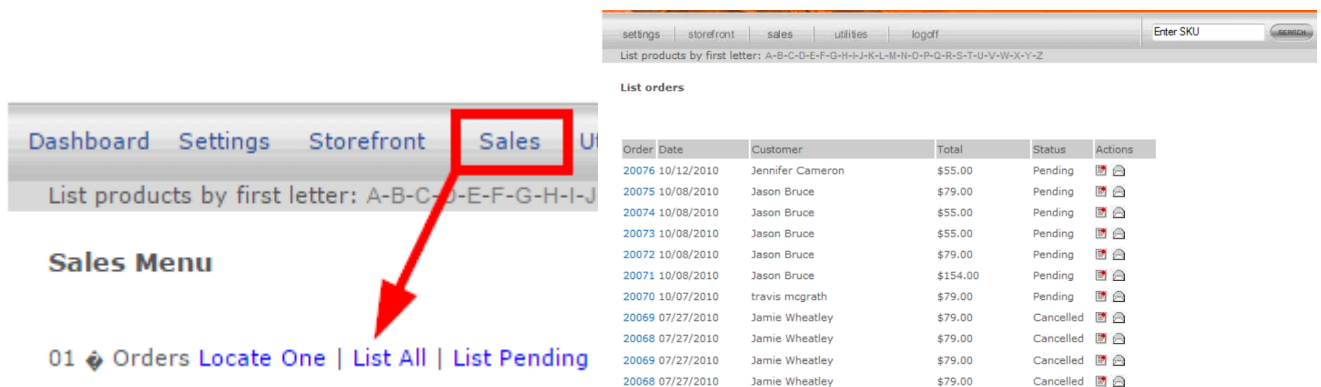
























Review Storefront Orders

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 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 'Sales' menu to the 'List All' link. To the right, there is a 'List orders' table with 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.