

# **Art Encounters- Ship a Product**

# Table of contents

1 Congratulations, you made a sale!	3
2 Click to View your Order	4
3 Shipping	4
4 Log Shipping Details	5
5 Optional- Add a Note to the Sale	6

# 1 Congratulations, you made a sale!

When you get orders, they will appear here on your dashboard.  
Click Orders

## Dashboard

- Dashboard
- Products
- Orders (1)**
- Coupons
- Reports
- Reviews
- Return Request
- Announcements
- Support
- Subscription
- Settings

45% Profile complete

Add Banner to gain 15% progress

Net Sales  
**\$13.00**

---

Earning  
**\$0.00**

---

Pageview  
**1**

---

Order  
**0**


### Sales this Month

<input type="checkbox"/>	Number of items sold	<input type="checkbox"/>	Number of orders
<input type="checkbox"/>	Average gross sales amount	<input type="checkbox"/>	Average net sales amount
<input type="checkbox"/>	Coupon amount	<input type="checkbox"/>	Shipping amount
<input type="checkbox"/>	Gross sales amount	<input type="checkbox"/>	Net sales amount
<input type="checkbox"/>	Refund amount		

1 \_\_\_\_\_ 1.00

### Orders

Total	1
Completed	0
Pending	0
Processing	1
Cancelled	0
Refunded	0
On hold	0



## 2 Click to View your Order


Click the Eye Icon to view this order.

### Dashboard

- Dashboard
- Products
- Orders (1)**
- Coupons
- Reports
- Reviews

All (1) | Pending payment (0) | Processing (1) | On hold (0) | Completed (0) | Cancelled (0) | Refunded (0) | Failed (0)

Filter by regis... Search Orders Select Date Rang Filter Export All Export Filtered Reset

<input type="checkbox"/>	Order	Order Total	Earning	Status	Customer	Date	Shipment	Action
<input type="checkbox"/>	Order 346	\$13.00	\$3.32	Processing	Arlen Nagata	3 mins ago	--	

## 3 Shipping

Shipping items is your responsibility.

Once you have shipped the items, you can come here and click "Create New Shipment".

### Shipments

No shipment found


Create New Shipment

## 4 Log Shipping Details

1. Check the items you have shipped.
2. Change the Shipping Status to "On the Way".
3. Select the Shipping Provider, Date Shipped, and Tracking Number.
4. Add any comments you want.
5. Check to Notify the customer of the shipping details.
6. Click Create Shipment

After the shipment is confirmed received you may come back here to log that the item was delivered. This is the best practice so you can track all shipments and log their status.

### Shipments

	Item		Qty
<b>1</b> <input type="checkbox"/>	 Gold Left Sample		

**Shipping Status**

**2**

---

**Tracking Information**

**Shipping Provider**  **Date Shipped**  **Tracking Number**

**Comments**

**5**  Notify shipment details to customer

**6**

## 5 Optional- Add a Note to the Sale

You can also add a note to the sale for your reference or for your customer's records.

The screenshot displays a list of notes within a light gray border. The first note is in a gray box: "Order status changed from Pending payment to Processing." Below it, it says "added 3 mins ago" followed by a red "Delete note" link. The second note is also in a gray box: "Stock hold of 30 minutes applied to: - Gold Left Sample (#344) x 1". Below it, it says "added 3 mins ago" followed by a red "Delete note" link. Below the list is the heading "Add note" in bold. Underneath is a text input area with a rounded rectangle border containing the text "Item shipped today. Please see tracking number: \_\_\_\_\_". At the bottom left is a dropdown menu with "Customer note" and a double-headed arrow icon. To its right is a brown "Add Note" button.