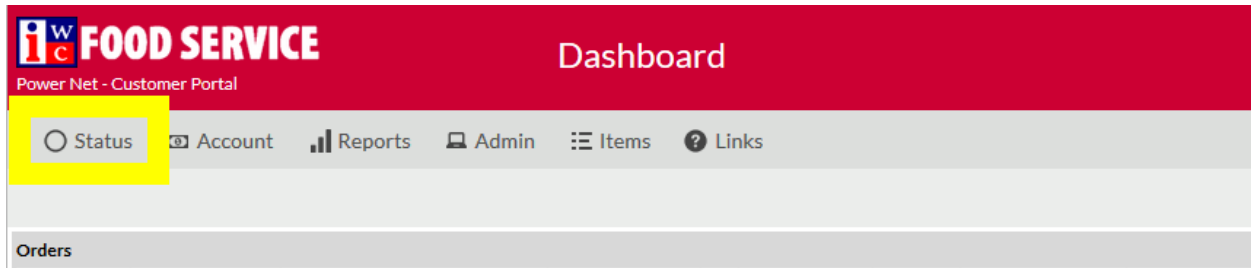
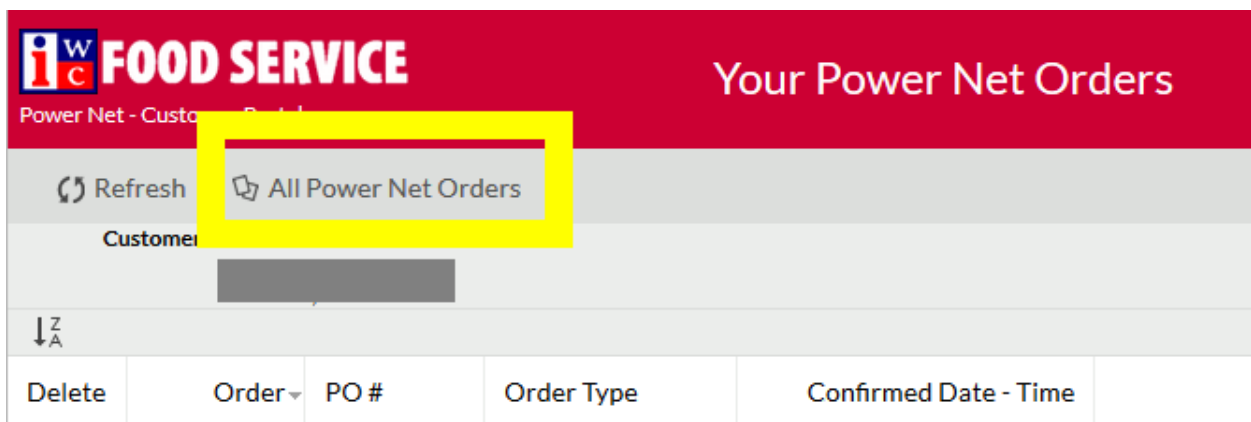


1. To View all orders:
  - a. Click Status



- b. Click All Power Net Orders



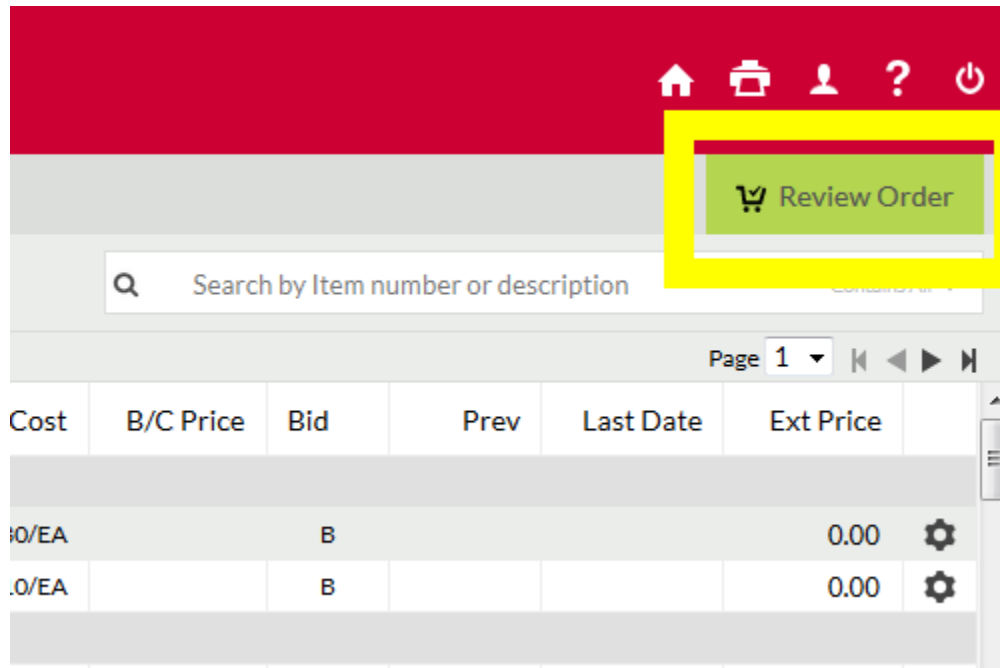
- c. All the orders for your system will be listed.

The screenshot shows a table of orders for customer 'BRENTWOOD HIGH SCHOOL - 192'. The table has columns: Delete, Customer #, Customer, Order #, PO #, Order Type, Confirmed Date - Time, Order Date, Ship Date, Lines, Qty Ordered, Amt Ordered, Instructions, and Status. The 'Status' column is highlighted with a yellow box. The table contains 10 rows of order data.

Delete	Customer #	Customer	Order #	PO #	Order Type	Confirmed Date - Time	Order Date	Ship Date	Lines	Qty Ordered	Amt Ordered	Instructions	Status
			2080		Bid		02/21/2020	Wed	02/26/2020	84	265	\$4842.27	In Use
			2022		Bid		02/21/2020	Wed	02/26/2020	46	92	\$1461.98	Ready For Approval
			2024		Bid		02/21/2020	Wed	02/26/2020	85	221	\$4159.29	Ready For Approval
			1902		Bid		02/21/2020	Wed	02/26/2020	107	319	\$5703.37	In Use
			1901		Bid		02/21/2020	Wed	02/26/2020	58	158	\$3024.92	Ready For Approval
			1882		Bid		02/21/2020	Wed	02/26/2020	68	132	\$2754.76	Ready For Approval
			1783		Bid		02/21/2020	Wed	02/26/2020	52	149	\$2928.47	Ready For Approval
			2009		Bid		02/20/2020	Wed	02/26/2020	92	256	\$4850.57	Pending
			1920		Bid		02/20/2020	Wed	02/26/2020	82	198	\$3915.28	Ready For Approval
			1888		Bid		02/20/2020	Wed	02/26/2020	0	0	\$0.00	In Use

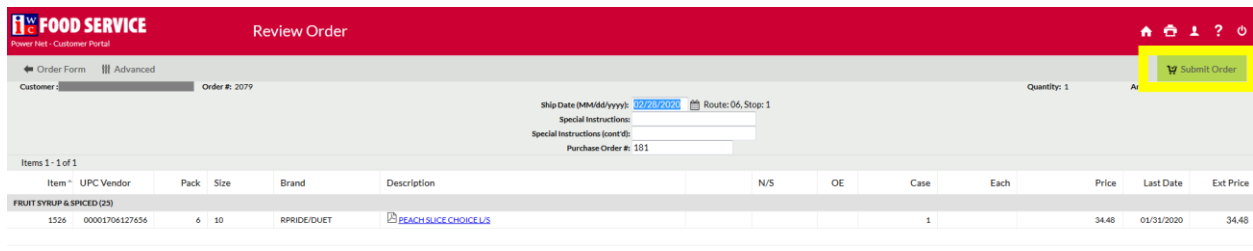
- d. The status is on the right:
    - i. In Use – someone is in the order
    - ii. Pending – the order has been saved, but not marked as ready
    - iii. Ready for Approval – the order is ready to be sent to IWC
    - iv. Confirmed – the order has been sent to IWC
  - e. Click on the Order #

f. Click Review Order



g. This is a summary of the order.

h. Click Submit Order to send to IWC.



i. You should receive a detailed confirmation email.