

### **Ovroy Shlain**

# How to view an order on Revolution



#### **TO BE AFRICAN IS TO BE BEAUTIFUL**







### You can view your orders in two ways: **1. View Summary** 2. View All Orders



#### **TO BE AFRICAN IS TO BE BEAUTIFUL**





### Viewing your order via the Summary tab



### Step 1:

Select the three lines on your top right to access the site menu.

Select Orders then select Summary view your order.



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)rc	ler Detail -	427425	52	
	F	PRINT		
	Ship To	Bill To		
	Ordered By: E		De 10 78	
	Order Date: 2022/08 Status: Entered	8/17		
	Shipping: South Afri	ca Delivery		
	Sub Total: R116,49 Volume Total: 0.00			
	Shipping Total: R0,00	D		
	Tax Total: R17,49			
	Grand Total: R133,98	3		
	Invoice Note			



Step 2: Select view order details on the order you want to view. Then select print to view and download the invoice.



### Ovroy Shlain

## You have completed viewing your order via the Summary tab



### Viewing your order via the All Orders tab

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	>	0verview
		Resources
		Orders
		Service Fee
		My Profile



### Select the three lines on he top right to access he site menu.

# Then select orders to view your order.





rder #
SEARCH
Sort By 🔺
Order Date
Descending
Export
Order Placed: Wednesday, August 17, 2022
Total QV: 0,00
Grand Total: R133,98
Order Type: Personal
order Number: 4374252
VIEW ORDER DETAILS
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×					
Order #					
Order Date	۲				
Date Shipped	0				
Order Total	0				
Sales	0				
Status	0				
Order Type: Personal Order Number: 4374252					
VIEW ORDER DETAILS					
Status: Entered Date Shipped: South Africa Delivery Invoice Note					

### Step 2:

Select All Orders to view a list of all your orders. On this page, you are able to search for specific order numbers and sort by the date.







Step 3: Select view order details on the order you want to view. Then select print to view and download the invoice.



### Congratulations, you now know how to view your orders!

FOR ANY QUERIES, CONTACT US ON

**0860 114 182 (share call) csd.helpdesk@avroyshlain.co.za**