



QUICK GUIDE • ORDER HISTORY

Check the status of your orders, view estimates ship date, order total, track your order and more all in one location at your fingertips any time of day.

When you enter into Order History the last 500 orders will display automatically. You can retrieve more orders by clicking on the **plus sign** which will open additional information.

Order History

Currently viewing your **500 most recent orders.**

Need to access more orders? **+**

Filter Results

Placed After: Order Number: Status:

Placed Before: Invoice Number: PO # / Project Name:

Click on the **“Retrieve My Next 500 Orders”** for the system to update with the next 500 orders. Continue to click on the **“Retrieve My Next 500 Orders”** as many times as needed.

Order History

Currently viewing your **500 most recent orders.**

Need to access more orders? **-**

We have two ways to retrieve more order history.

Retrieve My Next 500 Orders: *This can take several minutes to process.

--OR--

Retrieve Orders Placed Between: and *This can take several minutes to process.

You can filter your search by entering in any of the below information in the appropriate fields and clicking **“Filter”**. If your order does not display you may need to click on the **“Retrieve my next 500 orders.”**

Filter Results

Placed After: Order Number: Status:

Placed Before: Invoice Number: PO # / Project Name:

You have control over the data that you want to display in this screen. By clicking on the **Plus sign next to the word “Action”** you can display the items that you want to view most. Note that this setting changes for everyone that uses the account.

Filter Results

Placed After: Order Number: Status:

Placed Before: Invoice Number: PO # / Project Name:

Order Date	Order #	Web Order #	Invoice #	Description	Ship Date	Total	PO #	Status	Action
10/3/2018	7706030				estimated 10/3/2018	\$63.24		In Production	Show Detail More...
10/2/2018	7702133				estimated 10/4/2018	\$0.00		In Production	Show Detail More...

Select up to 9 criteria to display. Simply check and uncheck the boxes and click **“Apply Changes”**

Filter Results

Placed After: Order Number: Status:

Placed Before: Invoice Number: PO # / Project Name:

Order Date	Order #	Web Order #	Invoice #	Description	Ship Date	Total	PO #	Status	Action
Select up to 9 criteria to display. You can sort by column below. <input type="button" value="Apply Changes"/>									
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Order Date	Order #	Web Order #	Invoice #	Description	Ship Date	Total	PO #	Status	Order Total
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Payment Status	PO# / Project Name	Order Status	Tracking Number	Shipping & Handling					
10/3/2018	7706030				estimated 10/3/2018	\$63.24		In Production	Show Detail More...
10/2/2018	7702133				estimated 10/4/2018	\$0.00		In Production	Show Detail More...