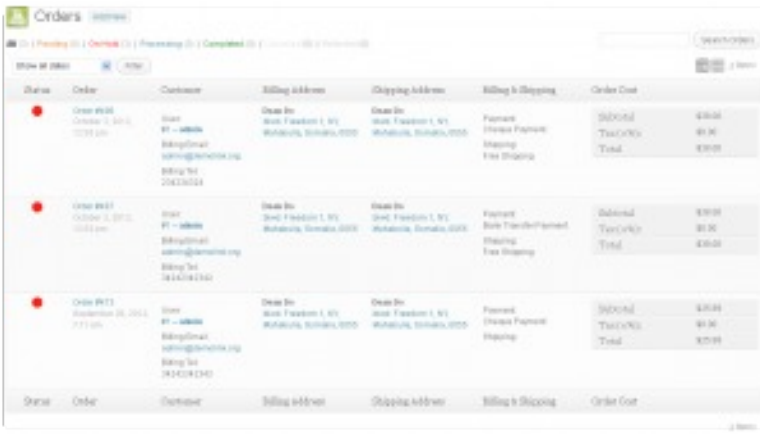




APOGEE
design systems

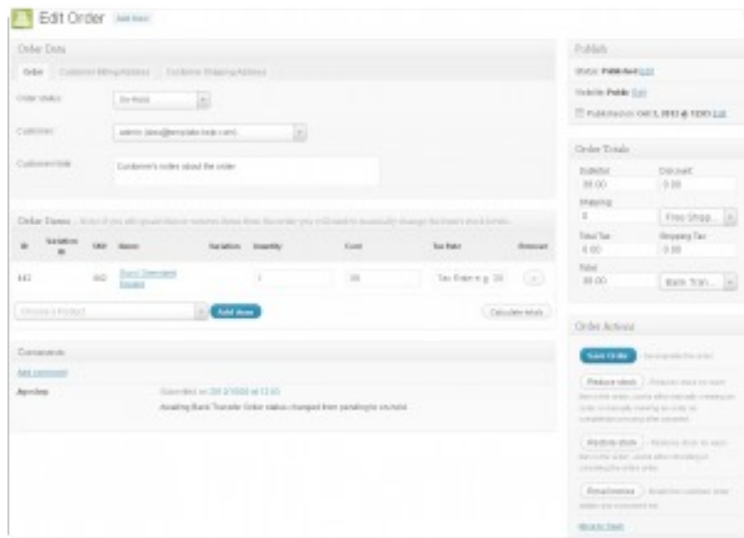
Apogee Design Support Center

User Manual: How to Manage Orders



Status	Order	Customer	Billing Address	Shipping Address	Billing & Shipping	Order Cost
Order #101	October 1, 2013, 7:33 am	John 1234 Main St Springfield, IL 62761	John Frazier 1, 91 McKinnis, Schmale, 200	John Frazier 1, 91 McKinnis, Schmale, 200	Payment Process Payment Shipping Free Shipping	Subtotal 45.00 Tax(7%) 3.15 Total 48.15
Order #102	October 2, 2013, 10:22 am	John 1234 Main St Springfield, IL 62761	John Frazier 1, 91 McKinnis, Schmale, 200	John Frazier 1, 91 McKinnis, Schmale, 200	Payment Bank Transfer/Payment Shipping Free Shipping	Subtotal 45.00 Tax(7%) 3.15 Total 48.15
Order #103	October 24, 2013, 7:11 am	John 1234 Main St Springfield, IL 62761	John Frazier 1, 91 McKinnis, Schmale, 200	John Frazier 1, 91 McKinnis, Schmale, 200	Payment Process Payment Shipping	Subtotal 45.00 Tax(7%) 3.15 Total 48.15

Through the **Edit Order** page you can change an order status as you wish. Have you shipped it? Mark it completed so the customer is aware.



Edit Order [View Order](#)

Order Data

Order:

Customer:

Customer Note:

Order Status Notes: If you add quantities, remove items from the order you will need to manually change the items stock levels.

ID	Quantity	SKU	Name	Unit Price	Quantity	Cost	Tax Rate	Amount
101	1	100	Small Computer Mouse	45.00	1	45.00	Tax Rate: 7.00%	48.15

Comments

All Comments

Append Appended on 10/24/2013 at 12:00

Adding Bank Transfer Order status changed from pending to void

Publics

Order: **101010101**

Public: **Public**

Publications: **001, 001 @ 100%**

Order Totals

Subtotal:

Shipping:

Tax:

Total:

Order Actions

Cancel the order.

Reduce price on item. Requires order status also be made available. Order is voided, leaving no way to complete shipping the order.

Apply status to each item in the order. Used after changing quantity in the order.

Reauthorize customer order. Order is voided first.