

Client Community Portal

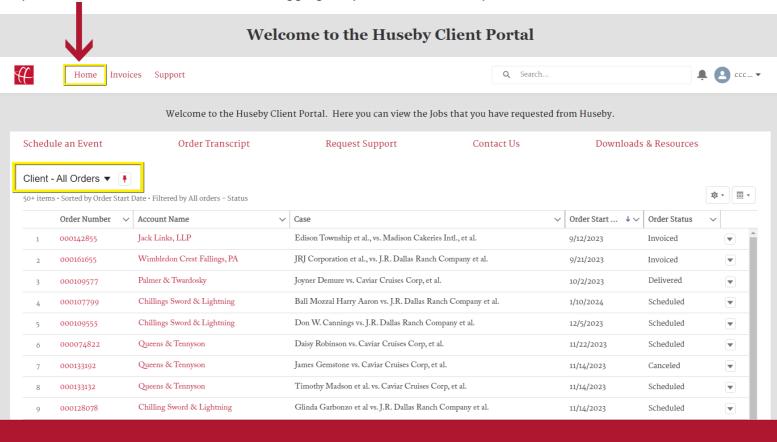
Your Orders: Order Details



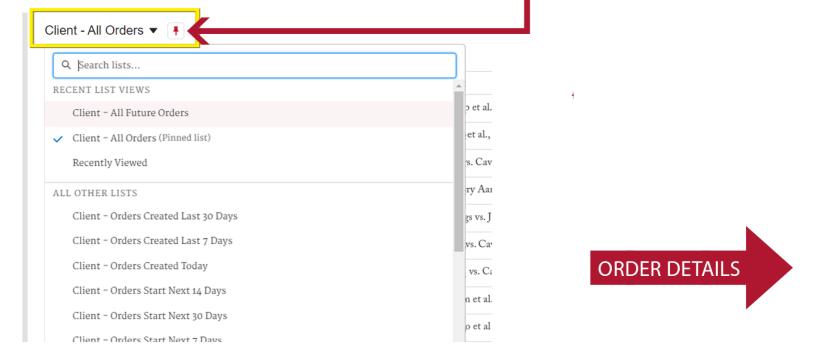


YOUR ORDERS

On your **HOME** screen - the default when logging in - you can view all of your **ORDERS**.



Click the **drop-down arrow** to choose from different views. It's helpful to set your DEFAULT view to CLIENT-ALL ORDERS, by first choosing it in the drop-down menu, then *pinning* it:



ORDER DETAILS

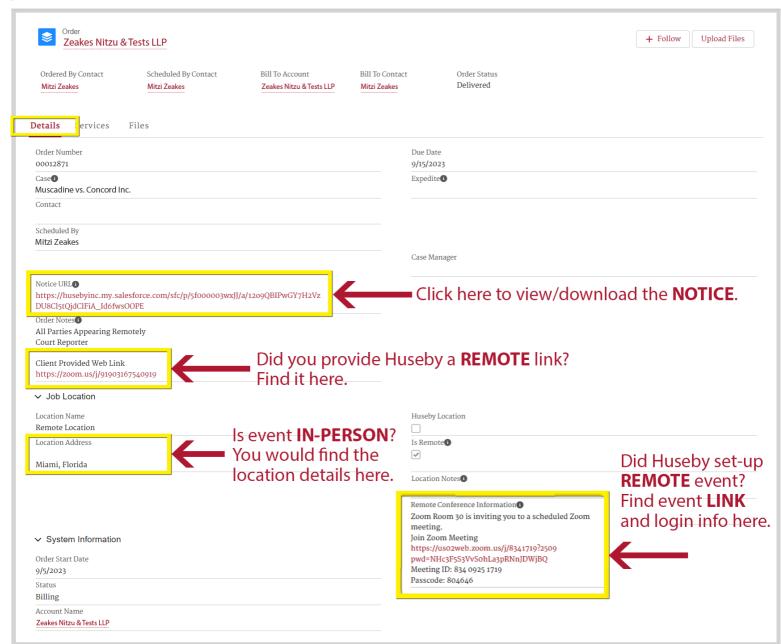
The **ORDER NUMBER** takes you to the details for that order. Simply click to go to details page.



ORDER DETAILS TAB

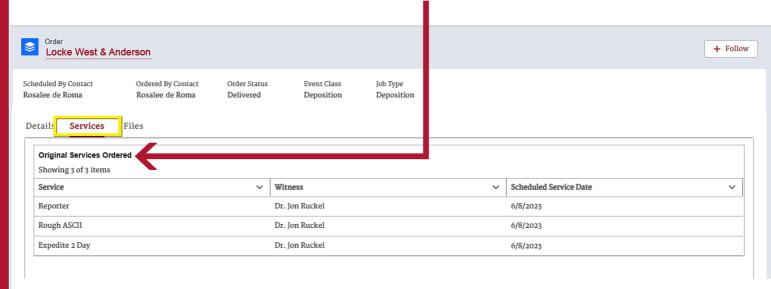
Your go-to for Job Details - past and upcoming - including future job details: Job Notice, location information and/or remote event link.

Invoiced - Job Order Complete and Billed
Delivered - Job Order Delivered; will be Billed
Scheduled - Upcoming Jobs on Calendar
Canceled - Canceled Jobs on Calendar

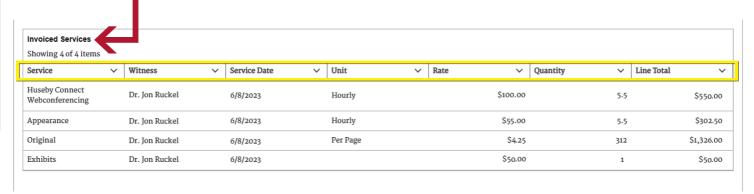


SERVICES TAB

The SERVICES tab provides details about 1) Original Services Ordered; and



2) Invoiced Services, for past/invoiced jobs.



Here in the **Invoiced Services** area, you'll find **line item details**:

- Service type of service or product
- Witness witness name
- Service Date
- Unit Type hourly, per page, per session, etc.
- Rate rate per unit
- Quantity amount of units
- Line Total rate x quantity