

Searching For Orders

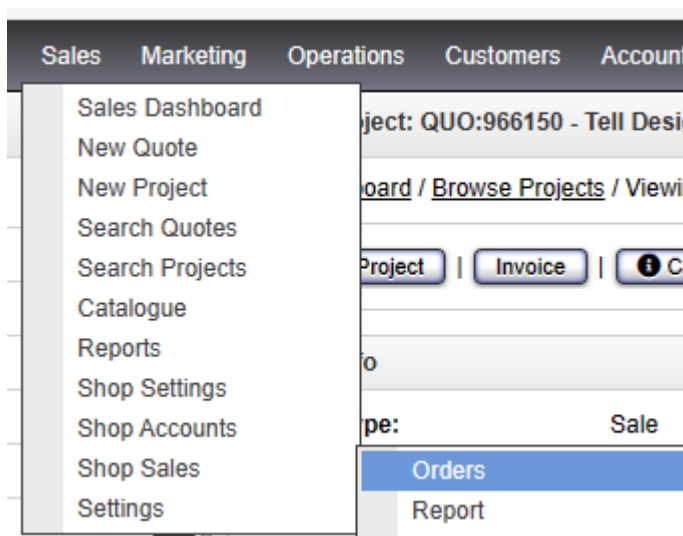
To search for an order - you will need the Quote Reference or a WEB reference.

Online orders will begin with **WEB** followed by numbers

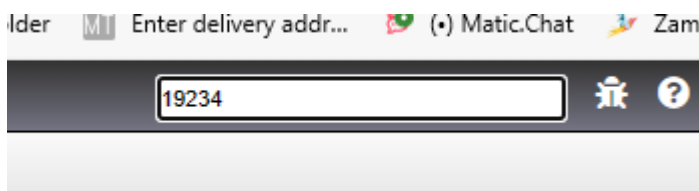
Quote numbers will begin with a **QUO**: followed by numbers

Next Day Poster Orders will begin with **NDP**/ followed by numbers.

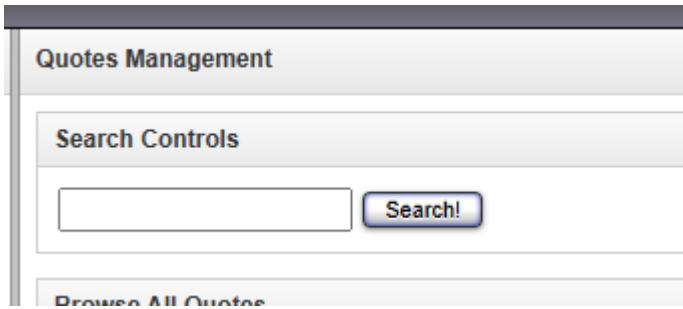
If it is an **Order** you are tracing - Select SALES / Shop Sales / Orders



This will bring up the order screen - Add your ref number to the top bar on the right hand side and hit enter -



If it is a **Quote** you are tracing - Select Sales / Search Quote / this will bring up this screen



The screenshot shows a web interface for 'Quotes Management'. It features a search bar with a 'Search!' button and a link to 'Browse All Quotes'.

Quotes Management

Search Controls

Search!

[Browse All Quotes](#)

Ad din the ref number and click search.

Make sure there are no spaces when you add the number, etc otherwise the search wont work.

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