


How to View My Requested Orders and Order Details

1. From your home screen, click *View My Orders*
2. Select Generator from the drop-down menu
3. Select customer option from drop-down menu
4. Enter date range and click *SHOW*
5. Click *Order Details* on right hand side to view specific pickup details



!!! TEST DB - HPTST !!! IP: 172.18.20.128 Welcome: JJONES connected as John Doe - generator_customer.
Generator: ABC COMPANY (154616)
Customer: ABC COMPANY (175043)

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Orders. Please enter criteria and click the SHOW button

Generator: ABC COMPANY, 123 MAIN ST, INDIANAPOLIS, IN 46231 (154616) ▼
 Customer: ABC COMPANY, INDIANAPOLIS (175043) ▼ Heritage or other 3rd party customers may appear on your customer list if activities are conducted on your behalf.

From Entered Month: Jan 2018 ▼ To Entered Month: Aug 2018 ▼

Orders.

Customer	Order Number	Type	Who Called	Phone	Date Entered	Generator	Status	Stops	Show
ABC COMPANY (175043)	106257	ASN	SHEILA MORRIS	(618)216-8600	02-Aug-2018	ABC COMPANY (154616)	Requested	0	Order Details
ABC COMPANY (175043)	106252	ASN	SHEILA MORRIS	(618)216-8600	02-Aug-2018	ABC COMPANY (154616)	Requested	0	Order Details

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