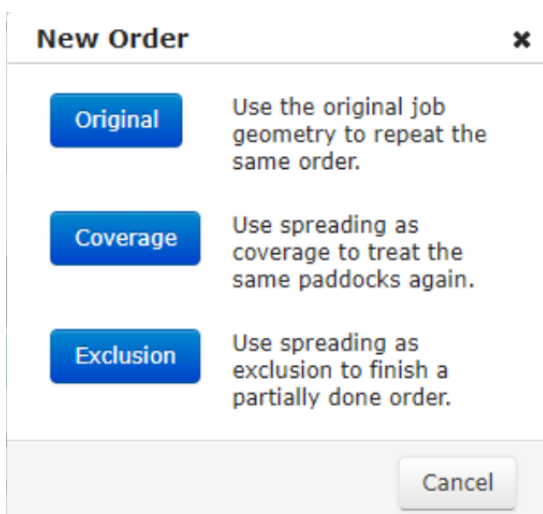
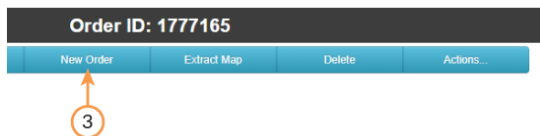
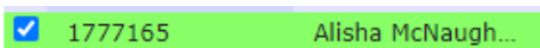


HOW TO

# CREATE A NEW ORDER FROM AN EXISTING ORDER

This document covers how to create a new order from an existing order. In doing this we can create product exclusion zones for areas that have recently been treated (and don't need more treatment). We can also create an order that is the exact replica of the previous order.



1. Login to TracMap online and navigate to the '**JOBS**' tab at the top left corner of the page.
2. Find the relevant job and select it so that the blue tick appears next to the order ID.
3. From here navigate to the bottom of the page where you should have the order details. Here you will have a series of light blue buttons, one named '**New Order**'.
4. A pop up will appear asking how you would like to create your order. Alongside them are a description of what each one entails. Any of these options will take you through to the order screen where you can still add areas for coverage or exclusion zones.