

## 7. 購物履歷

您可以隨時閱覽曾經訂購的商品履歷。當您想不起某商品是否已經訂購，正好可以利用此功能查詢確認。

### 輸入 Order Date ( 訂購日期 )

在系統首畫面中單擊「My History」，看到訂購日期的輸入畫面（如右圖所示）。我們試著抽出從 2003 年 8 月 1 日到 12 月 1 日的數據。如下圖所示，輸入數字並按「View」按鈕。



單擊

A screenshot of a software window titled 'My History'. It contains a date input field labeled 'Order date(MM/DD/YYYY)' with the value '8 / 1 / 2003 - 12 / 1 / 2003'. Below the input field are two buttons: 'View' (highlighted with a red box) and 'Reset'.

A screenshot of the same 'My History' input screen as above, but with a dashed red arrow pointing down to it from the previous screenshot. The 'View' button is highlighted with a red box.

單擊

1/2 \*Please push [OrderNumber] to see details.

Order Number	Order Date	Status
79	11/21/2003 7:05:15 PM	Received
78	11/11/2003 7:17:41 PM	Received
77	11/8/2003 6:29:54 PM	Received
76	11/8/2003 6:18:17 PM	Received
71	11/7/2003 12:21:30 PM	Out-Of-Stock
69	11/4/2003 12:13:22 PM	Received
67	11/1/2003 9:12:43 AM	Received
66	11/1/2003 9:03:26 AM	Received
60	10/29/2003 1:37:12 PM	Received
59	10/21/2003 8:46:45 AM	Received

單擊



在主畫面下方出現左圖。項目從左到右依次為「Order Number ( 訂購編號 )」、「Order Date ( 訂購日期 )」、「Status ( 狀態 )」。「Status」有「Received( 已收到訂單 )」、「Out-Of-Stock( 缺貨 )」、「Canceled ( 取消 )」、「Processed ( 正在處理 )」、「Shipped ( 已配送 )」等 5 中狀態。可單擊最下方的黃色箭頭翻頁。

2/2 \*Please push [OrderNumber] to see details.

Order Number	Order Date	Status
58	10/20/2003 6:44:19 PM	Received
55	10/18/2003 1:03:59 PM	Canceled
57	10/17/2003 1:22:02 PM	Received
66	10/16/2003 9:59:31 AM	Received

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## 檢查「Out-Of-Stock」

單擊「Status」為「Out-Of-Stock (缺貨)」的「Order Number」，會出現如下畫面。「Quantity (數量)」被修改成新的紅色數字。此例中，表示當初您訂購了十件商品，可是因貨源不足我們只能提供 5 件商品。

Order number: 140		Order date: 3/5/2004 3:41:44 PM			
Credit Card: [MASTER][*****-*****-2001]					
Ship To: shiptotest1 111-111 GARVEY test1 PARK, CA, 11111					
Item #	Item Name	Suggested Retail Price	Quantity	Unit Price	Total
46520	Maker: BAO Brand: KIREI NI SHOSHU LAVENDER SCENT PURPLE COLOR.	\$1.99	Ordered: 10 Suggested: 5	\$1.14	\$5.70
46531	Maker: BAO Brand: KIREI NI SHOSHU ROSE SCENT PINK COLOR.	\$1.99	20	\$1.14	\$22.80
		SubTotal		\$28.50	
		Shipping & Handling Fee		\$7.50	
		Total Amount		\$36.00	

ACCEPT

CANCEL THE ORDER



如果您接受被更改的推薦數量，就按「ACCEPT」按鈕。如上圖所示出現確認畫面，按「OK」按鈕完成訂購。

Please input the reason for cancellation.

Cancel the order Close

如果不接受新數量，可按「CANCEL THE ORDER」，出現上圖，在輸入框里輸入取消理由（不是必填項）後，按「Cancel the order」按鈕取消訂購。

## 檢查「Received」、「Processed」、「Canceled」、「Shipped」

**RECEIVED** 表示已收到您的訂單，畫面顯示訂購日期、商品名、數量、合計金額等。

**PROCESSED** 表示正在準備向您發貨。

**CANCELED** 表示 1. 當「OUT-OF-STOCK」時您取消了訂購。2. 您訂購的商品完全缺貨而被取消。

**SHIPPED** 表示已配送完畢。

對上述 4 種 STATUS，如果按「ORDER NUMBER」會看到如下畫面。

<b>Order number:</b> 137	<b>Order date:</b> 2/29/2004 6:27:24 PM				
<b>Credit Card:</b> [MASTER][*****-*****-*****-2001]					
<b>ShipTo:</b> shiptotest2 222-222 GARVEY test2 PARK,CA,11111					
Item#	ItemName	SuggestedRetailPric	Quantity	UnitPrice	Total
42188	<b>Maker:</b> CARMATE <b>Brand:</b> CLIP CLAP CL800 A/C DRINK HOLDER W/SIDE POCKET BLUE	\$12.49	100	\$7.17	\$717.00
				<b>Total Amount</b>	\$717.00