

Mobile App – View or Approve Orders

This feature can be used to view all of your orders, approve or decline In-Person delivery orders and verify if a "Cookies in Hand" transaction has gone through successfully.

For more information on app use, please see "Mobile App" Tip Sheet.



From the home page, select "All Orders."



Tapping on the "All Orders" or scrolling down will make all of your orders visible by delivery method.



To approve an order for delivery, or view any order, click on the green arrow to view the section of orders to approve.



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Select the order you want to view and click the green arrow next to the order.

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(ORDERS	99 C
Appro	ve for Delivery, 2 ord	ers
01/28/19 Deliver t 123 Maii Oak Har DAYS LE	Boxes: 5 or: Suzie Greenburg n St bor, MI 62729 FT TO APPROVE: 10	}
01/28/19 Deliver t 123 E M New Bra DAYS LE	 Boxes: 4 Suzie Greenburg ain St uunfels, TX 78130-4401 FT TO APPROVE: 10 	>



The details for the order will appear and you can review the order (scroll down for information about the quantity and variety) and select approve or decline the order. If the order is not for In-Person delivery, order details will still appear without the Approve/Decline buttons and approval caution message.

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ORDER DETAILS	C ORDER DETAILS	
ORDER DATE 01/28/19 8:07 PM #05058037	Approve Order	
Suzie Greenburg	Approve order	
123 Main St		
Oak Harbor, MI 62729	Decline Order	
273-920-2730		
DAYS LEET TO ADDROVE: 10	Cookies Selected	
IF NOT APPROVED: Cancel Order	Samoas, 4 boxes	
	ORDER SLIMMARY	
Before approving the order,	Cookie boxes: 4 \$16.00	
check:	Delivery Free	
The delivery address	Order total \$16.00	
Your cookie inventory	Added to sales goal 4 boxes	
When you approve the order for delivery, the		
customer's credit card will be charged.	PAID BY	
	Suzie Greenburg	
Approve Order	236-785-7398	
	OPDEPED ON Mobile App	
Destine Order	CUSTOMER CONNECTION Cookie Booth	
Decime Order		

After Approving or Declining, you will return the screen with any orders that still need approving, or your all orders screen if all orders have been approved.