



## E-Basket – View Order Details

Locate an order by REF #

REF #

### Locate an Individual Order

1. Go to the 'Locate an Order' page.
2. Enter your order reference number. This can be found on your order confirmation email.
3. Click the 'Locate an Order' button.
4. The order information is displayed. If the order is finished, click the 'Close' button at the top of the page to complete it. This will remove it from open orders.

Order Report					
Open					
All					
Open					
Closed					
	Date	Name	Address	Status	
32216	31/12/2004 12:37	Mr Thomas		na	<a href="#">View</a> <a href="#">Delete</a>
32217	31/12/2004 12:38	Mr Thomas		na	<a href="#">View</a> <a href="#">Delete</a>

### Run a Report on All Orders

1. Go to the 'Run an Order Report' page.
2. Select an option from the dropdown box at the top of the page, 'All', 'Open', or 'Closed'.
3. The orders will be displayed. To see complete order details, select an order and click 'View'.
4. To remove an order click 'Delete'. You will be asked to confirm the deletion by clicking another link. The order will then be erased.