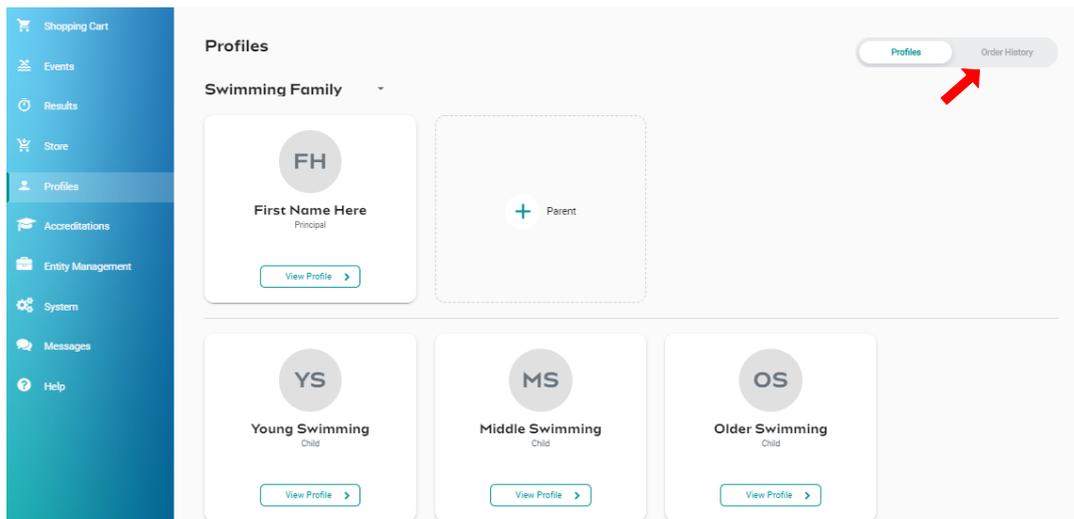


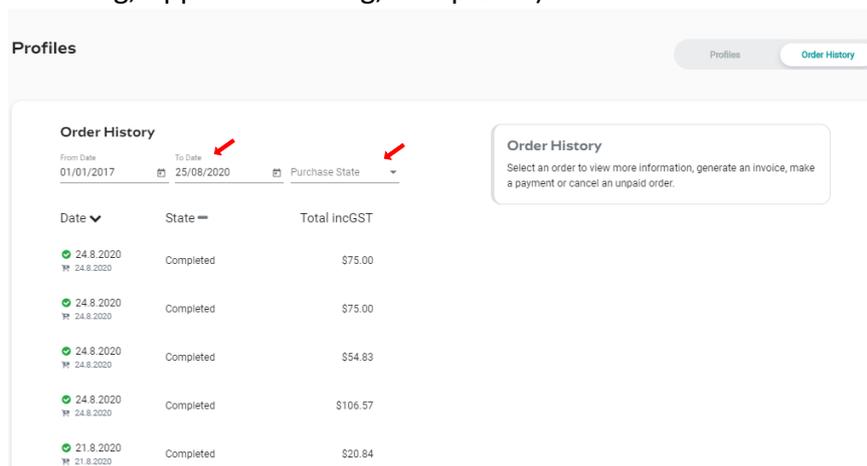
## HOW TO VIEW ORDER HISTORY – New 08/09/20

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**



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)



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

From Date: 01/01/2017 To Date: 05/09/2020 Purchase State: ▼

Date	State	Total inc.
2.9.2020 First Name Here 2.9.2020	Completed	\$203.00
1.9.2020 1ICT Developer TEST Admin 1.9.2020	Completed	\$19.99 
1.9.2020 1ICT Developer TEST Admin 1.9.2020	Completed	\$1.12
1.9.2020 1ICT Developer TEST Admin 1.9.2020	Completed	\$19.99

### PO# 200901061909 Products

Transactions  Invoice

Search

ProductName	exGST	Qty	IncGST
2020 State SC Championships: Mens 200M Back Prelim 10-202 South Australia Test A Dependant	\$18.17	1	\$19.99
<b>Grand Total</b>		<b>1</b>	<b>\$19.99</b>
GST Component			\$1.82
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.

Memberships
 Documents

### Upload documents

Upload

**Personal Library** 

- Certificate (2)
- Invoice (5)**

Name	Type	Reference	Uploaded	Expiry	Status	Actions
Invoice_02_09_2020.pdf	Purchase Invoice	None	4.9.2020	N/A		
- Working With Children Check (4)

**Entity Document Library** 

- Brisbane Swimming Association (1)