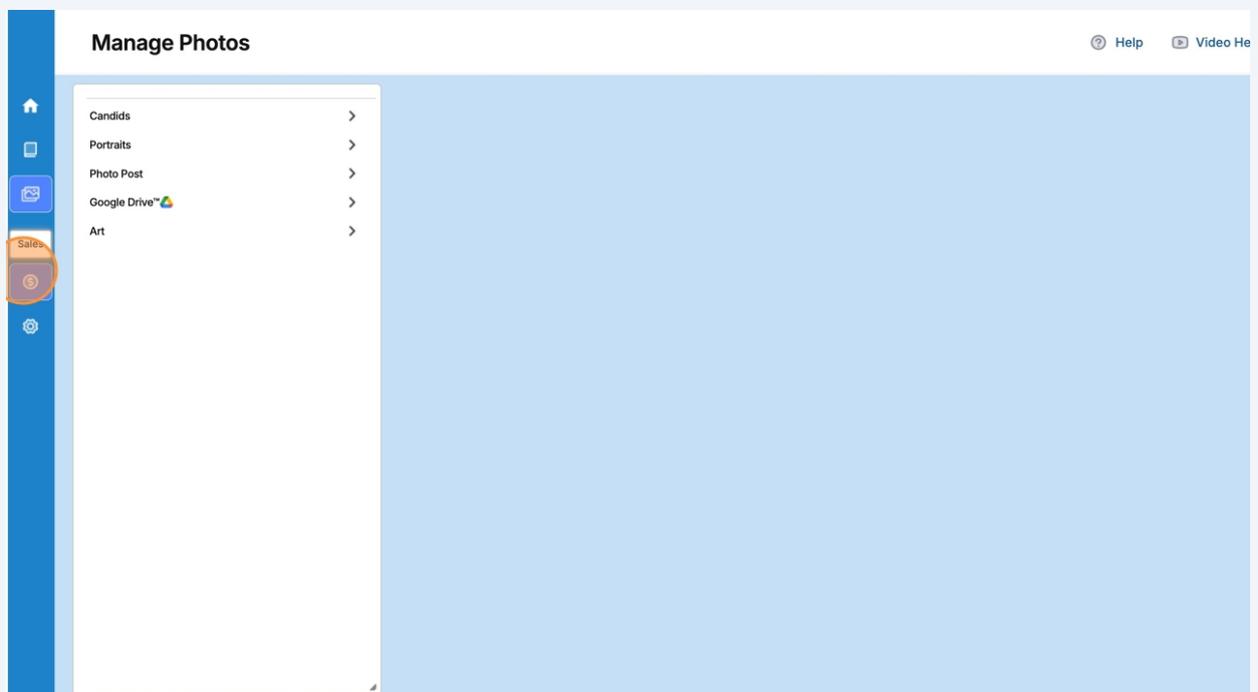


# How to Add Offline Yearbook Orders?



This guide shows the easy steps on how to use the software to add offline yearbook orders for your school.

- 1 Log into the software for your school and click on the **Sales** Tab.



## 2 Click "Details"

**Sales** Help Video He

Summary **Details**

5 Storefront is active

Yearbooks are currently being sold in the store. Ads are currently being sold in the store.

Product	Price	Personalization	Quantity	Sales
1/8 Page Ad	25.00	-	3	75.00
1/4 Page Ad	50.00	-	8	400.00
1/2 Page Ad	75.00	-	12	825.00
Full Page Ad	100.00	-	1	100.00
1/16 Page Ad	12.50	-	0	0.00
Saddle Stitched Yearbook	30.00	-	0	0.00
Hard Cover Yearbook	60.00	5.00	5	205.00
<b>Total</b>			<b>29</b>	<b>1605.00</b>

Please contact your yearbook provider with any questions or changes.

## 3 Click "Add Offline Orders"

Help Video Help Log Out

Details

1/12/2016 End Date 02/24/2025 Refresh Order Report **+ Add Offline Orders**

Product	Quantity	Retail Sales
1/2 Page Ad	12	825.00
1/4 Page Ad	8	400.00
1/8 Page Ad	3	75.00
Burlap 18x18	3	119.85
Full Page Ad	1	100.00
Hard Cover Yearbook	5	205.00

4

Enter the order information in the specified order fields. When finished click **"OK"** to submit the order.

Product	Quantity	Retail Sales
1/2 Page Ad	12	825.00
1/4 Page Ad		400.00
1/8 Page Ad		75.00
Burlap 18x18		119.85
Full Page Ad		100.00
Hard Cover Yearbook		205.00

**Add Offline Order**

*If there is more than 1 student in a single order, please break up the order into multiple orders.*

Purchaser (First Name)  Purchaser (Last Name)

Number of Books  Amount

Check Number  Type of Book

Personalization

Student First Name  Student Last Name

Home Room

Personalization

5

A confirmation dialog window opens with message **"This order has been entered. Thank you! Would you like to enter another order?"** Click on **"Yes"** to add more orders or click **"No"** if you do not have additional orders to enter.

Product	Quantity	Retail Sales
1/2 Page Ad	12	825.00
1/4 Page Ad		400.00
1/8 Page Ad		75.00
Burlap 18x18		119.85
Full Page Ad		100.00
Hard Cover Yearbook		205.00

**Add Offline Order**

*If there is more than 1 student in a single order, please break up the order into multiple orders.*

Purchaser (First Name)  Purchaser (Last Name)

Number of Books  Amount

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Personalization

Student First Name  Student Last Name

Home Room

Personalization

This order has been entered. Thank you! Would you like to enter another order?