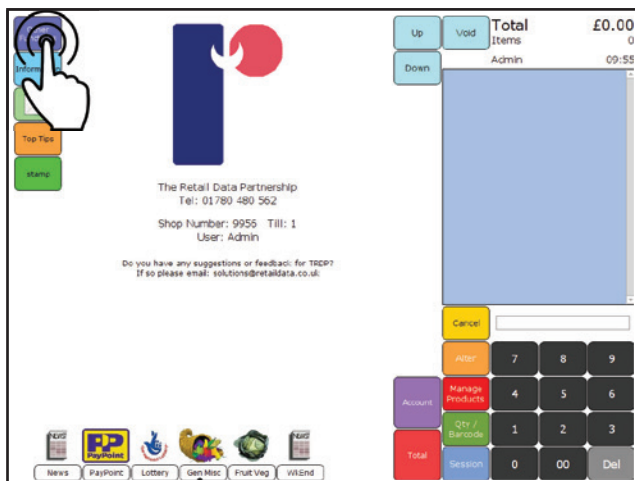


EPOS Help

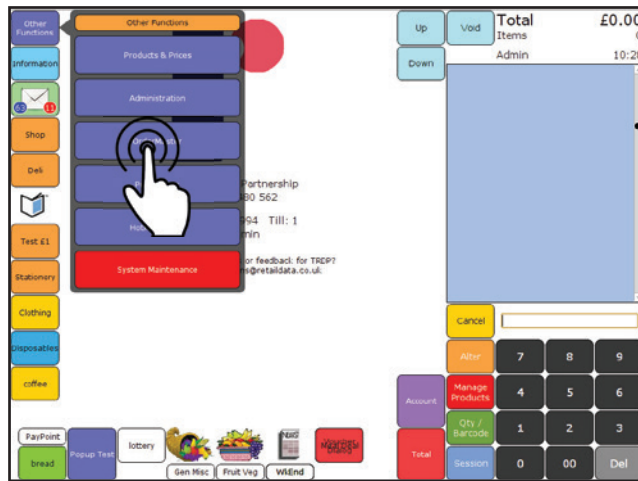
Edit and Send an Order

Once your orders have been sent to your till, you can edit them using this step by step method.

1 Press **Other functions** and **Administration**.



2 In the Administration window, press **OrderMaster**.



3 Select **Held Orders** to modify your order.

OrderMaster Orders							View Notes	Up	Down	Exit
Order ID	Wholesaler	Received/Created	Lines	Packs	Total Cost	Total RRPxPK				
Current Orders (13)							Create Order			
1259	Booker327	18th May 2017 16:47	0	0	£0.00	£0.00	Amend Order			
1258	Booker327	8th May 2017 14:39	1	15	£190.35	£229.50	Prepare Order			
1257	Booker327	8th May 2017 14:36	0	0	£0.00	£0.00	Delete Order			
1256	Booker327	8th May 2017 14:35	0	0	£0.00	£0.00	View Historic Order			
1255	Booker327	8th May 2017 14:33	0	0	£0.00	£0.00	Unsent Orders (0)			
1254	Booker327	8th May 2017 14:33	1	1	£7.49	£15.48	Held Orders (2)			
1253	Booker327	13th Feb 2017 10:16	1	20	£123.80	£388.80				
1252	Booker327	13th Feb 2017 10:14	3	3	£8.97	£35.40				
1251	Booker327	13th Feb 2017 09:38	3	3	£13.47	£54.96				
1250	Booker327	2nd Feb 2017 14:23	0	0	£0.00	£0.00				
1249	Booker327	2nd Feb 2017 13:10	1	3	£8.97	£0.00				
1248	Booker327	1st Feb 2017 16:58	0	0	£0.00	£0.00				
1246	Booker327	23rd Jan 2017 11:57	4	15	£255.45	£62.88				
Historic Orders (0) There are currently no historic Orders										

4 A drop down box will appear to **Select** the required order and wholesaler.

OrderMaster Orders							View Notes	Up	Down	Exit	
Order ID	Wholesaler	Received/Created	Lines	Packs	Total Cost	Total RRPxPK					
Current Orders (13)							Create Order				
1259	Booker327	18th May 2017 16:47	0	0	£0.00	£0.00	Amend Order				
1258	Booker327	8th May 2017 14:39	1	15	£190.35	£229.50	Prepare Order				
1257	Booker327	8th May 2017 14:36	0	0	£0.00	£0.00	Delete Order				
1256	Booker327	8th May 2017 14:35	0	0	£0.00	£0.00	View Historic Order				
1255	Booker327	8th May 2017 14:33	0	0	£0.00	£0.00	Unsent Orders (0)				
Held Orders							Held Orders (2)				
Create Order from Order To Amend		Select a Held Order...		For		Select a Wholesaler...		Delete		Next	Close
1249	Booker327	2nd Feb 2017	3	3	£8.97	£0.00					
1248	Booker327	1st Feb 2017	0	0	£0.00	£0.00					
1246	Booker327	23rd Jan 2017 11:57	4	15	£255.45	£62.88					
Historic Orders (0) There are currently no historic Orders											

Still unsure? Expert UK support is available:

The Retail Data Partnership Ltd



01780 480 562 (Option 1)



support@retaildata.co.uk



www.retaildata.co.uk

EPOS Help

Edit and Send an Order

Modify your orders and choose from the selected Wholesalers to prepare your orders.

5 Press **Select Held Order** to find your order.

Order ID	Wholesaler	Received/Created	Lines	Packs	Total Cost	Total RRPxPK
1259	Booker327	18th May 2017 16:47	0	0	£0.00	£0.00
1258	Booker327	8th May 2017 14:39	1	15	£190.35	£229.50
1257	Booker327	8th May 2017 14:36	0	0	£0.00	£0.00
1256	Booker327	8th May 2017 14:35	0	0	£0.00	£0.00
1255	Booker327	8th May 2017 14:33	0	0	£0.00	£0.00

Held Orders

Create Order from Order To Amend: Mon 13th February 10:14 (3 lines) For **Select a Wholesaler**

Mon 13th February 10:13 (3 lines)

Buttons: Delete, Next, Close

6 Press **For** to select your chosen Wholesaler. Now select **Next**.

Order ID	Wholesaler	Received/Created	Lines	Packs	Total Cost	Total RRPxPK
1259	Booker327	18th May 2017 16:47	0	0	£0.00	£0.00
1258	Booker327	8th May 2017 14:39	1	15	£190.35	£229.50
1257	Booker327	8th May 2017 14:36	0	0	£0.00	£0.00
1256	Booker327	8th May 2017 14:35	0	0	£0.00	£0.00
1255	Booker327	8th May 2017 14:33	0	0	£0.00	£0.00

Held Orders

Create Order from Order To Amend: Mon 13th February 10:14 (3 lines) For **Booker327**

Select an Order

Buttons: Delete, Next, Close

7 Your order will now be displayed along with a list of products that are **Not Supplied** by the wholesaler. Select **Create Order**.

Edit Held Order - Mon 13th February 10:14 (3 lines) for Booker327

Barcode	Description	Prod No	Pk Size	Pk Cost	Qty
5053990107377	Pringles Sour Crm/Onion Pm59	127536	12	41.5	1
5053990107261	Pringles Texas Bbq Pm59	127538	12	41.5	1

The following Products are NOT available to be ordered for this Wholesaler:

Barcode	Description	Qty
5410076630035	Pringles Original 59P	1

Buttons: Create Order, Amend Order, Prepare Order, Delete Order, View Historic Order, Unsent Orders (0), Held Orders (2)

8 This order will now be in your **Current Orders** list. When you have sent your order it will move to **Historic Orders**.

Order ID	Wholesaler	Received/Created	Lines	Packs	Total Cost	Total RRPxPK
1259	Booker327	18th May 2017 16:47	0	0	£0.00	£0.00
1258	Booker327	8th May 2017 14:39	1	15	£190.35	£229.50
1257	Booker327	8th May 2017 14:36	0	0	£0.00	£0.00
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1254	Booker327	8th May 2017 14:33	1	1	£7.49	£15.48
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1249	Booker327	2nd Feb 2017 13:10	1	3	£8.97	£0.00
1248	Booker327	1st Feb 2017 16:58	0	0	£0.00	£0.00
1246	Booker327	23rd Jan 2017 11:57	4	15	£255.45	£62.88

Historic Orders (0)
There are currently no historic Orders

Still unsure? Expert UK support is available:

