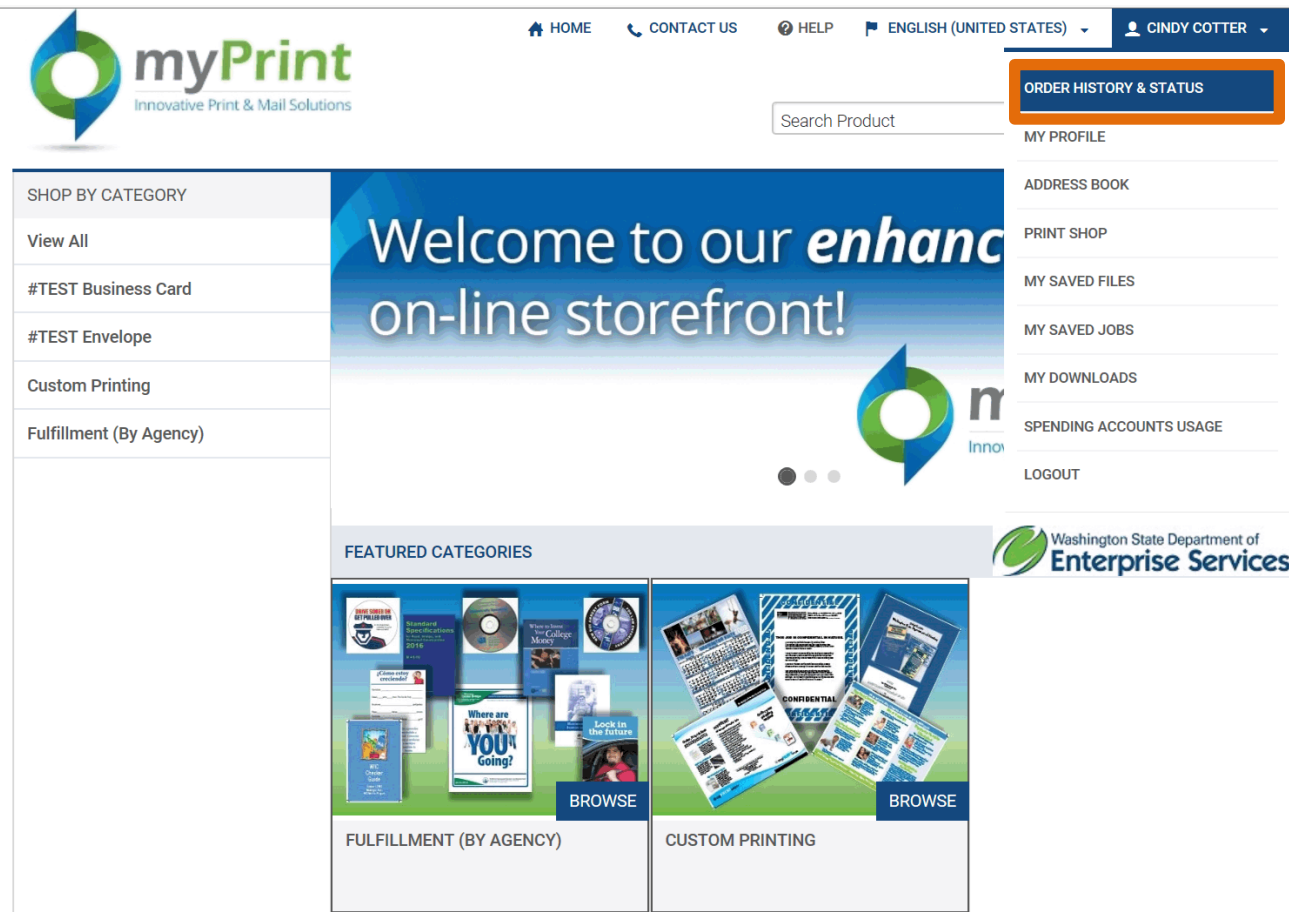


JobAid: Order History

Topic Overview - This job aid is for end-users who wish to review their previous orders, or check on the status of an order

Navigation: Using a web-browser access myPrint at <https://prtonline.myprintdesk.net/DSF/>

1. Click the **drop down arrow** beside your user name. Select **Order History and Status** from the sub-menu.



The screenshot shows the myPrint website interface. At the top left is the myPrint logo. The top navigation bar includes links for HOME, CONTACT US, HELP, and a language dropdown set to ENGLISH (UNITED STATES). The user name CINDY COTTER is displayed with a dropdown arrow. A red circle with the number '1' highlights this dropdown arrow. The dropdown menu is open, showing 'ORDER HISTORY & STATUS' as the selected option, along with other options like MY PROFILE, ADDRESS BOOK, PRINT SHOP, MY SAVED FILES, MY SAVED JOBS, MY DOWNLOADS, SPENDING ACCOUNTS USAGE, and LOGOUT. Below the navigation bar is a search product field. The main content area features a large banner with the text 'Welcome to our enhanced on-line storefront!' and the myPrint logo. To the left of the banner is a 'SHOP BY CATEGORY' sidebar with options: View All, #TEST Business Card, #TEST Envelope, Custom Printing, and Fulfillment (By Agency). Below the banner is a 'FEATURED CATEGORIES' section with two tiles: 'FULFILLMENT (BY AGENCY)' and 'CUSTOM PRINTING', each with a 'BROWSE' button. At the bottom right of the page is the Washington State Department of Enterprise Services logo.

2. Review Previous Orders

3. Check Order Status

4. Cancel an Order

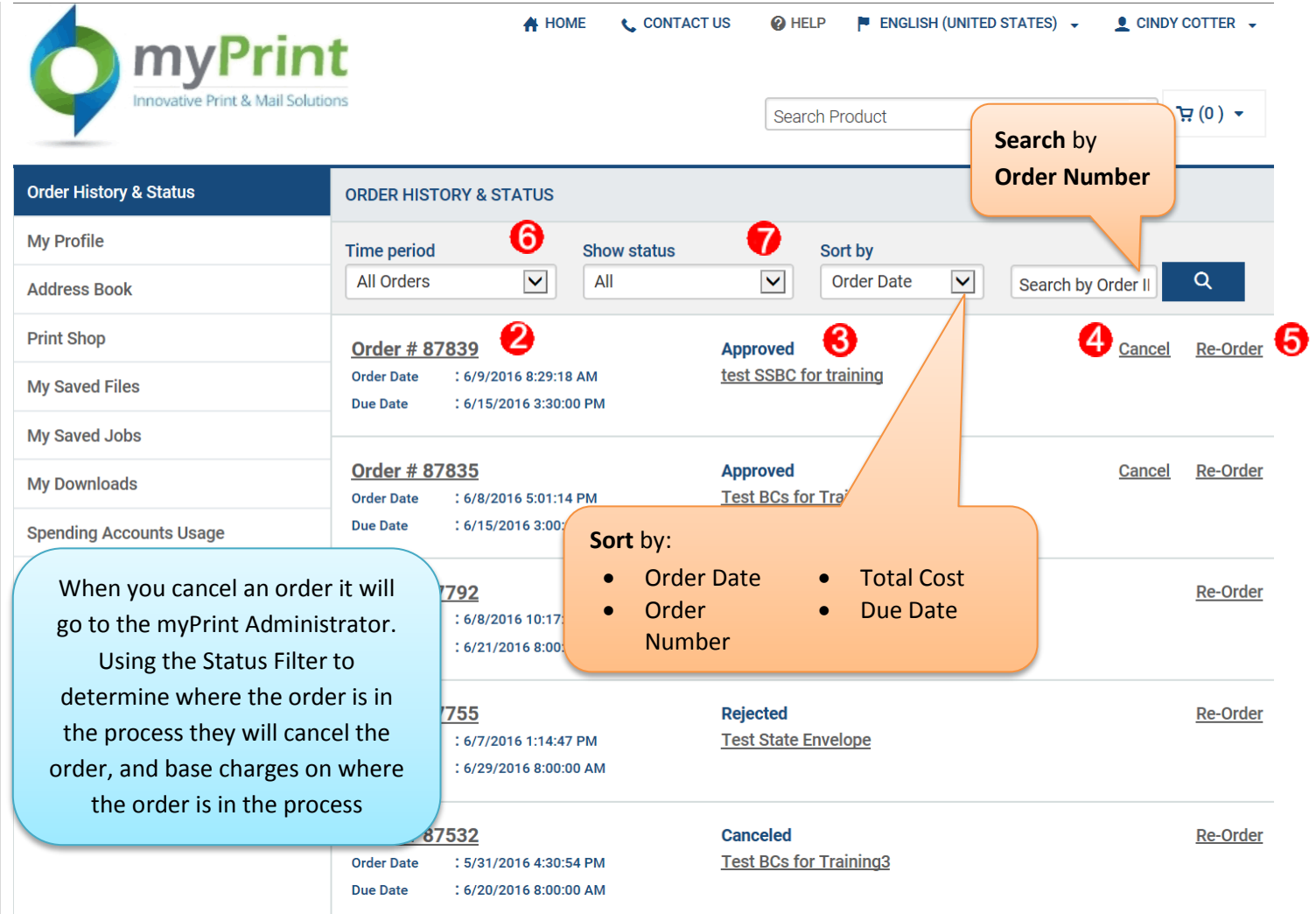
5. Re-order materials

6. Filter orders by Time period:

- a. Week
- b. Month
- c. Three Months
- d. Six Months
- e. A Year

7. Filter by Status:

- a. Approval required
- b. Approved
- c. Canceled
- d. Canceled by Buyer
- e. Completed and Invoiced
- f. In production
- g. Order requires approval from customer
- h. Order requires manual quote
- i. Printed
- j. Rejected
- k. Shipped
- l. User approved



The screenshot shows the myPrint user interface. At the top, there are navigation links for HOME, CONTACT US, HELP, and language selection (ENGLISH (UNITED STATES)). The user is identified as CINDY COTTER. A search bar is present with the text "Search Product".

The main content area is titled "ORDER HISTORY & STATUS". On the left, there is a sidebar menu with options: My Profile, Address Book, Print Shop, My Saved Files, My Saved Jobs, My Downloads, and Spending Accounts Usage.

The main content area has several filters:

- Time period** (6): A dropdown menu currently set to "All Orders".
- Show status** (7): A dropdown menu currently set to "All".
- Sort by**: A dropdown menu currently set to "Order Date".
- Search by Order ID**: A search input field with a magnifying glass icon.

Below the filters, there is a table of orders. The first order is **Order # 87839** (2), which is **Approved** (3) and has a status of "test SSBC for training". It has a "Cancel" (4) and "Re-Order" (5) button. The second order is **Order # 87835**, which is **Approved** and has a status of "Test BCs for Tra". It also has "Cancel" and "Re-Order" buttons. The third order is **Order # 87592**, which is **Approved** and has a status of "Test BCs for Tra". It has a "Re-Order" button. The fourth order is **Order # 8755**, which is **Rejected** and has a status of "Test State Envelope". It has a "Re-Order" button. The fifth order is **Order # 87532**, which is **Canceled** and has a status of "Test BCs for Training3". It has a "Re-Order" button.

Two callout boxes provide additional information:

- A blue callout box states: "When you cancel an order it will go to the myPrint Administrator. Using the Status Filter to determine where the order is in the process they will cancel the order, and base charges on where the order is in the process".
- An orange callout box titled "Sort by:" lists the following options:
 - Order Date
 - Order Number
 - Total Cost
 - Due Date