

9. Customer Information

9.1 Customers

- Under customers, you would find a complete list of your customers.
- You can edit their information, or delete them, or send them an email.

Customers				Search:
Last Name	First Name	Account Created	Action	Mimi Boucher
Boucher	Mimi	07/02/2003		<input type="button" value="edit"/> <input type="button" value="de"/>
Jefferson	Calvin	07/03/2003		<input type="button" value="e"/>
Smith	John	06/19/2003		
Taylor	Danielle	07/11/2003		
Displaying 1 to 4 (of 4 customers)			Page 1 of 1	Account Created: Last Modified: 07 Last Logon: 07/0 Number of Logon Country: Canada Number of Review

9.2 Orders

- Under orders, you can view what products have been sold and which customers bought what products.
- Initially, all submitted orders are set as **Pending**. You can change the status as you wish. Update the status of the products sold by double-clicking on the product.
- See follows for examples:

Orders					Order
Customers	Order Total	Date Purchased	Status	Action	[4] 07/09/2003
Mimi Ho	\$30.00CAD	07/09/2003 18:54:06	Pending		<input type="button" value="edit"/>
Mimi Ho	\$1,734.27CAD	07/09/2003 18:42:54	Pending		<input type="button" value="invoice"/>
Calvin Chan	\$101.29CAD	07/07/2003 15:19:36	Delivered		
Calvin Chan	\$94.99	07/03/2003 15:18:06	Delivered		Date Created: 07 Payment Method:
Displaying 1 to 4 (of 4 orders)				Page 1 of 1	

- If an order was in the **Pending** Status before, and you have just shipped the order, you can change the status to **Processing**.
- If the product has been shipped and delivered, you can change the status to **Delivered**.

Payment Method: Cash on Delivery

Products	Model	Tax	Price (ex)	Price (inc)	Total (ex)
1 x Windows 2000	mswin2k	7.00%	\$89.99CAD	\$89.99CAD	\$89.99CAD

Sub
Flat Rate (Best
7.00%

Date Added	Customer Notified	Status	Comments
07/07/2003 15:19:36	✔	Pending	
07/07/2003 15:21:13	✔	Delivered	Confirmed and shipping

Comments

Status: Delivered ▼

Notify C Pending
Processing
Delivered

Append Comments: