



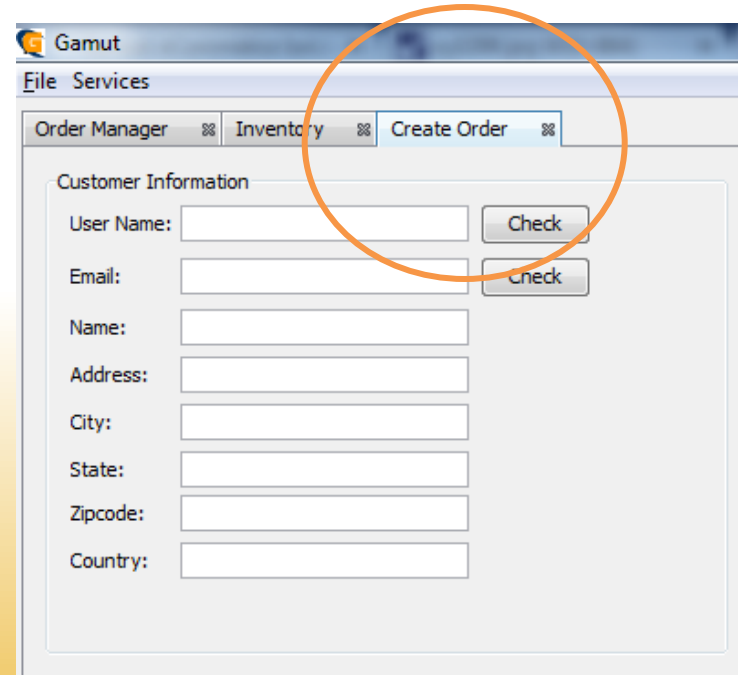
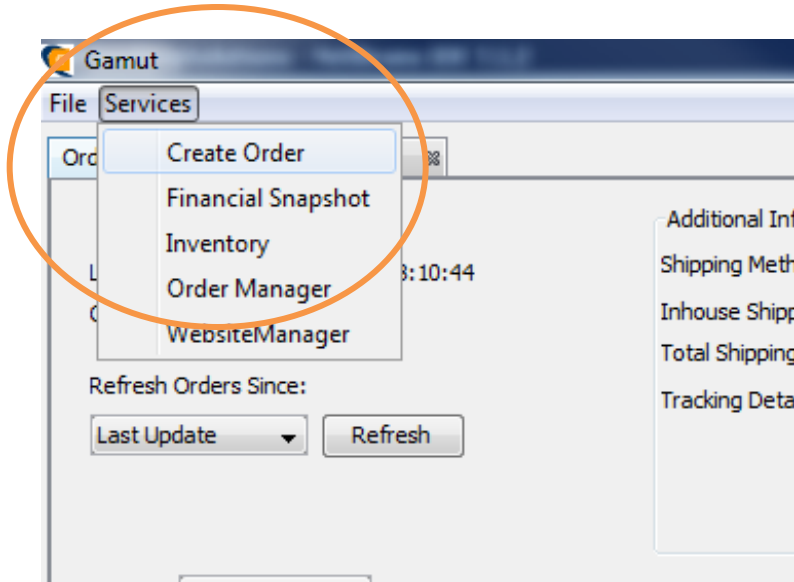
# Order Manager: Manually Create Orders

- For orders which are not through eBay, you can manually create orders.
- Perfect for orders which are from 3<sup>rd</sup> party auction sites such as Etsy, iOffer, eCrater, Atomic Mall, etc.
- Also great for customers who purchase through a website, which is not connected to Gamut, or through email.
  - We offer services to connect websites with our API for automatic importing of orders when refreshing, please contact us directly for more information.



# Open the Create Order Tab

- If not already open, open the create order tab under **Services**
- If open, go to the **Create Order** tab





# Create Order Tab Overview

Gamut  
File Services

Order Manager || Inventory || Create Order ||

**Customer Information**

User Name:

Email:

Name:

Address:

City:

State:

Zipcode:

Country:

**Shipping Information**

Shipping Method:

Shipping Cost:

Shipping Paid:

**Order Status**

**Order Comments**

**Order Details**

Ref. Number	Prod...	Description	Retail Cost	Wholesale Cost	Inhouse
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# Check for Return Customer Information

- For **RETURN CUSTOMERS**: You can use the customers User Name/ Customer ID or Email address to look up the customers address information.
  - Enter the User Name/Customer ID or Email address and click the “**Check**” button to check the database for that customers information.
    - If the customer is a returning customer the address information will automatically fill
    - If the customer is a NEW customer, the address will remain blank

Gamut  
File Services  
Order Manager || Inventory || Create Order ||

Customer Information

User Name:  Check

Email:  Check

Name:

Address:

City:

State:

Zipcode:

Country:



# Manually Fill in Customer Address

- Gamut **requires only** a User Name and Email address to be filled in to add a new order to your database.
- Perfect for:
  - Customers who do not give you their **full address** info
  - Call in or email orders
  - Countries with minimal addresses

The screenshot shows the Gamut software interface. The title bar reads 'Gamut'. Below it is a menu bar with 'File' and 'Services'. A tabbed interface shows 'Order Manager', 'Inventory', and 'Create Order' (which is active). The 'Create Order' window contains a 'Customer Information' section with the following fields:

User Name:	ebay_user_13764	Check
Email:	ebay_user_13764@ebay.com	Check
Name:	Bronson Vaughan	
Address:	7765 NE 301 Rd	
City:	Calexico	
State:	NY	
Zipcode:	29483	
Country:	United States	



# Add Items to a New Order

- Use the **Add** or **Delete** buttons to add items to the order
  - The order shown to the left has **three** items in the order
- At this point, you can “**Apply Changes,**” and create a blank item order with three unique fields added to the database for the selected User Name/ Customer ID
- **Or** you can continue to fill out the order in this form

Customer Information

User Name: ebay\_user\_13764

Email: ebay\_user\_13764@ebay.com

Name: Bronson Vaughan

Address: 7765 NE 301 Rd

City: Calexico

State: NY

Zipcode: 29483

Country: United States

Shipping Information

Shipping Method: Standard

Shipping Cost: 0.0

Shipping Paid: 0.0

Order Status

New

Order Comments

Order Details

Ref. Number	Prod...	Description	Retail Cost	Wholesale Cost	Inhouse
			0.0	0.0	<input type="checkbox"/>
			0.0	0.0	<input type="checkbox"/>
			0.0	0.0	<input type="checkbox"/>



# Filling in Order Details

Order Details

Ref. Number	Product ID	Description	Retail Cost	Wholesale Cost	Inhouse
EBAY_ITEM_ID1082	sku_2302	Pink Large Widget	45.55	25.84	<input type="checkbox"/>
EBAY_ITEM_ID1628	sku_9613	Yellow Medium Gaget	24.21	8.94	<input type="checkbox"/>
			0.0	0.0	<input type="checkbox"/>

- You can “**Apply Changes,**” at any time while filling out the order details to add the partial order to the database. Any order detail can be left blank if desired.
    - **Ref. number** - eBay auction number or product number from other 3<sup>rd</sup> party websites
    - **Product ID** - Inhouse SKU number for the product
    - **Description** - Short Item description or eBay auction title
    - **Retail / Wholesale Cost** - Retail sales price and wholesale cost.
    - **Inhouse checkbox** - With the **inventory manager Add-on**, you can click the Inhouse check box to remove qty 1 of the selected item from the inventory as well as fill in the wholesale price for the item.
- Please see the **Inventory Manager** Add-on Tutorial for more info.



# Filling in Shipping Information

Shipping Information

Shipping Method:

Shipping Cost:

Shipping Paid:

Order

Shipping Information

Shipping Method:

Shipping Cost:

Shipping Paid:

Order Comments

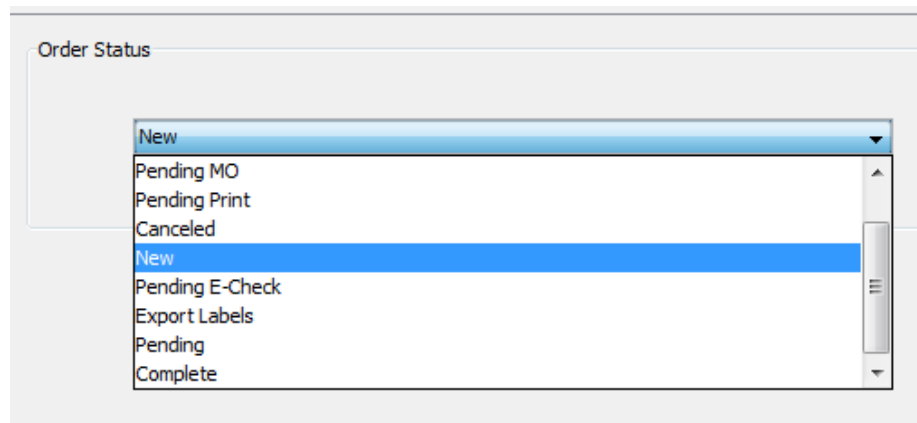
- **Shipping Method:** This customizable menu, allows the shipping method to be displayed
- **Shipping Cost:** Is the actual shipping cost to ship the item
- **Shipping Paid:** Is the shipping cost paid by the customer
- Enter Order Comments if desired





# Changing Order Status

- The order status is automatically set to **“NEW”**
  - You do not have to change or select an Order Status to **“Apply Changes”** or add the order to the database
  - If you want to change the order status to an alternative status, just select the preferred status from the drop down menu





# Remember to Apply Changes

The **Apply Changes** button will add the created order to the **Order Manager**.

**NOTE:** If you **do not** Apply Changes, the order will **not** be added to the Order Manager.

The screenshot shows a software interface with the following sections:

- Customer Information:** Fields for User Name (ebay\_user\_15405), Email (ebay\_user\_15405@ebay.com), Name (James Hough), Address (5882 Pearl Road), City (Glen Oaks), State (TX), Zipcode (34734-5124), and Country (United States). Each field has a 'Check' button.
- Shipping Information:** Fields for Shipping Method (Standard), Shipping Cost (0.0), and Shipping Paid (0.0).
- Order Status:** A dropdown menu set to 'New'.
- Order Comments:** A large empty text area.
- Buttons:** 'Add', 'Delete', and 'Apply Changes' (circled in orange).
- Order Details Table:**

Ref. Number	Prod...	Description	Retail Cost	Wholesale Cost	House
			0.0	0.0	<input type="checkbox"/>

A small text box at the bottom right of the window reads: "This is a CreateOrder window."



# Further Tutorials

- **Please view our other tutorials for more information or feel free to contact us with any questions**
- Further Tutorials:
  - Order Manager Tutorials:
    - Order Manager Overview
    - Importing eBay sales and tracking
    - Search and Filter Orders
    - Merge, Un-Merge, and Split
    - Exporting and Invoice Creation
  - Add-on Tutorials:
    - General Inventory Management
    - General Financial Overview