



Updating Order Details

Client Guide
Vol. 9

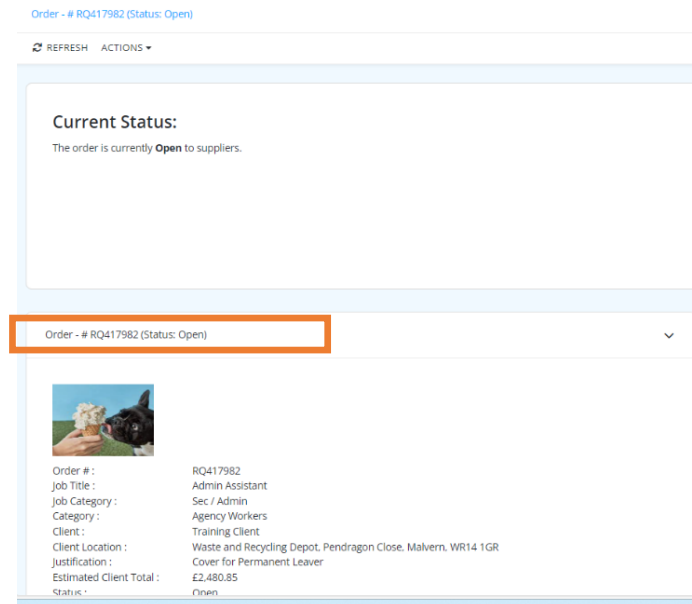
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Updating Order Details

1. To update the order Data, navigate to the order you wish to amend and click into the Order Hyperlink




Order - # RQ417982 (Status: Open)

REFRESH ACTIONS

Current Status:
The order is currently **Open** to suppliers.

Order - # RQ417982 (Status: Open)

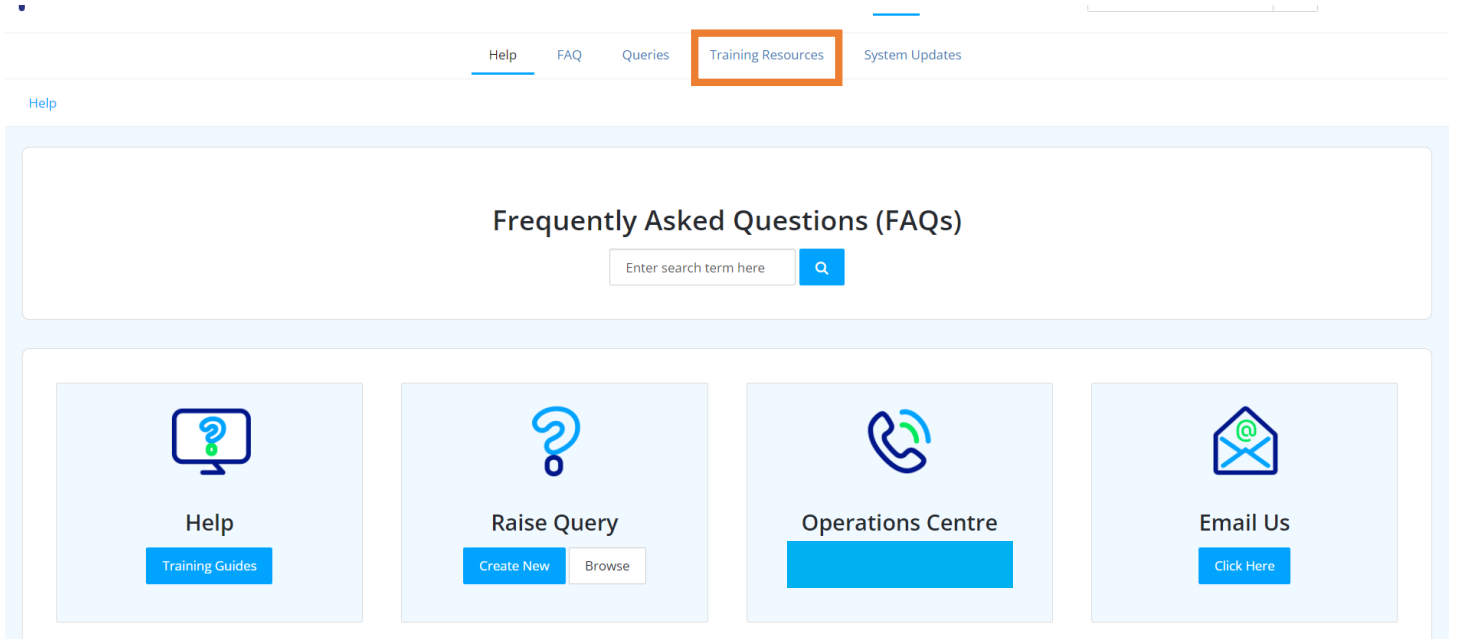


Order # :	RQ417982
Job Title :	Admin Assistant
Job Category :	Sec / Admin
Category :	Agency Workers
Client :	Training Client
Client Location :	Waste and Recycling Depot, Pendragon Close, Malvern, WR14 1GR
Justification :	Cover for Permanent Leaver
Estimated Client Total :	£2,480.85
Status :	Open

2. You will only be able to edit the **Editable Fields**
 - a. Client Owner
 - b. Client Location
 - c. Description box
 - d. Start and End Date
 - e. Candidates
3. Scroll up and click Save on the top left hand side.

Need more support?

You can contact your Matrix Customer Success Executive or another member of the Customer Success Team for assistance with Matrix-CR.net through the following options:



The screenshot shows a navigation menu with the following items: Help, FAQ, Queries, Training Resources (highlighted with an orange box), and System Updates. Below the menu is a 'Help' section titled 'Frequently Asked Questions (FAQs)' with a search bar containing the text 'Enter search term here' and a magnifying glass icon. Below the search bar are four main support options, each with an icon and a button:

- Help**: Icon of a question mark in a speech bubble, with a 'Training Guides' button.
- Raise Query**: Icon of a question mark, with 'Create New' and 'Browse' buttons.
- Operations Centre**: Icon of a telephone handset, with a large blue button.
- Email Us**: Icon of an envelope with an '@' symbol, with a 'Click Here' button.

Underneath your help tab you also have access to help guides and videos under 'Training Resources' as highlighted above.

The number for the Customer Success Team will be displayed on the live site.