

Retrieving Online Shopping Cart Transactions

1. Open Internet Explorer and go to
<http://www.#####.com.au/catalog/admin>

Username: #####

Password: #####

Note: Password and Username are case sensitive

2. Under the **Customers** heading, Click **Orders**.
This will display a list of all customers with orders that are currently pending, processing, delivered or cancelled.
3. Click on a customer who's order you want to begin processing.
4. Once loaded, the page will display all details of the customer you selected including there credit card details and order details. Once you have retrieved all necessary information, update the order **status** at the bottom of the page by selecting either **pending, processing, delivered** or **cancelled** from the dropdown box.
5. If at this time the order has been processed, you may create an invoice for printing by clicking the **invoice** button at the bottom of the page. Once finished, click the **Back** button.
6. Once all orders have been processed, simply close Internet Explorer to exit.