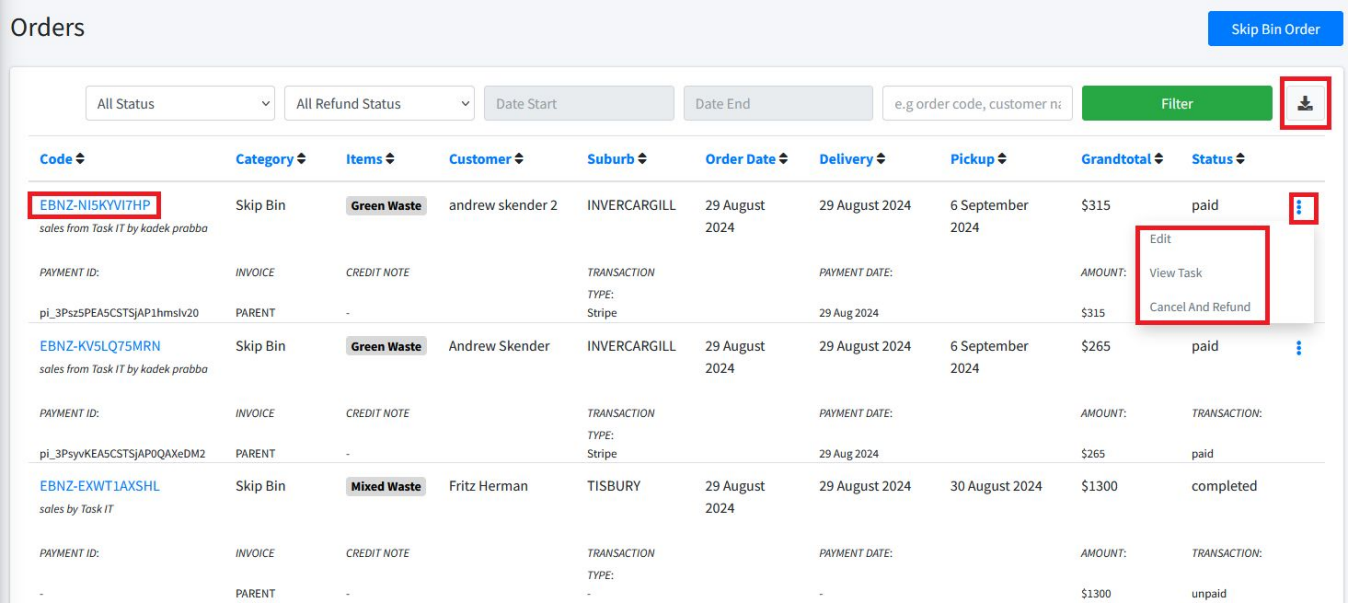
Waste Vantage: How to Manage Your Orders

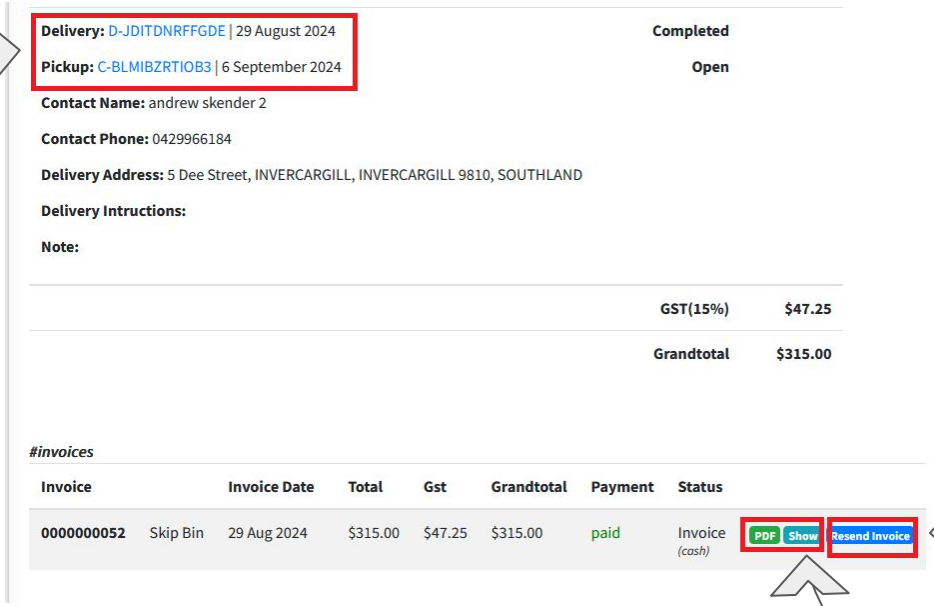
Managing your orders in Waste Vantage is simple and efficient. Follow these steps to access, edit, and perform actions on your orders.

Step 1: Accessing Your Orders



1. From the sidebar menu, click on “Sales”, then select “Order”.
2. On the Orders page, you'll see a list of all your orders along with key details such as status, customer information, and order code.
   - You can export the order list by clicking on the Download icon.
3. For each order, click the three-dot icon to:
   - Edit the order details
   - View tasks related to the order
   - Cancel or refund the order
4. To view full order details, including tasks and invoices, click on the Order Code.

Step 2: Viewing Order Details



Once inside the Order Details page, you'll find comprehensive information, including the associated tasks and invoices.

1. To view the task details for an order, click on the Delivery or Pickup code.
2. To preview the invoice, click on the PDF or Show button.
3. If you need to resend the invoice to the customer, click on the Resend Invoice button.

Step 3: Additional Options in the Sales Menu

In the Sales menu, you can also access other important order-related sections:

1. Order Quotes: Review quotes that have been sent to customers.
2. Pending Orders: Manage orders that are still in progress or awaiting confirmation.
3. Cancelled Orders: View or restore orders that were cancelled.
4. Relocate Bins: Manage requests to move bins for existing orders.
5. Order Drafts: Review and edit saved drafts before finalizing them as orders.