

# How To:

*Generate Sales Orders*  
*Review Open Invoices*  
*Invoice History*

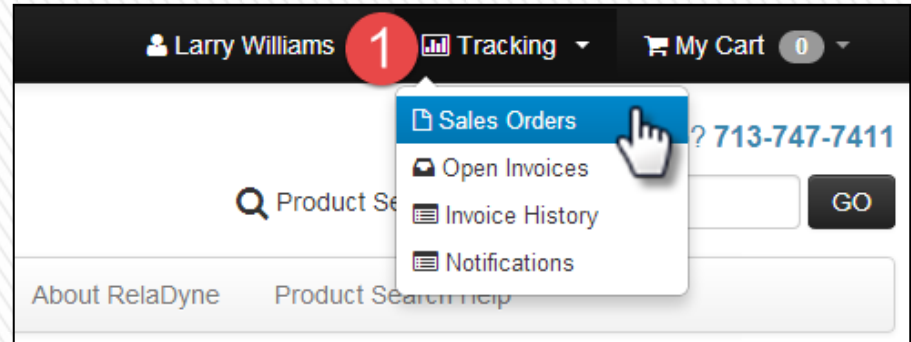
Before beginning this tutorial,  
make sure you are logged in to RelaDyne *Express*.

Refer to the “How To Login” Tutorial at [www.reladyne.com/order-online](http://www.reladyne.com/order-online) for a step-by-step guide.



# 1. Generate Sales Orders

- » Click “Tracking” on the black bar at the top of the page.
- » Click “Sales Orders”



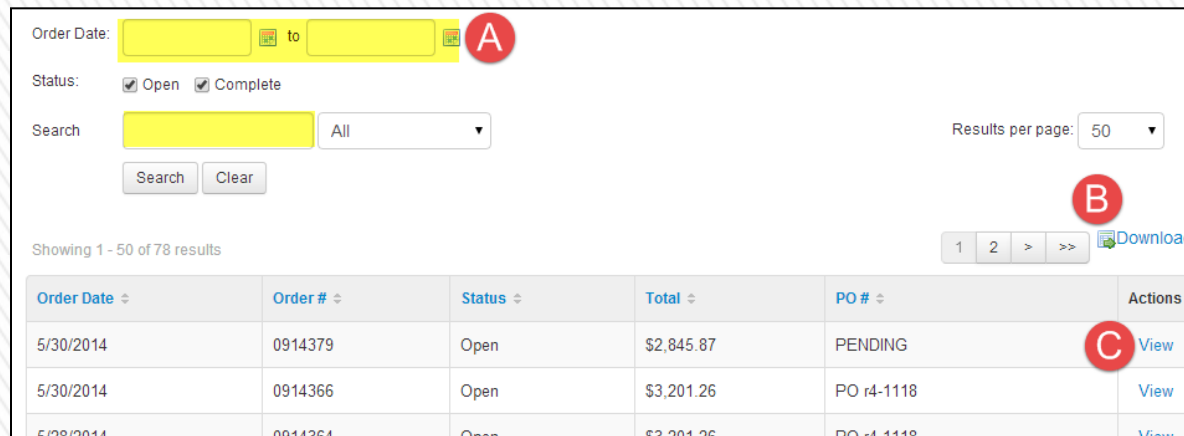
## A. Search Sales Orders

- Narrow by order date
- You can Search by any criteria
  - Order Date
  - Order #
  - Total
  - PO#

B. Click “Download” to download a spreadsheet of your Sales Orders

C. Click “View” to view your Sales Order

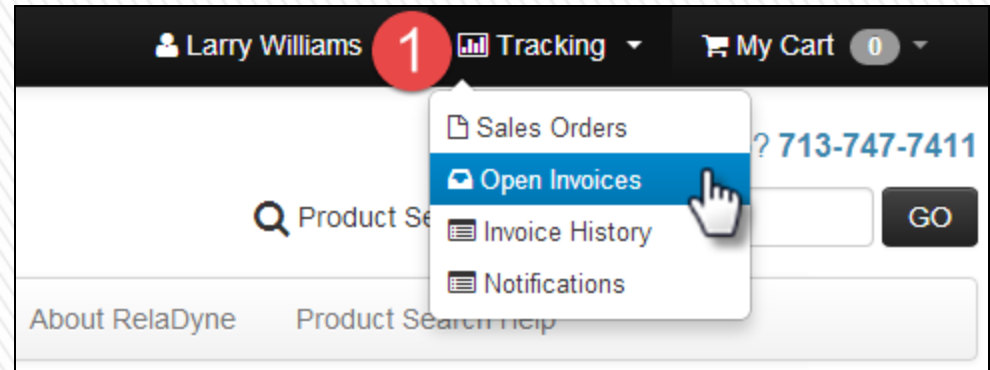
- Hint: From the “View” screen, you can **print a copy** of your Sales Order.

A screenshot of the Sales Orders search results page. The search filters are set to 'Order Date' from 5/30/2014 to 5/30/2014, with status 'Open' and 'Complete' selected. The search results show 1-50 of 78 results. A table lists the results with columns for Order Date, Order #, Status, Total, PO #, and Actions. Annotations A, B, and C are placed on the page: A is over the date range, B is over the 'Download' button, and C is over the 'View' button in the first row of the table. A large brown arrow points to the right on the far right of the page.

Order Date	Order #	Status	Total	PO #	Actions
5/30/2014	0914379	Open	\$2,845.87	PENDING	<a href="#">View</a>
5/30/2014	0914366	Open	\$3,201.26	PO r4-1118	<a href="#">View</a>
5/28/2014	0914364	Open	\$3,201.26	PO r4-1118	<a href="#">View</a>

# 2. Review Open Invoices

- » Click “Tracking” on the black bar at the top of the page.
- » Click “Open Invoices”

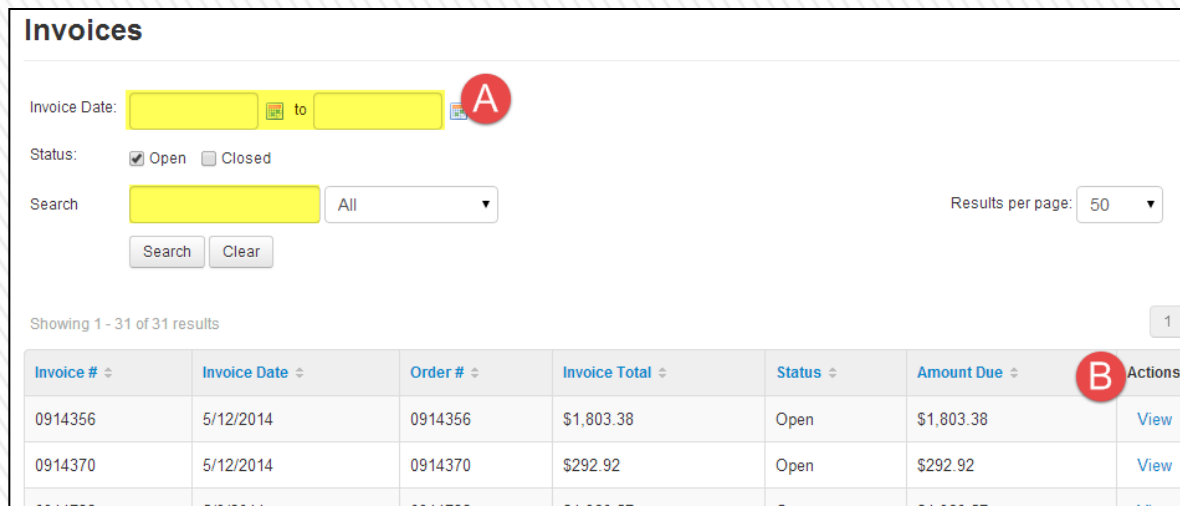


## A. Search Open Invoices

- Narrow by invoice date
- You can Search by any criteria
  - Invoice #
  - Invoice Date
  - Order #

## B. Click “View” to view your Sales Order

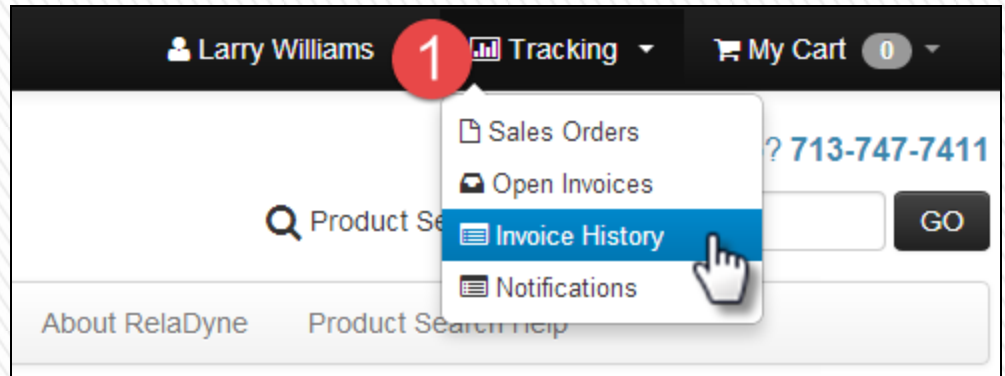
- Hint: From the “View” screen, you can **print a copy** of your Invoice.

A screenshot of the 'Invoices' page. At the top, there is a search filter for 'Invoice Date' with a date range selector (yellow boxes) and a red circle 'A' next to it. Below that are 'Status' checkboxes for 'Open' (checked) and 'Closed', and a 'Search' dropdown menu set to 'All'. There are 'Search' and 'Clear' buttons. To the right, 'Results per page' is set to '50'. Below the search filters, it says 'Showing 1 - 31 of 31 results'. A table of invoices is displayed with columns: 'Invoice #', 'Invoice Date', 'Order #', 'Invoice Total', 'Status', 'Amount Due', and 'Actions'. A red circle 'B' is next to the 'View' link in the 'Actions' column of the first row. A large brown arrow points to the right on the right side of the page.

Invoice #	Invoice Date	Order #	Invoice Total	Status	Amount Due	Actions
0914356	5/12/2014	0914356	\$1,803.38	Open	\$1,803.38	View
0914370	5/12/2014	0914370	\$292.92	Open	\$292.92	View
0914320	5/12/2014	0914320	\$1,950.57	Open	\$1,950.57	View

# 3. Invoice History

- » Click “Tracking” on the black bar at the top of the page.
- » Click “Invoice History”

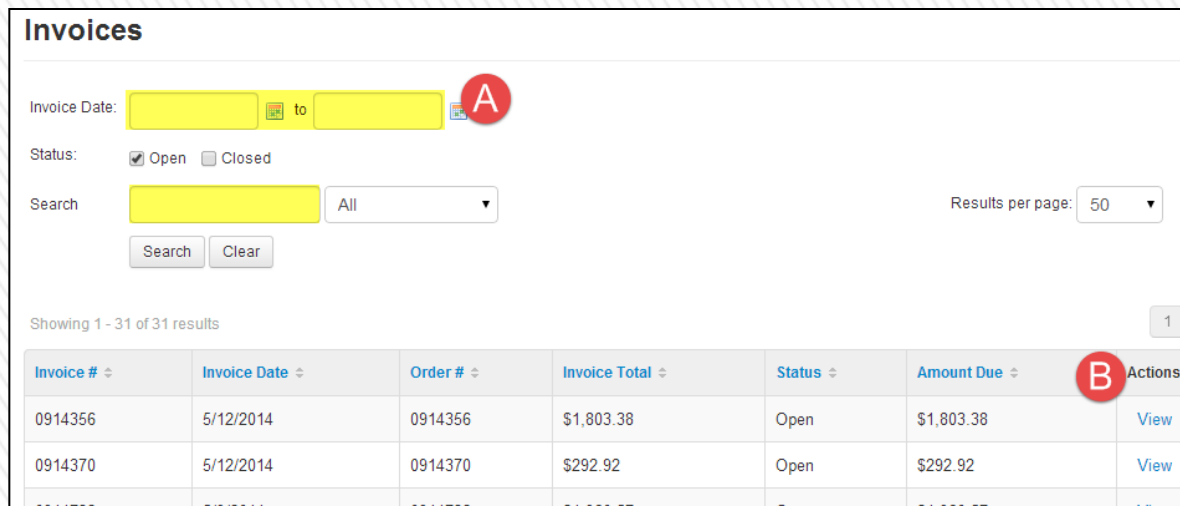


## A. Search Invoices

- Narrow by invoice date
- You can Search by any criteria
  - Invoice #
  - Invoice Date
  - Order #

## B. Click “View” to view your Sales Order

- Hint: From the “View” screen, you can **print a copy** of your Invoice.

A screenshot of the 'Invoices' page. At the top, there are filters for 'Invoice Date' (with a calendar icon and a red circle 'A'), 'Status' (with 'Open' selected), and 'Search' (with a dropdown menu set to 'All'). There are 'Search' and 'Clear' buttons. Below the filters, it says 'Showing 1 - 31 of 31 results' and 'Results per page: 50'. A table of invoices is displayed with columns: 'Invoice #', 'Invoice Date', 'Order #', 'Invoice Total', 'Status', 'Amount Due', and 'Actions'. A red circle 'B' is placed over the 'View' link in the 'Actions' column of the first row. A large brown arrow points to the right on the right side of the page.

Invoice #	Invoice Date	Order #	Invoice Total	Status	Amount Due	Actions
0914356	5/12/2014	0914356	\$1,803.38	Open	\$1,803.38	View
0914370	5/12/2014	0914370	\$292.92	Open	\$292.92	View
0914722	5/12/2014	0914722	\$1,950.57	Open	\$1,950.57	View