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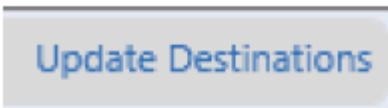
Tammy Mason - 2017-09-13 - in Quotes, Orders & Invoices

How Do You Update dates or addresses on all/selected Products?

Select the "Update Dates" icon when modifying dates



or "Update Destinations" when modifying Ship address



Explanation: Clicking the icons will launch a data update window. The icons are found in either the Order Expander or the Product Expanders.

Order

Order 9/4/2015 Update Dates

In Hand Update Dates

Ship Update Dates

Bill

Bill To

Bill Via Email

Terms Net 30

Discount 0.00%

Pay With (Select)

Acknowledge

Acknowledge To

Acknowledge Via Email

PO/Reference

Origin (Select)

URL

Reorder

External Order #

Ship

Ship To

Ship Via best way

Ship Message (Select)

Account

FOB Factory

Product Method Drop Ship

Freight Table (Select)

Products (1)

Code	Description	Ordered	Unit	IPC	Price	Price Total	Cost	Cost Total
		1	Each	(S)	\$0.0000	\$0.00	\$0.0000	\$0.00

Method Drop Ship

Vendor (S) (Select)

SKU

Hide From Customer Price Per 1 Cost Per 1

Discount This Item Category (Select)

Is Freight Item Type (Select)

Include on Packing List

Ship

In Hand

Ship Message (Select)

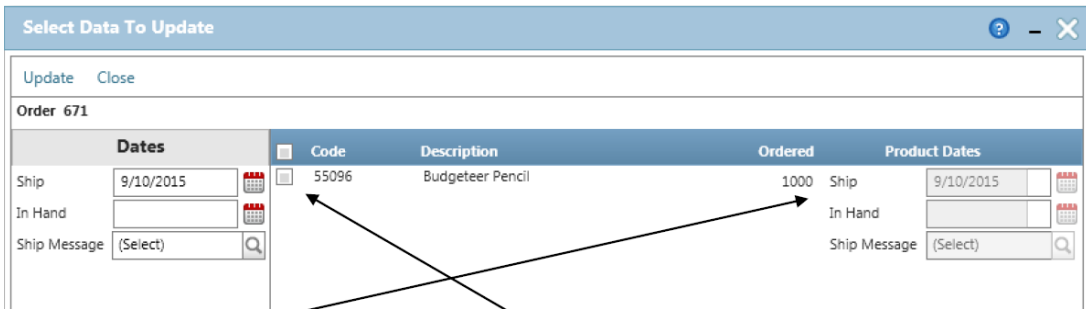
Matrix

Artwork (0) Instructions (0) **Destination** Taxes (0) 0.0000% Commission

From Annie-Time Specialties To

Company Annie-Time Specialties Company

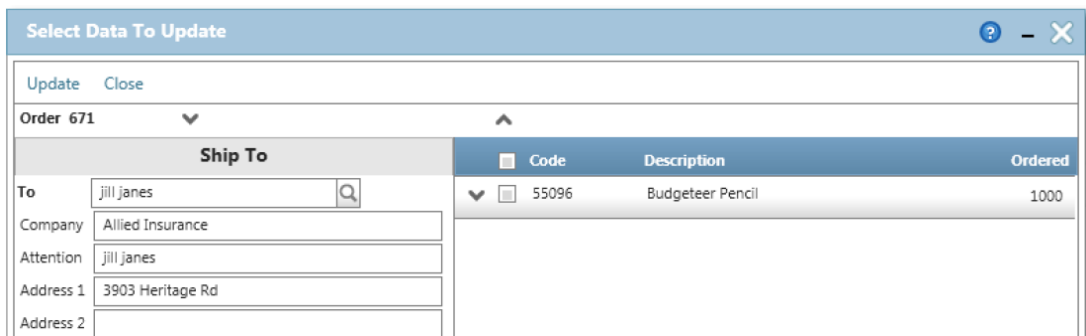
Change Dates: Data Update Window:



Make Changes to the Date and then select which Products are affected. Click Update.

Change Address:

Data Update Window:



Make Changes to the Address and then select which Products are affected. Click Update.