

How To Guide - Viewing Orders

Viewing orders is done from the schedule summary page.

1. Go to the "**ORDERS**" tab => "**Current Schedules**" => select the schedule.
2. Click the "**View Orders**" button at the top of the page.
3. The sub menu of buttons will allow you to "**View All**" or to view a subset of the orders for the current schedule.
4. You can view a single order quickly by using the "**Student or Staff Person**" drop down, find the person and click "**View Selected**".
5. It is also possible to view orders that were entered on a specific date by entering a "**Date**" and clicking "**View Selected**".
6. When viewing orders, it is possible to modify the order status or to change the person the order is linked to by clicking "**pencil**" icon and editing the order header. 
7. You can delete an order by clicking the "**X**" icon, but it is recommended that you print the order or set the status to "**Inactive**". 
8. The "**form**" icon will allow you to edit the order to make changes. 
9. The "**print**" icon will print the order. 
10. The "**\$**" icon will take you to the parent's account for posting payments and to view their transaction history. 
11. When you click the "**Unpaid**" button there will be additional icons to change the status of the order to "**Inactive**", "**Paid**" or "**Complimentary**". When an order is set to "**Complimentary**" a credit is posted to the parent's account to offset the order cost and should the order be edited the complimentary credit will be adjusted accordingly.

