

7 . Shopping History

Products ordered previously may be review at any time. When asking yourself if you have ordered a specific product, this is a very efficient way to find out.

Order Date Entry

By clicking on “My History” at the starting page, the bottom right screen will appear on the main screen. We will enter 8/2/2003-12/1/2003 for our search range and click on “View” as shown below.



CLICK



CLICK

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

OrderNumber	OrderDate	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

CLICK

The screen shown on the bottom left will appear on the bottom of the main screen. The list is labeled into 3 columns (Order Number, Order Date, and Status). The status will show either Received, Out-of-Stock, Cancelled, Processed, or Shipped. Clicking on the yellow arrow located at the bottom of the screen will take you to next page as shown below.

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	Cancelled
57	10/17/2003 1:22:02 PM	Received
56	10/16/2003 9:59:31 AM	Received

2/2

Checking “Out-Of-Stock”

Click on the order number with the status stated “Out-Of-Stock”. Then the screen shown below will appear. The number in red is the revised quantity for your order. This is a suggestion for an original ordered quantity of 10 to be changed to 5.

Order number: 140 Order date: 3/5/2004 3:41:44 PM
Credit Card: [MASTER][****-****-****-2001]
ShipTo: shiptotest1
111-111 GARVEY
test1 PARK,CA,91111

Item#	ItemName	SuggestedRetailPrice	Quantity	UnitPrice	Total
46523	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



To accept the changes made on your order, click on the “ACCEPT” button. If you are sure to accept changes, click on “OK” to complete your order.

A screenshot of a web form for order cancellation. The title is "Please input the reason for cancellation." Below the title is a large text input field. At the bottom of the form are two buttons: "Cancel the order" and "Close".

To cancel your order, click on “CANCEL THE ORDER” button. The screen shown above will appear. Fill out the reason for your cancellation, and click on the “CANCEL THE ORDER” button.

Checking “Received” “Processed” “Cancelled” “Shipped”

- RECEIVED** Information such as order date, product name, quantity, and amount will be displayed. This also means that your order has been received.
- PROCESSED** Order is being processed for shipment.
- CANCELED** Products are Out-Of Stock as shown previously, or all products in the order are Out-Of-Stock.
- SHIPPED** Order has been shipped.

When clicking on any order number with this status, the screen on the bottom will appear.

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