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Creating a Change Order

Hover over Create, click **Create Change Order**.



[Logout](#) | [My Setup](#) | [Full Menu](#)

Home Create Manage Analyze & Report Admin Training

Hello, Admin **Create Change Order** Orders

Welcome to the DTS Service ...

:: DTS Message Center
You have no current messages

:: Quick Menu

[Create a Change Order](#)

From the drop down select the location that you want to create a change order for.

DTS CONNEX™ [Logout](#) | [My Setup](#) | [Full Menu](#)

Home Create Manage Analyze & Report Admin Training

Hello, Admin User from Training - Change Orders

Upcoming Orders: 1234 - Main St (One Time)

Location 1234 - Main St (One Time) [v]

Or

Search by #

Next Available Delivery Date: 4/3/2020. Order or Edit By: 4/2/2020 9:25:00 AM store's local time.

There are currently no upcoming orders for this location.

- Notice the Next Available Delivery Date, the cutoff date and time for this order to be Placed, Transferred and processed successfully. To choose a different delivery date click the box with 3 dots to the right of the date, choose a new available date for delivery.
- Click **New Order**, enter the increments needed for this Change Order.
- Click **Save**

New Order

Location: 1234 - Main St (One Time)

Delivery 4/3/2020

Enter the value of each denomination you would like to order (for example \$100 or \$15,000):

Notes	
1s	1000
5s	<input type="text"/>
10s	<input type="text"/>
20s	<input type="text"/>
50s	Cannot be ordered per company policy
100s	Cannot be ordered per company policy

Coins	
Pennies	<input type="text"/>
Nickels	<input type="text"/>
Dimes	<input type="text"/>
Quarters	<input type="text"/>
Half Dollars	Cannot be ordered per company policy
Dollars	Cannot be ordered per company policy

Order Total: 1,000.00

If you need to Edit or Cancel this change order; follow the steps below.

Click the **Edit Order** button, edit your change order and click Save. To Cancel a Change Order click **Cancel Order** and click OK to confirm.

Fri 4/3/2020 Requested Delivery Date DTS Confirmation #: 0123400030 **One Time**

\$1,000.00

Order can be edited or cancelled until 4/2/2020 9:25:00 AM local time (for location).

Notes	1s	2s	5s	10s	20s	50s	100s
	\$1,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Coins	Pennies	Nickels	Dimes	Quarters	Half Dollars	Dollars
	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00