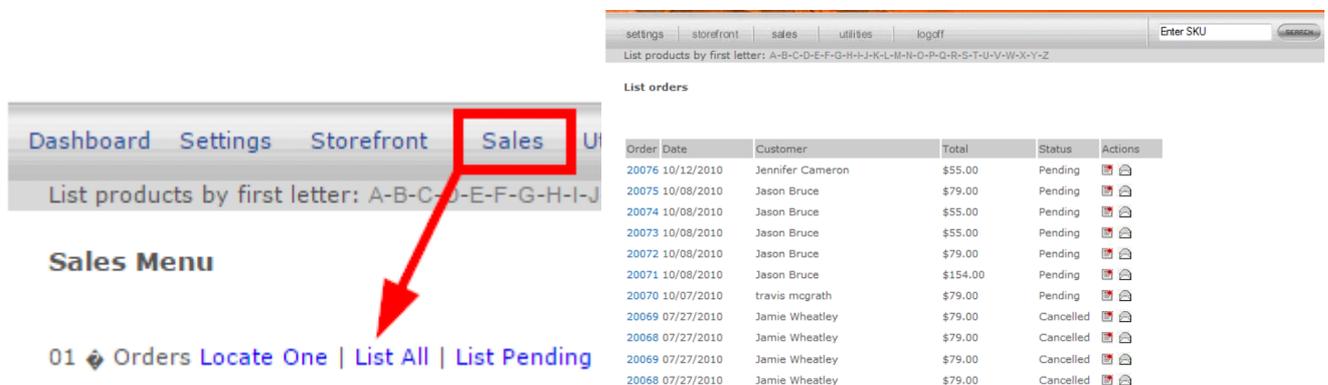


Review Storefront Orders

Your payment gateway (e.g. PayPal or Moneris) will have order information. You may occasionally want to match orders up against a customer's inquiry by comparing against the storefront.

1. Log into the storefront (see [Access the Storefront](#)).
2. Select **Sales** from the main menu.
3. Select **List All** to view order numbers, date of transactions, customer name, total purchase amount, and order status (canceled, pending or, paid).



The screenshot shows a storefront interface. At the top, there is a navigation bar with links for 'settings', 'storefront', 'sales', 'utilities', and 'logout'. Below this is a search bar with the text 'Enter SKU' and a 'SEARCH' button. A secondary navigation bar contains 'Dashboard', 'Settings', 'Storefront', and 'Sales', with 'Sales' highlighted in a red box. Below the navigation bar, there is a 'Sales Menu' section with a '01' icon and links for 'Orders', 'Locate One', 'List All', and 'List Pending'. A red arrow points from the 'List All' link to a table of orders. The table has columns for 'Order', 'Date', 'Customer', 'Total', 'Status', and 'Actions'. The table contains 10 rows of order data.

Order	Date	Customer	Total	Status	Actions
20076	10/12/2010	Jennifer Cameron	\$55.00	Pending	 
20075	10/08/2010	Jason Bruce	\$79.00	Pending	 
20074	10/08/2010	Jason Bruce	\$55.00	Pending	 
20073	10/08/2010	Jason Bruce	\$55.00	Pending	 
20072	10/08/2010	Jason Bruce	\$79.00	Pending	 
20071	10/08/2010	Jason Bruce	\$154.00	Pending	 
20070	10/07/2010	travis mcgrath	\$79.00	Pending	 
20069	07/27/2010	Jamie Wheatley	\$79.00	Cancelled	 
20068	07/27/2010	Jamie Wheatley	\$79.00	Cancelled	 
20069	07/27/2010	Jamie Wheatley	\$79.00	Cancelled	 
20068	07/27/2010	Jamie Wheatley	\$79.00	Cancelled	 

4. Select any **Order** number to review details about the transaction.

View order

Procedure: 1. Enter Transaction Results and mark order as paid 2. Enter Tracking Information and mark the order as delivered. Then you can RollBack, ChargeBack or Refund.

20064, Date 06/23/2010, Posted from IP: 216.211.21.254 - View visits records	
Name	Justin Finlayson Block last name
Email	Block email
Phone	
Address	, 0 0
Shipping Address	(Same as billing address)
Details	1x #/21 Management Information Systems MIS variations = \$79.00
Comments	
Custom Fields	1: 2: 3:
Shipment	N/A \$0.00
Package volume	0x0x0
Payment	Credit Card
Discounts	
Status	Cancelled
Tax Amount	\$0.00
Total	\$79.00
Recurring billing	<input type="text" value="None"/> Next Billing <input type="text" value="06/23/2010"/> 
Change Status	<input type="text" value="Select"/> 
Delete	Delete order (!) Warning: you cannot undo this action.

5. Select the **Invoice Icon** to view an invoice for this transaction.
6. Select **Shipping Label Icon** to create a printable shipping label.
7. Select the **Receipt Icon** to print a that can be mailed to the customer.