

# Revisions to Media Orders

Media Orders support revision tracking:

- Any change to a Media Order will increment the **Revision** number.
- Changes made at booking-line level (e.g. adding or removing discounts) will also update the revision on the affected booking line.

When reprinting or resending a revised Media Order:

1. Select the Media Order header's **options menu** ( ⓘ ).
2. Choose **Amendment Reason**.
3. Enter the amendment reason and select **Proceed**.

After revision:

- Modified booking lines are marked with an **asterisk (\*)**.
- The Media Order header and revision number update accordingly.
- The amendment reason is displayed on the Media Order document.

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Revision #3

Created 12 January 2026 15:05:37 by Holly

Updated 19 January 2026 15:03:03 by Holly