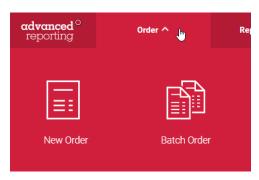
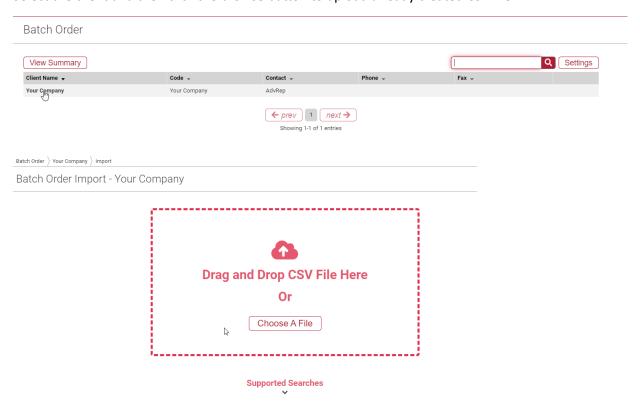
Batch Ordering Instructions:

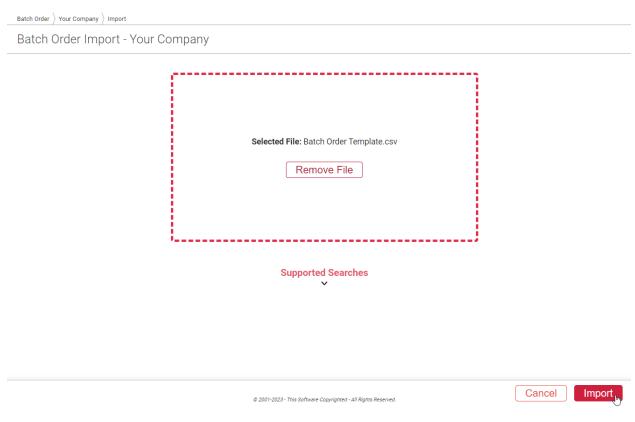
Go to the main navigation under Order >> Batch Order icon. Select the batch order icon.

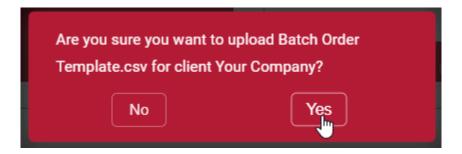


Select the client and then click the browse button to upload already created CSV file.



Users will be prompted with a message to confirm the batch order upload.





<u>Status Page and Confirmation Emails</u>: After a batch is imported, an email is sent alerting the user of the .CSV being submitted and when it's complete. Users can now go to Order > Batch Order > View Summary. This will show Pending batches and Completed batches. In the completed section and results, it will show a red alert triangle if there is an error. You can then download the CSV with the error/s and re-import. If there is no error, just select Show Results and it will show the files and OK message.

