

# Edit a Delivery

To edit a delivery, navigate to the Deliveries Tab on the left-hand side. Then, find the relevant delivery and click 'Edit'.

|  | Supplier | Outlet   | Delivery Number | Delivery Date | Delivery Cost | Action                                    |
|--|----------|----------|-----------------|---------------|---------------|---|
|  | Test     | Main Bar | test            | Mar 25, 2021  | 12.50         | <a href="#">View</a> <a href="#">Edit</a> |

From this screen you can see all items that have been delivered into the system. This is where you can amend any delivered quantities and add new products. You will need to click on 'delivered products' to edit the already delivered quantities, or 'product search' for further items.

Product Search Delivered Products

Product Search

Search Site Products

When you click on 'Delivered Products', all items on the specific delivery will show with their relevant cost price and quantities. these can be amended by clicking in the correct box and typing in the correct value.

Product Search Delivered Products

| Product                      | Size | Cost  | Deliver                        | Credit                         | Total                              |
|------------------------------|------|-------|--------------------------------|--------------------------------|------------------------------------|
| Whisky<br>Jack Daniels Honey | 70cl | 12.50 | <input type="text" value="1"/> | <input type="text" value="0"/> | <input type="text" value="12.50"/> |

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