



Navigating the Order Manager

Explanation

The Order Manager is broken into 2 main sections

- The filter
- The order grid

The filter allows you to check for various statuses and various marketplaces.

The grid is the list of orders that were filtered by your selection. The default filter is set to all sites that are unshipped.



Tips

- Use column filters to search for specific order
- Search for orders in a given date range by filtering the Date Column.
 - The format for searching for a given date range is
 - Beginning date (MM/DD/YYYY) End date (MM/DD/YYYY)
- Order ID is the SellerActive Order ID while Site Order ID is the marketplace order id.
- Click on the magnifying glass to see the specifics of the order.
- Add columns by right clicking on any column header, hovering over columns and then selecting any columns you want to add.

