

Quick Reference Guide

Reducing Levy Quantities from the Cart

Occasionally, a Parent will add more levies than intended to their cart and they are unable to remove the extra item/s.

The following example looks at assisting a Parent with removing an extra Regional Trial Levy accidentally added to their cart.

Step		Details			
1.	Once the Regional Trial Levies have been added to the cart, the Student information required pop up	The first entry will be the actual student details. Any consecutive student entries can be dummy data (these are going to be removed).			
	box will appear prompting the Parent to enter the Student Names and Schools for each levy added to the cart. The Parent must complete all fields to satisfy the system requirements, allowing them to progress to the section where they can remove the additional levies.	Lt Student information required Some of the products require additional information, please enter below 2 x Australian Football 13-14 years Boys Regional Trial Levy Student information 1 Harrison Porde Albany Creek State High School Index State High School I fjindjskr Albany Creek State High School Rentime & add to cart I findjskr Index State High School I findjskr Index State High School Inde			
2.	Click the Confirm & add to cart button.	Click the Confirm & add to cart button to close the Student information pop up box.			







Ste	р	Details
3.	Update the Levy Quantity.	Scroll down to the section called Order lines . This is where the levy and student information can be seen.
		Adjust the quantity using the minus '-', button to the right of the levy quantity to decrease the number of levies, until the correct quantity appears.
		🐂 Order Lines
		Product Qty Price (Inc GST) Total (Inc GST)
		Australian Football 13-14 years Boys Regional Trial Levy Code: MNRRT002 () Update Remove
		Albany Creek State High School JHFDSJHAF DJDBGJ Albany Creek State High School
4.	Click on the Update button.	Click the Update button. The update button and other details of the levy appear to be greyed out on screen, but this is how the screen appears when it is in editor mode.
		🐂 Order Lines
		Product Qty Price (Inc GST) Total (Inc GST)
		Australian Football 13-14 years Boys Regional Trial Levy Code: MNRRT002 Harrison Forde Albany Creek State High School
		JIFFDSJHAF DJDBGJ Albany Creek State High School Edit
		•



Ste	ep	Details		
5.	Click on the Update button.	Click the Update button again to apply the changes. The screen will refresh and the Student Information Required pop up box will display again, but this time with only the first student.		
		Some of the products require additional information, please enter below		
		1 x Australian Football 13-14 years Boys Regional Trial Levy Student information 1 Harrison Albany Creek State High School Image: Confirm & add to cart		
6.	Click the Confirm & add to cart button.	Click the Confirm & add to cart button to close the Student information pop up box.		
7.	The Order Lines section has be charges and correct student in Corder Lines	een updated and now appears with the correct number of levies, correct of levies, correct formation. The Parent can now progress with the purchase.		
	Product	Qty Price (Inc GST) Total (Inc GST)		
	Australian Football Regional Trial Levy Code: MNRRT002	13-14 years Boys 1 - + \$25.00 \$25.00 () Update e State High School		
	Albany Creek :	state High School		

itep		Details			
Alternativ tart fron	vely, cl n the k	licking on the Remove button in the beginning; add the correct number o	Order Lines sectio of levies, add stude	n will clear the cart. The P nt details, then proceed w	Parent can the vith payment
	۲ Or Product	rder Lines	Qty	Price (inc GST) TO	tal (inc GST)
	۲	Water Polo 13-17 years Girls Regional Trial Levy Code: DDRRT072 Harrison Forde Applethorpe State School ufdjhgk bgjkbd Applethorpe State School	2 - + () Update	\$11.00 Remove Alternatively, click on the Remove button to clear the cart and start again.	\$22.00

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