



Order Manager: Search and Filter

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Order Manager: Using Order Status

- **Order statuses** are for the most part completely user driven
 - Order Status manages orders from the time of purchase to the time of shipment.
- Gamut focuses on giving the user **complete control over orders**
- Orders which are under specific a **Order Status** can be filtered and searched through

Order Status	Order Date	S...	Acco...	Ebay...
Complete	2013-03-23	20...	Hand...	US
Pending MO	2013-03-23	20...	Hand...	
Pending Print		20...	Hand...	
Canceled		20...	Hand...	
New		20...	Hand...	US
Pending E-Check		20...	Hand...	US
Export Labels	2013-03-23	20...	Hand...	US
Pending	2013-03-23	20...	Hand...	US
Complete	2013-03-24	20...	Hand...	US
Complete	2013-03-24	20...	Hand...	US
Complete	2013-03-24	20...	Hand...	US



Order Manager: Using Order Status

Order Status Options Include:

- **New** - Orders which have been placed but where customer has not completed checkout or paid. If customer completes checkout after order has been imported status remains at new.
- **Pending** – Orders which have been placed and customer has completed checkout. Payment may have been received but it has not yet been processed by user.
- **OOS** (out of stock)- Orders which have an item that is out of stock.
- **NPB** (non-paying bidder) – eBay order which have not been paid for and been filed as NPB.
- **Pending Print** – Orders which have been processed but are pending a customer or manager response before they will be shipped.
- **Pending E-check** – Orders which were paid via E-check and are pending for the payment to clear.
- **Pending Money Order** – Orders which are pending a Money order.
- **Export Labels** – Orders which have been processed, shipping labels have been printed, and are waiting to be shipped. Orders under “Export Labels” will be outputted to an tab delimited .TXT file.
- **Pending Tracking** – Orders which do not have a tracking number pulled in from eBay or entered manually.
- **Complete** – Completed Orders
- **Canceled** – Canceled Orders (Orders under this status assume to have been refunded)



Order Manager: Filtering Orders

- Filter tab will filter the orders shown by specific Order Statuses
 - New, Pending, OOS, NPB, Pending Print, Pending E-check, Pending MO and Export Labels
 - Additionally, the **Pending Tracking** filters orders which **do not** have a tracking number associated with the order
 - Change the number of **results** shown using the results drop down menu
 - Choose the date range if desired

The screenshot shows a software window titled "Filter" with a "Search" button. Below the title bar is a section labeled "Filter Orders by Status". This section contains a grid of checkboxes for various order statuses: "New" (checked), "Pending" (checked), "OOS", "NPB", "Pending Print", "Pending E-Check", "Pending MO", "Export Labels", and "Pending Tracking". An "Apply Changes" button is located at the bottom right of the filter section.



Order Manager: Searching Orders

- Search through orders and apply a filter if needed:

- Search terms are **not** capital specific

- Use the filter by option to specify:

- Order status
- Date Range
- Order Number of Results

Filter Search

Search Orders

John Search

Filter By

New Complete Pending Print

Pending NPB Pending E-Check

OOS Canceled Pending MO

Date Range

From:

To:

Results: 100

Apply Changes



Order Manager: Searching Orders

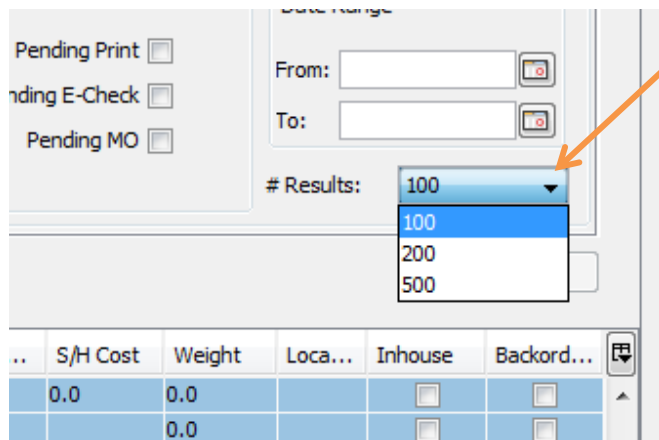
- Search through orders by customer name, customer ID, address, country, item SKU #, item name, and more...
 - You can search using **partial** information. For example:
 - **Customer Name, ID , or address:** If you are searching for an order made by a customer named “John Smith”, the order will appear in the search results for: “John”, “Smith”, “Joh”, “ith”, “ohn smi”, or “John Smith”. If you search for “Joh” any order with the three letters “joh” in the same order will appear in the search results.
 - **New Customer Orders:** If you just want to search for **new** or **pending** orders from a specific customer, apply the order status filters to a search
 - **Item ID:** if you have a item ID’s which start with the letters “GX###” you can search for just the letters GX to see all of the orders for the GX item ID line.
 - **Item SKU:** You want to know the exact number of a specific item you have sold in a specific time period, just search for that items SKU and input a data range.



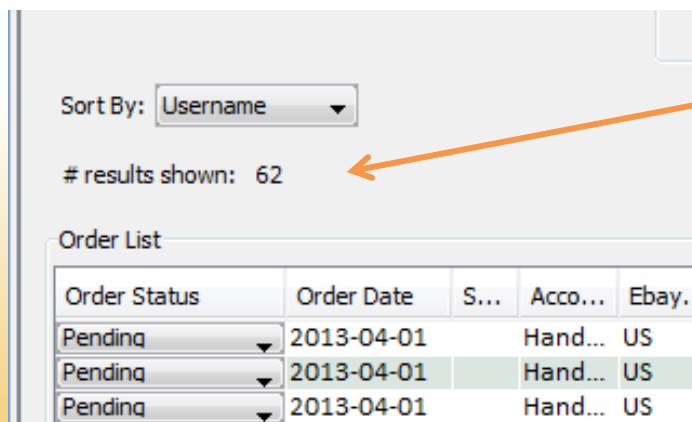
Order Manger: Number of Results Shown

You can **change** the number of orders shown:

- Maximum of 100 orders
- Maximum of 200 orders
- or Maximum of 500 orders



The number results shown is displayed on the left of the order manager





Order Manager: Sorting Orders

Sort the shown results based on:

- Account Name
- Customer ID
- Name
- Email
- Order Date
- Country
- eBay Site

Refresh Orders Since:
Last Update [v] Refresh

Total Shipp
Tracking D

Sort By: Order Date [v]
Account Name
Username
Name
Email
Order Date
Country
Ebay Site

results

Order Lis

Order St	Date	S...	Acco...	Ebay...	Ref.
Complete	02-21	20...	Hand...	US	EBAY
NPB [v]	2013-03-22		Hand...	US	EBAY
Complete [v]	2013-03-27	20...	Hand...		EBAY
		20...	Hand...	US	EBAY



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
 - Manually Create Orders
 - Merge, Un-Merge, and Split
 - Exporting and Invoice Creation
 - Add-on Tutorials:
 - General Inventory Management
 - General Financial Overview