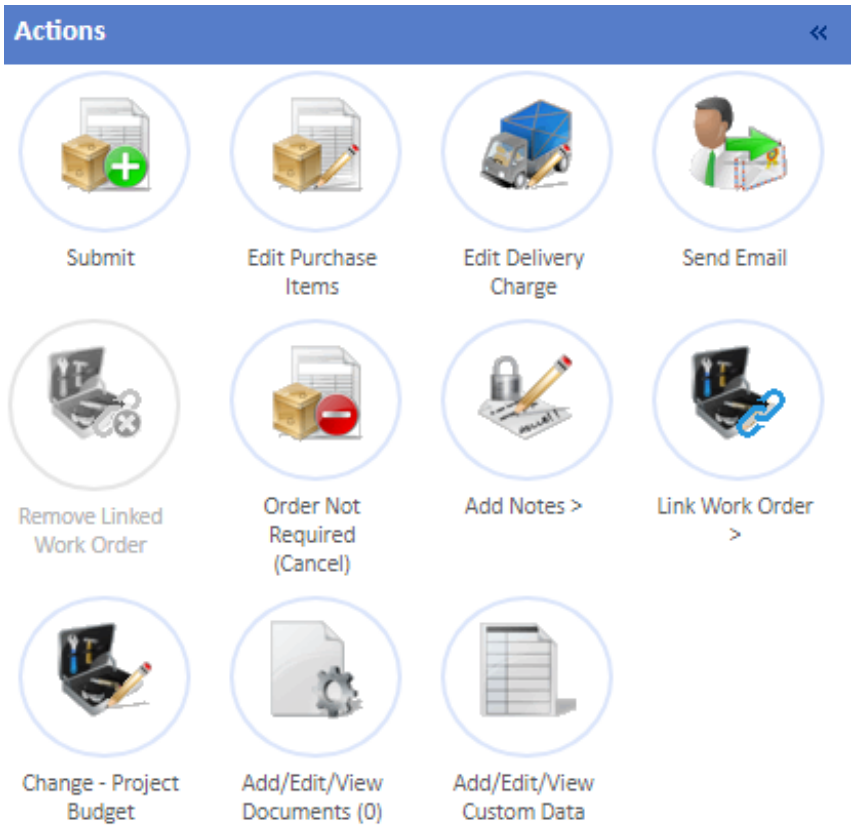
Edit Purchase Items

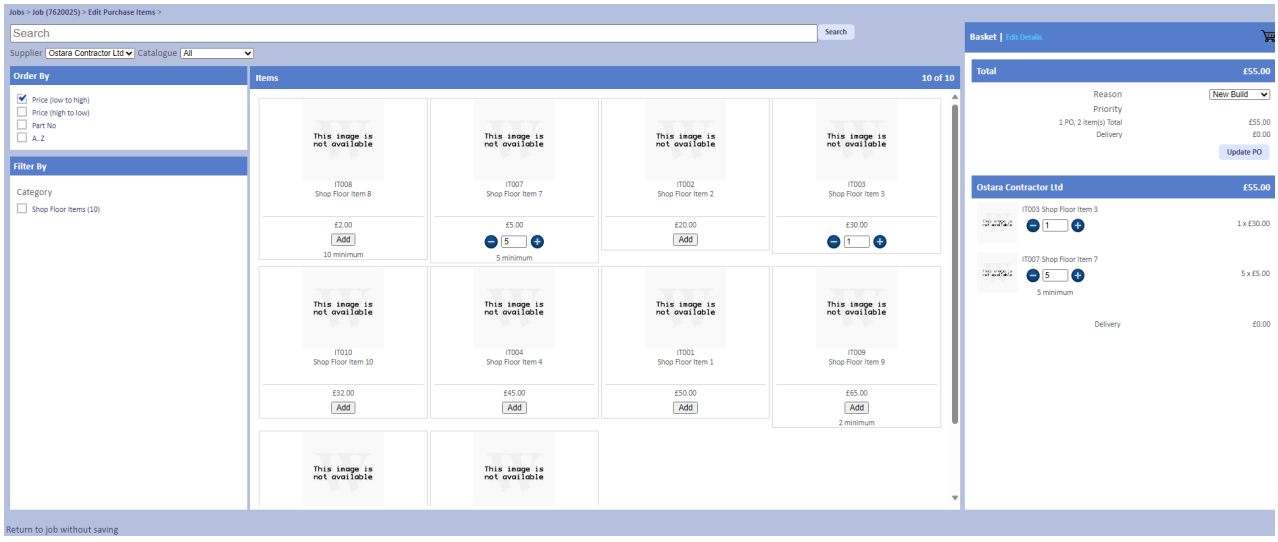
Fri, Jan 19, 2024 Job Detail Actions

If a Site User has made a mistake on their order and needs to amend the items, they can update the order to ensure it is correct. This can be done using the "Edit Purchase Items" button.

1. On the Job Detail screen, select the "Edit Purchase Items" button to display the Edit Purchase Items screen.



2. This screen works similarly to the Create Purchase Order tab except the Basket contains the items that were added when the PO was created (please see Create Purchase Order Tab for more information). Once the necessary changes have been made, click "Update PO" to to update the items on the order. If changes are no longer needed, click the "Return to job without saving" button to return to the Job Detail page without making any changes.



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