

# Updating Shipping Information on an Order

Last Modified on 05/10/2016 2:29 pm AEDT

Quick Steps: Shop > Order Management > Orders > Actions > Edit Order > Update Order information

The screenshot shows the SportsTG One Sport Technology console. The top navigation bar includes icons for Membership, Events, Shop, Utilities, Administration, and Support. The left-hand navigation menu lists various management options. The main content area displays a table of orders with columns for OrderID, Order Date, Shipped Date, First Name, Last Name, Postage/Collect Location, Total, and Status. A dropdown menu is open for the 'Actions' column of the first order, showing options like View Order, Print Packing Slip, Order Notes, Email Customer, Edit Order, and Send Duplicate Receipt. Red circles and numbers 1 through 5 highlight the steps: 1. Shop icon, 2. Order Management menu item, 3. Orders sub-menu item, 4. Actions dropdown arrow, and 5. Edit Order button.

1. Login to the One Sport Technology console, and select **Shop** from the top menu
2. From left menu, click on **Order Management**
3. Select **Orders** from the expanded left hand menu
4. Click **Actions** next to the order you wish edit
5. Click on **Edit Order** from the drop down menu. Administrators will be able to amend the customer's email address and delivery details.

## Edit Order

Email Address

bblack@sportstg.com

Delivery Address 1

1234 Street Road

Delivery Address 2

Delivery Suburb

Melbourne

Delivery State

Victoria

Delivery Postcode

3000

Delivery Country

Australia ▼

Postage Tracking Code

Delivery Notes



Update Order Information



Cancel

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