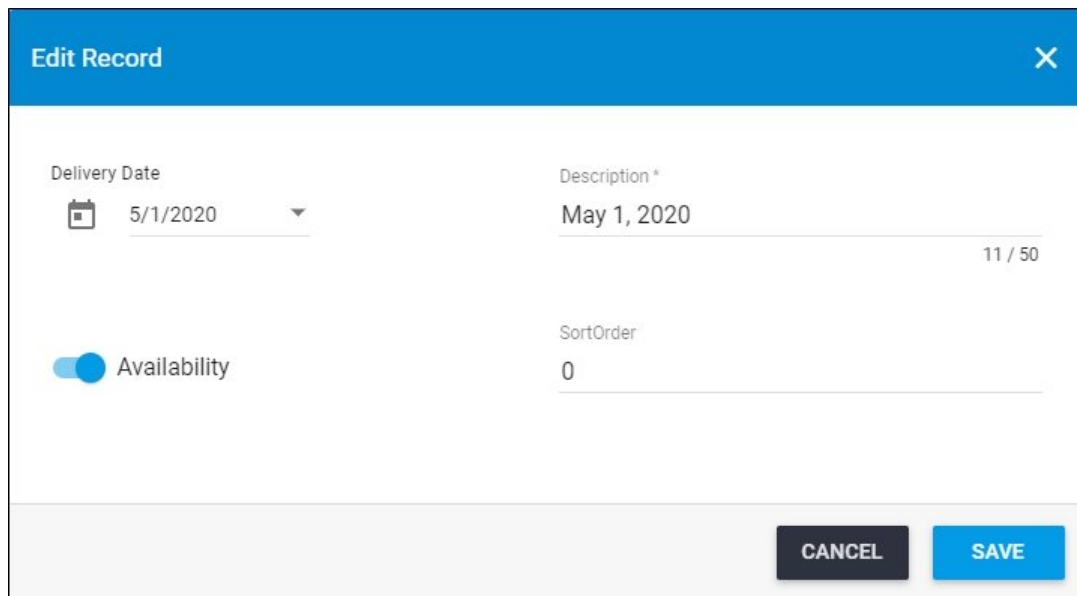


Edit delivery date

To edit a delivery date, follow these steps:

1. Select “Edit Record” from the Actions menu next to the date you want, the following window appears:



The screenshot shows a dialog box titled "Edit Record" with a close button (X) in the top right corner. The dialog contains the following fields and controls:

- Delivery Date:** A date picker showing "5/1/2020" with a calendar icon and a dropdown arrow.
- Description *:** A text input field containing "May 1, 2020" and a character count "11 / 50" on the right.
- Availability:** A toggle switch that is currently turned on (blue).
- SortOrder:** A text input field containing "0".

At the bottom of the dialog, there are two buttons: "CANCEL" (dark grey) and "SAVE" (blue).

If the Availability slider is deactivated, this date is not be available and placing orders against it will generate an error.

2. Make the changes you want to any of the displayed information,
3. Click **Save**.