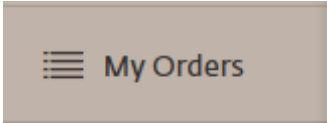

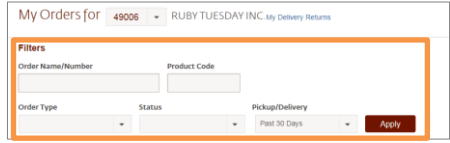
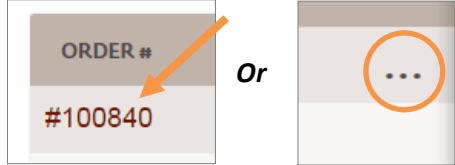



LOOP 2.9 | My Orders

1	Click My Orders on the left side of the Dashboard.	
2	Confirm your LID is listed at the top of the My Orders screen. If you have more than one LID registered, choose the correct one from the dropdown menu.	
3	Refine your search by using the Filter by section below the LID and business name. The My Order page will display the last 30 days of orders by default.	
4	Click Order # to reveal the order details in a new screen. You can also click on the Ellipses (...) button to reveal a menu with a View option.	
5	Click Export List to export a list of all the orders in your search results. Note: This will not export the order details.	
6	Click the Ellipses (...) button, then select Export Spreadsheet to export the details of the order.	