TRAINING GUIDE

Tracking

1



My Dashboard Contact Us View Cart Live Help

Welcome to your

DASHBOARD

You are logged in as

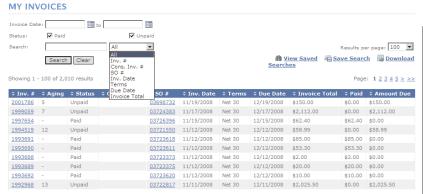
Erin Gallagher | log out

 Order Tools
 Tracking
 Design Request
 Name System
 Waiting On Approval
 Account Info
 Support

 Invoice Tracking
 Sales Order Tracking
 Shipment Tracking
 Garment Shipment Tracking

Tracking allows users to track and view the status of Invoices, Sales Orders, Shipments and Garment Shipment Tracking. Click on the item that you would like to track.

2



Invoice Tracking

Invoice Tracking allows users to search by Date Range, Status (Paid/Unpaid), Invoice #, Consolidate Invoice #, Sales Order #, Invoice Date, Terms, Due Date or Invoice Total. Users can also sort the columns by clicking on the arrows next to the column titles. All of the items that are highlighted and underlined are hyperlinks that take the user to more detailed information. By clicking on the Invoice #, users will be able to print the actual invoice.

3



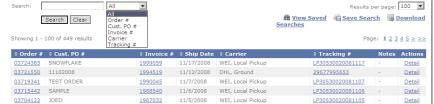
to



Sales Order Tracking

Sales Order Tracking allows users to search by Date Range, Status (Paid/Unpaid), Order #, Web Order# or Purchase Order (PO) #. Users can also sort the columns by clicking on the arrows next to the column titles. By clicking on the highlighted Order #, users can view all of the Order details.

MY SHIPMENTS Ship Date:



Shipment Tracking

Shipment Tracking allows users to search by Date Range, Status (Paid/Unpaid), Order #, Customer PO #, Invoice #, Carrier and Tracking #. Users can also sort the columns by clicking on the arrows next to the column titles. All of the items that are highlighted and underlined are hyperlinks that take the user to more detailed information. Click on the Tracking Number to go directly to the Carrier's website to see the status of your delivery.

5



Garment Shipment Tracking

Garment Shipment Tracking allows users to view the status of their orders for Direct Embroidery or Screen-Printing which require the client to send garments to World Emblem.

