

## HOW TO VIEW ORDER HISTORY - New 08/09/20

To view a list of purchase orders made by any Account Holders in your family group

From the Profiles screen, Toggle Order History ON and enter your Family administration PIN

🔄 Shopping Cart	Destilles			
	Profiles		(	Profiles Order History
	Swimming Family			
	FH			
Profiles				
Accreditations	First Name Here Principal	+ Parent		
Entity Management	View Profile >			
😋 System				
Nessages				
Help	YS	MS	os	
	Young Swimming Child	Middle Swimming Child	Older Swimming Child	
	View Profile >	View Profile >	View Profile >	

You will see a comprehensive list of all purchases made by you for your family group within Swim Central. You have the option to filter the list by the date range or purchase status (All, Payment Pending, Approval Pending, Completed)

les			Profiles On
Order Histo From Date 01/01/2017	To Date 25/08/2020	🗂 Purchase State 🔍	Order History Select an order to view more information, generate an invoice, make a payment or cancel an unpaid order.
Date 🗸	State =	Total incGST	
<ul> <li>24.8.2020</li> <li>₩ 24.8.2020</li> </ul>	Completed	\$75.00	
<ul> <li>24.8.2020</li> <li>№ 24.8.2020</li> </ul>	Completed	\$75.00	
<ul> <li>24.8.2020</li> <li>₩ 24.8.2020</li> </ul>	Completed	\$54.83	
<ul> <li>24.8.2020</li> <li>№ 24.8.2020</li> </ul>	Completed	\$106.57	
	Completed	\$20.84	



Select the invoice to see the details on the right To Download an invoice, select Invoice at the top right of the screen.

Order History			PO# 200901061909 Products				
From Date 01/01/2017	To Date 05/09/2020	Purchase State	•	Transactions		-	Invoice
Date 🗸	State =	Total inc.		Q Search			
<ul> <li>2.9.2020</li> <li>First Name Here</li> <li>9.2020</li> </ul>	Complet	ed \$203.00		ProductName	exGST	Qty	incGST
● 1.9.2020 ▲ 1/CT Developer TEST Adm № 1.9.2020	in Complet	ed \$19.99	0←	2020 State SC Championships: Mens 200M Back Prelim 10-202 We South Australia & Test A Dependent	\$18.17	1	\$19.99 <b>D</b>
<ul> <li>1.9.2020</li> <li>11CT Developer TEST Adm</li> </ul>	in Complet	ed \$1.12		Grand Tota		1	\$19.99
¥ 1.9.2020				GST Componen	t		\$1.82
<ul> <li>1.9.2020</li> <li>11CT Developer TEST Adm</li> <li>1.9.2020</li> </ul>	in Complet	ed \$19.99		Transaction Fee			\$0.27

You will be taken to the Documents screen of the Account Holder who made the purchase.

Under the invoice folder will show the generated invoice

On the far right there is a download icon Select the icon and you will be asked to click to download.

Membershi	Documents 🛻					
Upload documents						2 Upload
🛔 Personal Library 📛					elect to	
Certificate (2)				Ex	pand the Folder	<b>→</b> ⊙
Divoice (5)						-
2) Name	Туре	Reference	Uploaded	Expiry	Status	Actiona
Invoice_02_09_2020.pdf	Purchase Invoice	None	4.9.2020	N/A	0	•
Working With Children Check (4)					Select to Downlao	d
Entity Document Libr	ary 📛					
Brisbane Swimming Association	(1)					*