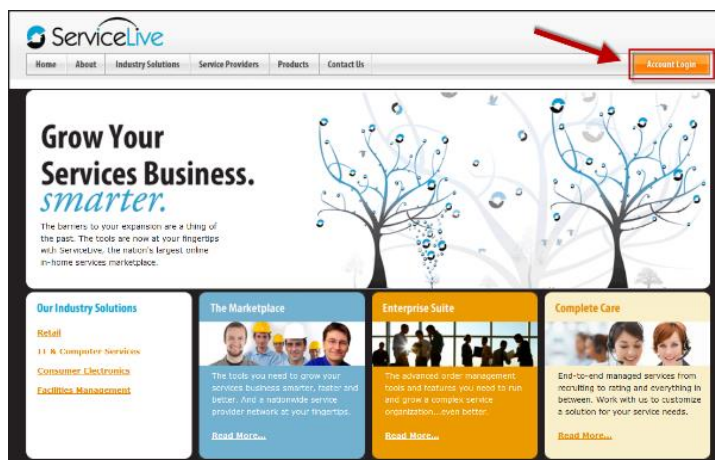


Editing an order allows you to change (or) add any details to your order, which can offer accurate up-to-date information for the Provider so they can better understand you expect from the service they provide. Service Orders can only be edited while in *Draft*, *Posted*, or *Expired* status.

1. Open <https://business.servicelive.com> in *Mozilla Firefox* or *Google Chrome*, and click **Account Login**.

Note: ServiceLive is optimized for these browsers. Do not use *Internet Explorer*.



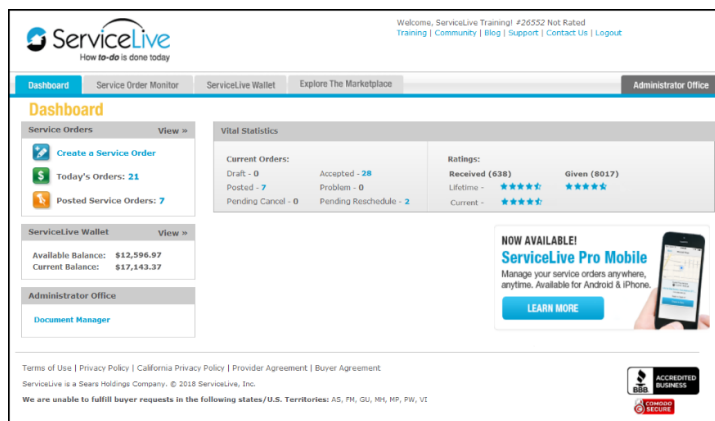
2. Enter your **user name** and password into the **Username** and **Password** fields, and then click **Login To ServiceLive**.

Important: Passwords are case sensitive.

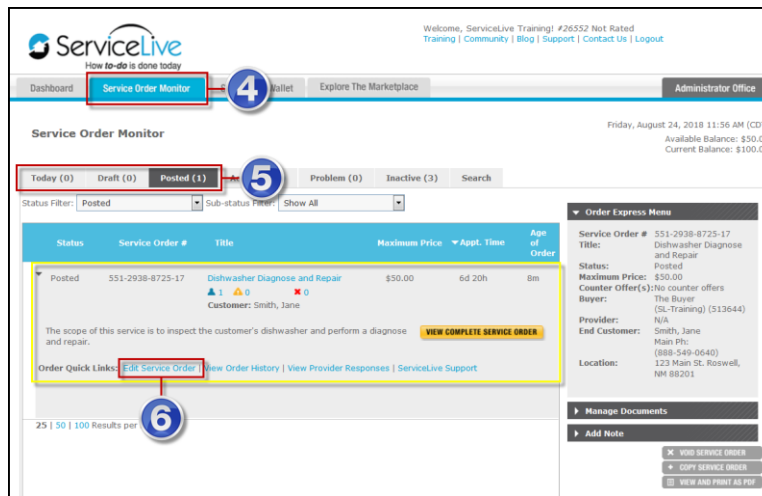


3. You will be logged into your Buyer account and your account Dashboard will display.

Note: The information that displays on your Dashboard view is dependent on the permissions that were assigned to you when you were added to the account as a user.

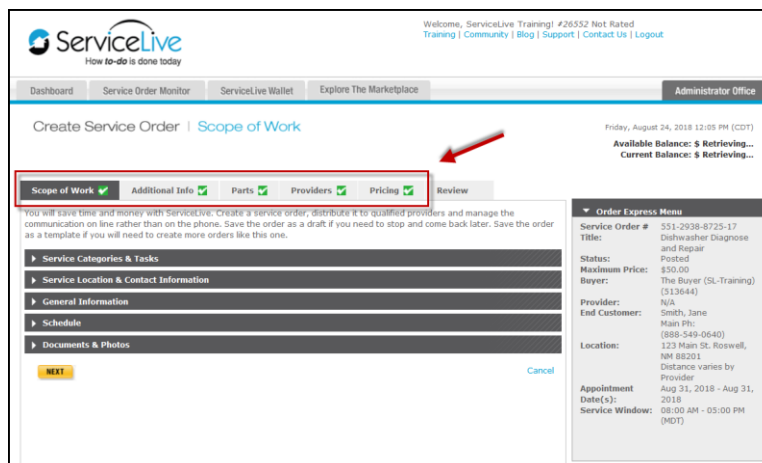


4. Click the **Service Order Monitor** tab.
5. Depending on the order's status – click the Today, Draft, or Posted tab to find the order.
 - Orders in *Expired* status will display in the *Today* tab.
 - Orders in *Draft* status will display in the *Draft* tab.
 - Orders in *Posted* status will display in the *Posted* tab.
6. Find the order and click anywhere in the order details box to expand the window – click the **Edit Service Order** quick link.



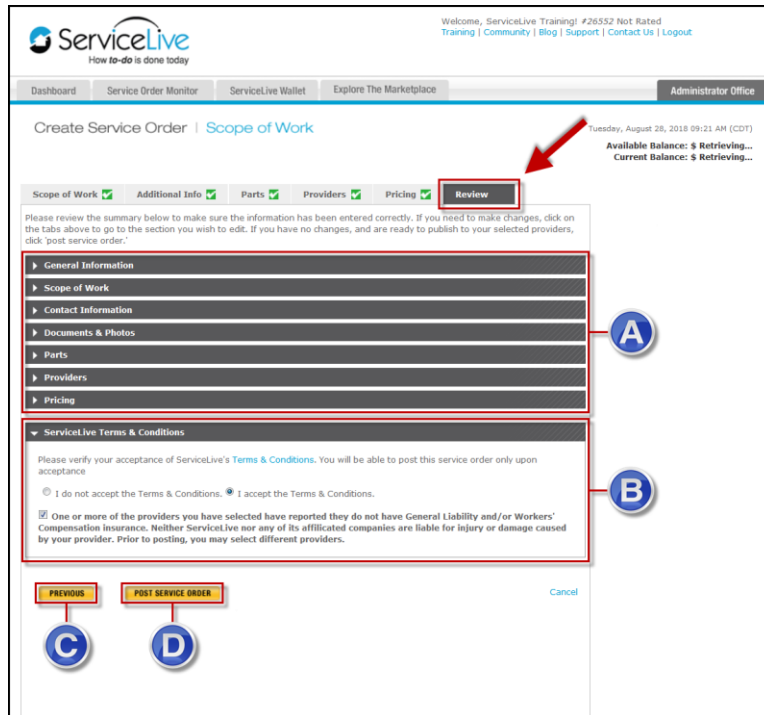
7. The order's *Scope of Work* tab will display by default – go through each tab to make the necessary adjustments to the order. For details on what's inside each of these tabs, use our [Creating a Service Order](#) guide.

Quick tip: Most Buyers edit an order to update the scope of work, adjust the appointment window, increase the pricing, or to add/remove Providers.



8. On the *Review* tab:

- a. You're able to check all the details you've entered in your Service Order, just as the Providers will see it. This allows you to confirm that all details are correct before posting it to the marketplace.
 - b. You'll need to agree to the *ServiceLive Terms & Conditions* and Provider credential acknowledgement again, before the Service Order can be posted to the Marketplace.
 - c. You can click **PREVIOUS** at the bottom of the page to return to any of the previous tabs if you need to make another adjustment.
- OR-
- d. Click **POST SERVICE ORDER** to release it back into the Marketplace.



9. The order will display in your Posted tab of the Service Order Monitor.

