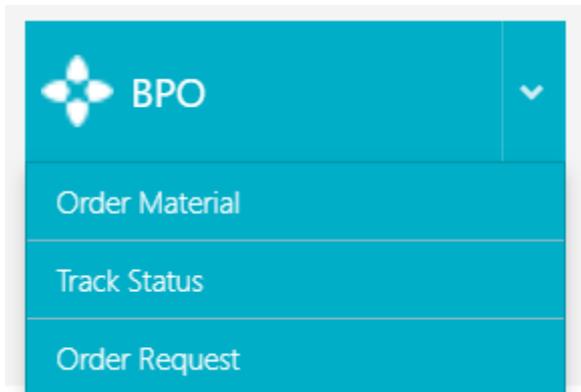


Order Material

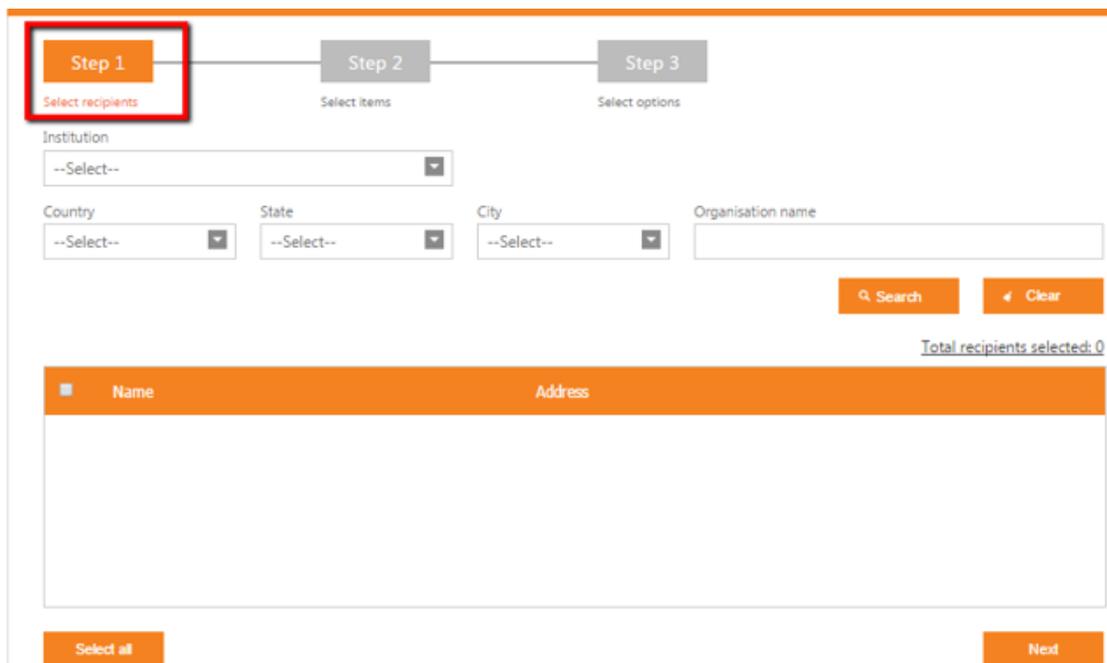
The user with “**Promotional Ordering Material**” role will be able to place order from **Promotional Material > Order Material** screen.



Order Material

The below steps needs to be followed.

- **In Step 1:** We need to select the institution first so that we can select the products available for this institute for placing orders.
- User can further select the country /state /City of its destination location where the order needs to be delivered.
- Depending upon the country selected, the search result will show all agent’s locations of the country that are linked to the selected institute. Select the recipients and click on **Next**

A screenshot of the Order Material process flow. The flow consists of three steps: Step 1 (Select recipients), Step 2 (Select items), and Step 3 (Select options). Step 1 is highlighted with a red box. Below the flow, there are input fields for Institution, Country, State, City, and Organisation name. There are also Search and Clear buttons. Below the input fields, there is a table with columns for Name and Address. At the bottom, there are Select all and Next buttons. The text 'Total recipients selected: 0' is displayed below the Search and Clear buttons.

- **In Step 2:** The product item that needs to be order is select

Step 1 — Step 2 — Step 3
 Select recipients — Select items — Select options

Ship to
 IDP Special India
 ionix road
 Chandigarh, Chandigarh, 30000
 India

Contact details
 Name: Brinder Singh
 Phone: 9087

Search item **Product Id**
 ernational Masters Printguide 81 22122015 Name update Search

View selected products quantity

International Masters Printguide 81 22122015 Name update [D]
 500

Enter the quantity to order

- After entering the quantity click next to go to step 3.
- **In step 3:** We can provide the expected dispatch date and select the notification update option to receive status updates.
- Click on **Place Order** to submit the order

Step 1 — Step 2 — Step 3
 Select recipients — Select items — Select options

Ship to
 IDP Special India
 ionix road
 Chandigarh, Chandigarh, 30000
 India

Contact details
 Name: Brinder Singh
 Phone: 9087

Message for recipient
 Hi,
 The order has been placed.
 Please confirm on receiving it.

Required dispatch date
 01-Jun-2016
 Notify me on status updates

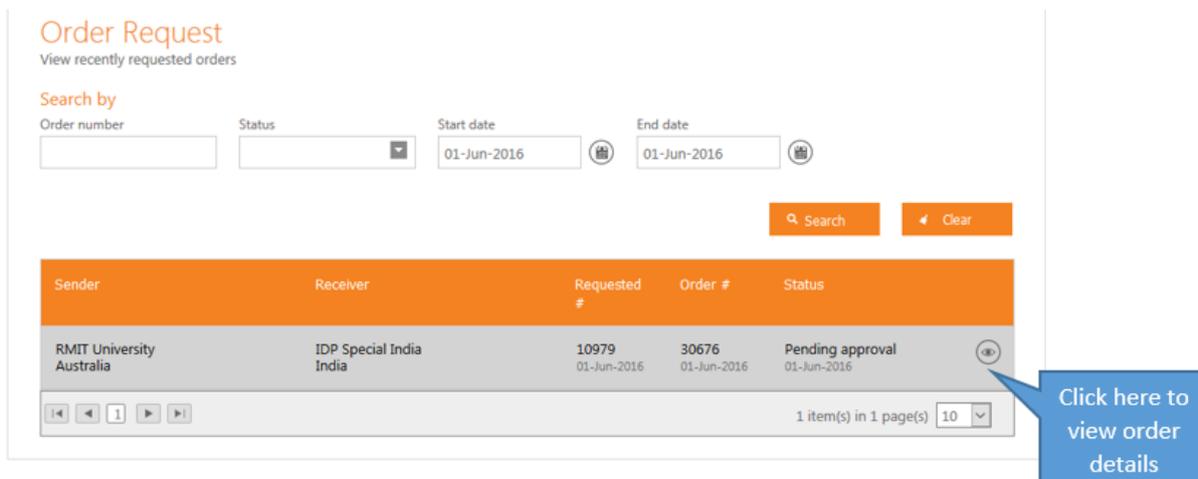
Enter the message for the recipient here

Select this option to receive status updates

Previous Place order

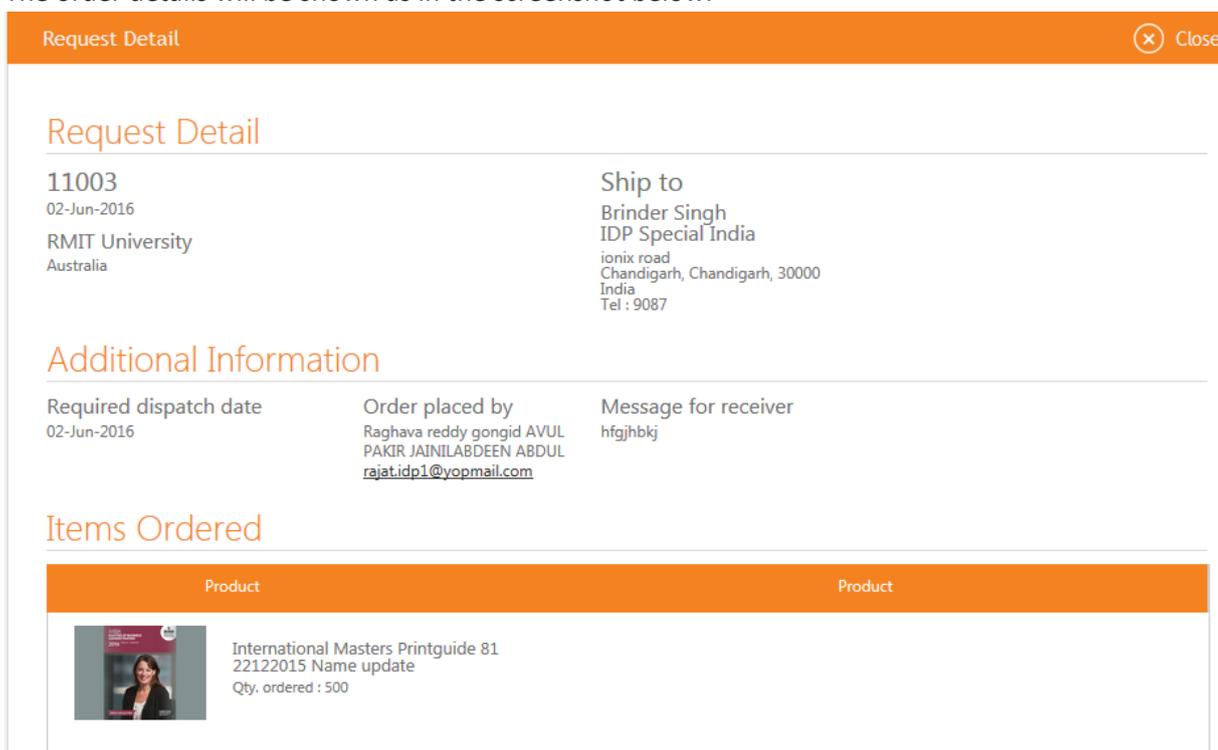
Order Request

- To view the recently placed orders go to **Promotional Material > Order Request**
- To search the order recently placed use **Start date** and **End date** filter. The **date filter** specifies the date of placing order.
- As soon the order is placed it is in **“Requested”** status with no order number generated.
- After it is processed by the BPO service the status gets updated to **Approved** or **Pending approval depending upon** the order quantity settings.



The screenshot shows the 'Order Request' interface. At the top, it says 'View recently requested orders'. Below this is a search section with fields for 'Order number', 'Status', 'Start date' (01-Jun-2016), and 'End date' (01-Jun-2016). There are 'Search' and 'Clear' buttons. Below the search is a table with columns: Sender, Receiver, Requested #, Order #, and Status. The table contains one row: RMIT University Australia (Sender), IDP Special India India (Receiver), 10979 (Requested #), 30676 (Order #), and Pending approval (Status). A blue callout box points to a magnifying glass icon in the status column with the text 'Click here to view order details'. At the bottom of the table, it says '1 item(s) in 1 page(s)' and '10' items per page.

- The order number shown under **“Order #”** field shown can be noted for further tracking the order.
- **“Status”** fields show the current status of the order.
- To see the order details, click on the **view** icon.
- The order details will be shown as in the screenshot below.



The screenshot shows the 'Request Detail' view for order 11003. The header is 'Request Detail' with a 'Close' button. The main content is divided into sections: 'Request Detail', 'Additional Information', and 'Items Ordered'.
Request Detail: Order number 11003, date 02-Jun-2016, from RMIT University Australia. Ship to: Brinder Singh, IDP Special India, ionix road, Chandigarh, Chandigarh, 30000, India, Tel: 9087.
Additional Information: Required dispatch date: 02-Jun-2016. Order placed by: Raghava reddy gongid AVUL, PAKIR JAINILABDEEN ABDUL, rajat.idp1@vopmail.com. Message for receiver: hfgjbjk.
Items Ordered: A table with two columns: Product and Product. The first row shows a product image and the text: 'International Masters Printguide 81', '22122015 Name update', 'Qty. ordered : 500'.

- After the order is approved by the client the order gets updated to “Approved”
- All further tracking of order is done from “Track Status” screen.

Track Status

- To track the status of an order, go to **Promotional Material > Track Status**
- The user can search for the order with various search filters.
- Two actions can be taken on orders depending upon the order status.
 - Update Address.
 - Cancel order.
- **Update Address:** User can update shipping address for orders with “**Incomplete Address**” status.
- Select the order and “**Update Order**” action.

Search by

Order number AWB number Status User

Start date End date Show cancelled orders

| Sender | Receiver | Order # | Status | |
|---|---|----------------------|-----------------------------------|----------------------------------|
| <input checked="" type="checkbox"/> RMIT University | IDP Melbourne International Student Melbourne, Australia | 25823 18-Jan-2016 | Incomplete Address 29-Feb-2016 | <input type="button" value="🔍"/> |
| <input type="checkbox"/> RMIT University | IDP Melbourne International Student Causeway, Australia | 25821 18-Jan-2016 | Incomplete Address 29-Feb-2016 | <input type="button" value="🔍"/> |

 Page size: 2 items in 1 pages

What do you want to do:

- Update the correct address and save the details.

Save & close Close

Update delivery details

25823
18-Jan-2016
RMIT University

Address details

| | | |
|--|---|---|
| Organisation name <input type="text" value="IDP Melbourne International Student"/> | Contact name <input type="text" value="Raghava reddy gongid AVUL PAKIR JAI"/> | Email <input type="text" value="rajat.idp1@yopmail.com"/> |
| Address line 1* <input type="text" value="SCO 121 Mercure Welcome Hotel (Ether Con)"/> | Address line 2 <input type="text" value="Near to Amravati Enclave House Number -"/> | Post code <input type="text" value="1600009"/> |
| Country <input type="text" value="Australia"/> | State <input type="text" value="Victoria"/> | City* <input type="text" value="Melbourne"/> |
| Phone* <input type="text" value="9889898989987"/> | | |

- **Cancel Order:** User can cancel the orders with “Pending approval” status.

- (i) Select the order and perform “**Cancel Order**” action.