

Searching Orders

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If you need to locate a specific order, there are a few different ways to search for it. You can use the Recent Orders button, Search Orders Button, or specify an order number in the Edit Order search box.

If you want to set specific criteria or see all your orders from the fruition of your website, use the Search Orders button. This function has many different abilities, such as allowing you to specify start and end dates, order types, last name, and even payment methods. Not all search fields are required, but you are at least required to input a start and end date.

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Criteria

Last Name	<input type="text"/>
Amount (low)	<input type="text"/>
Amount (high)	<input type="text"/>
Start Date	2017-06-18
End Date	2017-07-18
Order Type	All Orders
Partner	All
Payment Method	All Payment Methods
	<input type="button" value="Search Orders"/>
