

### **Options under the Orders Tab:**

The first option here is **Print Orders**. If you click this it will show you every print order you have had. If you want to look up print orders just by project you can do this by going to projects, then view projects, and then select orders to the left of the project that you want to see the print orders for.

Next under the orders menu is **Prepay Orders**. If you click this it will show you every prepay order you have had. If you want to look up prepay orders just by project you can do this by going to projects, then view projects, and then select prepays to the left of the project that you want to see the prepay orders for.

The next option under orders is **Search Prepay**. You can use this screen to find an order by confirmation code provided by the parent. For example I am going to look up the confirmation code RT7EEW. When I do this it brings up the subject name, project name, confirmation code, amount paid, and payment status. If I still need more information I can click on this row of information and it will open up the invoice.

The fourth option under Orders is **Sales Tax Collected**. If you click on this it will show the amount of tax that was collected through The Volume Suite (OrderSchoolPix, OrderSportsPix, OrderDancePix) broken down by year and quarter as well as giving a year total.

The fifth item under the orders menu is **Graphs**. This is a tool to let you see how your online sales on The Volume Suite (OrderSchoolPix, OrderSportsPix, OrderDancePix) have been. The top left has totals by year in a pie chart for you to see, there is a line graph to the right of that that also shows you how you have done in the past few years to compare. It also breaks down prepay, proof and reorder so you can get an idea of how much you have made for each through the years. Under these is a bar graph to show you which schools have utilized this option when ordering and how much you made for each school. The last chart is for orders per week. This is broken down by week so you can see when you got the most sales and when there were not that many. If you click on any of the lines in any of these charts it will provide you with some additional number information.

The last thing under the order menu is the **Question Mark**. This will bring you to a PDF of the options I just went over.

If you have any questions please contact the Underclass Department in Customer Service at 1-800-728-2722