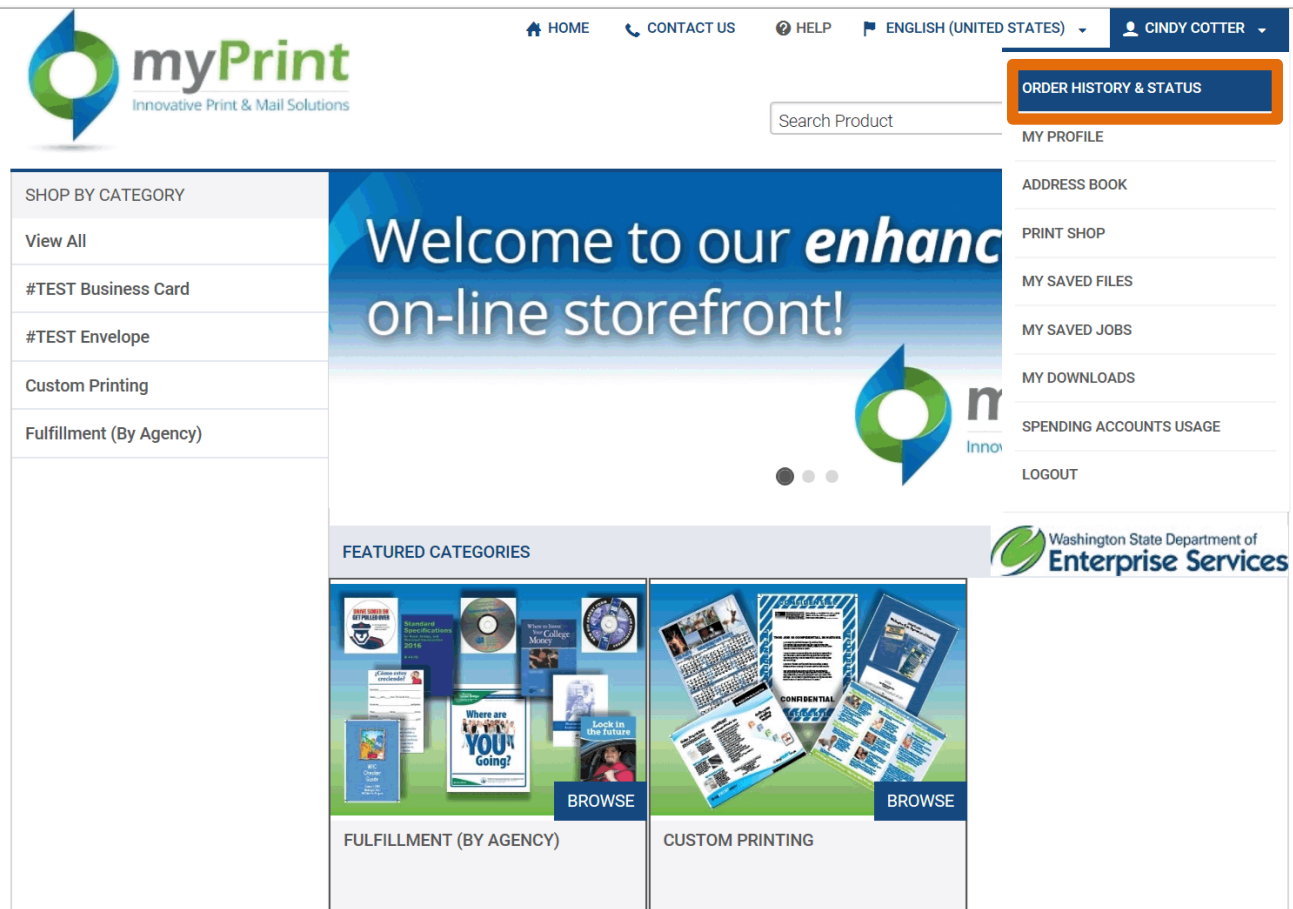


JobAid: Order History

Topic Overview - This job aid is for end-users who wish to review their previous orders, or check on the status of an order

Navigation: Using a web-browser access myPrint at <https://prtonline.myprintdesk.net/DSF/>

1. Click the **drop down arrow** beside your user name. Select **Order History and Status** from the sub-menu.



The screenshot shows the myPrint website interface. At the top, there is a navigation bar with links for HOME, CONTACT US, HELP, and a language dropdown set to ENGLISH (UNITED STATES). The user is logged in as CINDY COTTER. A search bar labeled "Search Product" is also present. On the right side, a dropdown menu is open, showing options: ORDER HISTORY & STATUS (highlighted with an orange border and a red circle with the number 1), MY PROFILE, ADDRESS BOOK, PRINT SHOP, MY SAVED FILES, MY SAVED JOBS, MY DOWNLOADS, SPENDING ACCOUNTS USAGE, and LOGOUT. The main content area features a large banner with the text "Welcome to our *enhanced* on-line storefront!" and the myPrint logo. Below the banner, there are two featured category sections: "FULFILLMENT (BY AGENCY)" and "CUSTOM PRINTING", each with a "BROWSE" button. The left sidebar contains a "SHOP BY CATEGORY" section with links to View All, #TEST Business Card, #TEST Envelope, Custom Printing, and Fulfillment (By Agency).

2. Review Previous Orders

3. Check Order Status

4. Cancel an Order

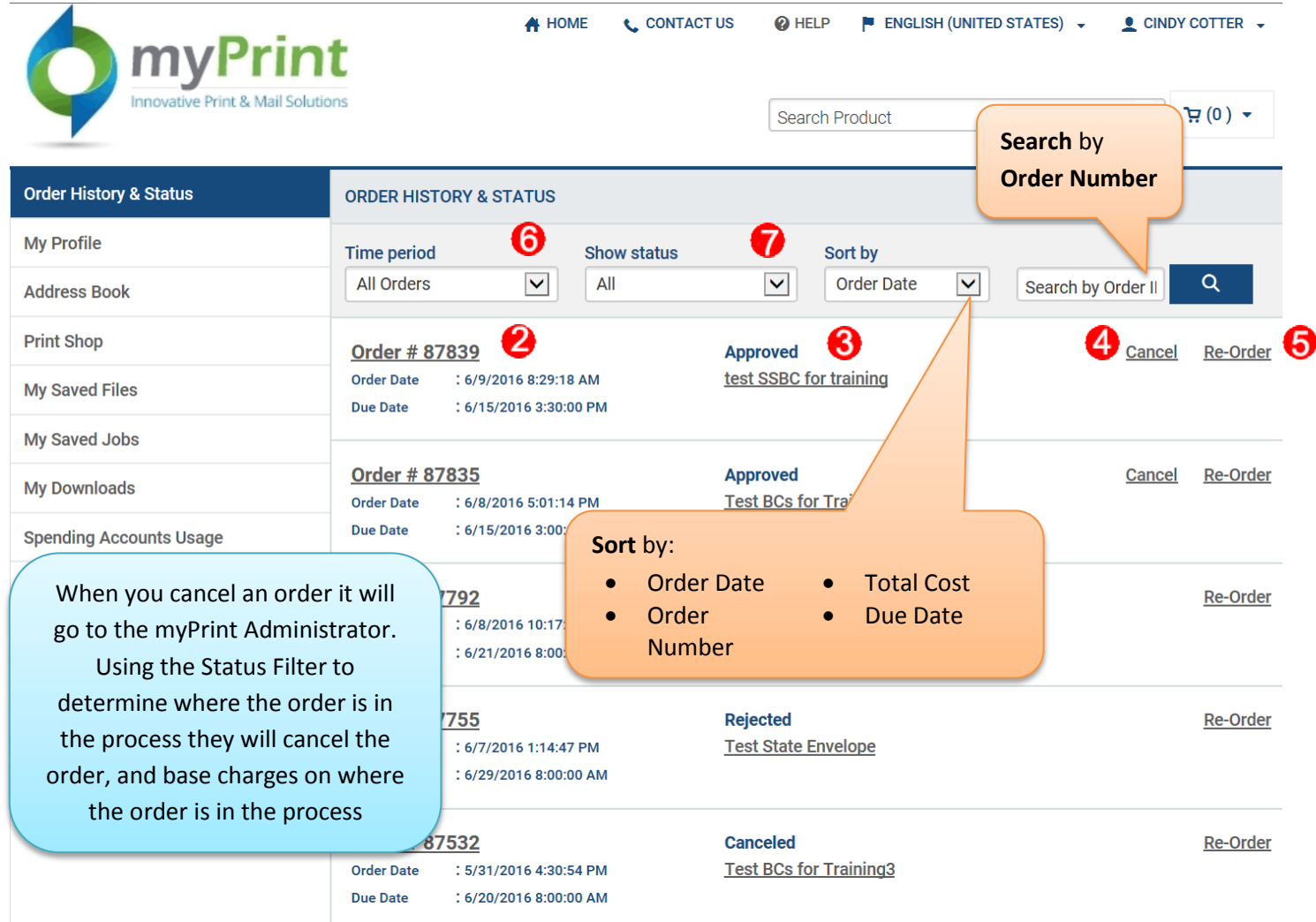
5. Re-order materials

6. Filter orders by Time period:

- Week
- Month
- Three Months
- Six Months
- A Year

7. Filter by Status:

- Approval required
- Approved
- Canceled
- Canceled by Buyer
- Completed and Invoiced
- In production
- Order requires approval from customer
- Order requires manual quote
- Printed
- Rejected
- Shipped
- User approved



The screenshot shows the myPrint web interface. The top navigation bar includes links for HOME, CONTACT US, HELP, and a language dropdown set to ENGLISH (UNITED STATES). A user profile for CINDY COTTER is visible. A search bar for products is at the top right. The main content area is titled 'ORDER HISTORY & STATUS' and features a sidebar with navigation links: My Profile, Address Book, Print Shop, My Saved Files, My Saved Jobs, My Downloads, and Spending Accounts Usage. The main table lists orders with columns for Order #, Order Date, Due Date, Status, and Actions. Annotations highlight key features: a red circle 1 points to the 'Search by Order Number' input; a red circle 2 points to the 'Order # 87839' link; a red circle 3 points to the 'Approved' status; a red circle 4 points to the 'Cancel' button; a red circle 5 points to the 'Re-Order' button. A blue callout box explains the cancellation process: 'When you cancel an order it will go to the myPrint Administrator. Using the Status Filter to determine where the order is in the process they will cancel the order, and base charges on where the order is in the process'. An orange callout box lists sorting options: Order Date, Order Number, Total Cost, and Due Date.

Order #	Order Date	Due Date	Status	Actions
Order # 87839	6/9/2016 8:29:18 AM	6/15/2016 3:30:00 PM	Approved	Cancel Re-Order
Order # 87835	6/8/2016 5:01:14 PM	6/15/2016 3:00:00 PM	Approved	Cancel Re-Order
Order # 87832	5/31/2016 4:30:54 PM	6/20/2016 8:00:00 AM	Canceled	Re-Order