Job Aid: Order History

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.
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

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.