

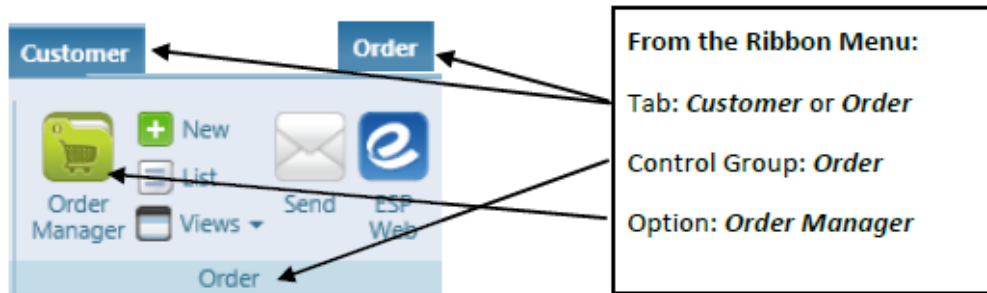
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How Do You Repeat an Order?

Tammy Mason - 2017-09-13 - in Quotes, Orders & Invoices

How Do You Repeat an Order?



Explanation: Copy is available in most resource windows. This will allow an identical copy of the initial resource to populate a new resource window. Changes can then be made to the resource and saved as a new record.

Depending on the resource some fields may require unique input and a validation will show this.



From the Order Manager, open the original order to repeat. Click "Copy". This will create an identical copy of the original order with a new order number. Make whatever changes are necessary and process this as a new order. Use the tool tips provided for field by field guidance. When appropriate, create an invoice and process the invoice to finish out the order.