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.

Log into the	e software fo	or your school ar	nd click on the Sale s	s Tab.	
Manage Photos				⑦ Help	Video
Candids	>				
Portraits	>				
Photo Post	>				
Google Drive™	>				

2 Click "Details"

Summary Details	
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
Total 29 1	605.00

Click **"Add Offline Orders"**

Product Quantity Refinition 1/2 Page Ad 0 Quantity Refinition 1/2 Page Ad 12 8 400.00 1/3 Page Ad 3 75.00 1/18 Page Ad 3 119.85 Full Page Ad 1 100.00	Order Report Add Office Orders Ouantity Retail Sales 0 0 12 825.00 8 400.00 3 75.00 3 118.85 1 100.00 5 205.00						⑦ Help Video I	Help [→ Log Ou
Product Quantity Retail Sales 1/2 Page Ad 12 3 3 1/4 Page Ad 3 3 3 1/4 Page Ad 3 3 3 1/4 Page Ad 3 3 18.88 1/4 Page Ad 3 3 18.85 1/4 Page Ad 3 3 18.85 1/4 Page Ad 3 100.00 3	Quantity Retail Sales 12 825.00 8 400.00 3 75.00 1 100.00 5 205.00	2016 End Date	02/24/2025	C Refresh		√ Order I	Report + Add Offline Orders	
1/2 Page Ad 12 825.00 1/4 Page Ad 8 400.00 1/8 Page Ad 3 75.00 Burlap 18×18 3 119.85 Full Page Ad 1 100.00	12 825.00 8 400.00 3 75.00 3 119.85 1 100.00 5 205.00	*	Product	÷	Quantity	¢	Retail Sales	
1/4 Page Ad 8 400.00 1/8 Page Ad 3 75.00 Burlap 18×18 3 119.85 Full Page Ad 1 100.00	8 400.00 3 75.00 3 119.85 1 100.00 5 205.00	1/2 Page Ad				12	825.00	
1/8 Page Ad 3 75.00 Burtap 18×18 3 119.85 Full Page Ad 1 100.00	3 75.00 3 118.85 1 100.00 5 205.00	1/4 Page Ad				8	400.00	
Burlap 18×18 3 119.85 Full Page Ad 1 100.00	3 19.85 1 100.00 5 205.00	1/8 Page Ad				3	75.00	
Full Page Ad 1 100.00	1 100.00 5 205.00	Burlap 18×18				3	119.85	
	5 205.00	Full Page Ad				1	100.00	
natu cover teatouok s 205.00		Hard Cover Tearbo	UK			5	205.00	

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

I/2 Page Ad		12	820.00
1/4 Page Ad	Add Offline Order	ж	400.00
1/8 Page Ad			75.00
Burlap 18×18	If there is more than 1 student in a single ord	der, please break up the order into multiple orders.	119.85
Full Page Ad	Purchaser (First Name)	Purchaser (Last Name)	100.00
Hard Cover Yearbook	Tom	Johnson	205.00
	Number of Books	Amount	
	1	35.00	
	Check Number	Type of Book	
	10489	Hard Cover Yearbook -	
	Personalization		
	Yes	•	
	Student First Name	Student Last Name	
	Samantha	Johnson	
	Home Room		
	Smith		
	Personalization		
	Samantha Johnson		
		Cancel	

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.

End Date 02/24/2025	G Refresh		-√ Order F	Report + Add Offline	Orders
Product		Quantity		Retail Sales	
1/2 Page Ad			12		825.00
1/4 Page Ad	Add Offline Order		×		400.00
1/8 Page Ad					75.00
Burlap 18×18	If there is more than 1 student in a si	ingle order, please break up the order into	o multiple orders.		119.85
Full Page Ad	Purchaser (First Name)	Purchaser (Last Name)			100.00
Hard Cover Yearbook	Tom	Johnson			205.00
	1 This order has been enter another order? 1 enter another order? Check Nu 10489 Personalization Yes Student First Name Samantha Home Room Smith Personalization Samantha Home Room Smith Samantha Johnson Samantha Johnson	entered. Thank you! Would you like to No Cra Student Last Name Johnson			