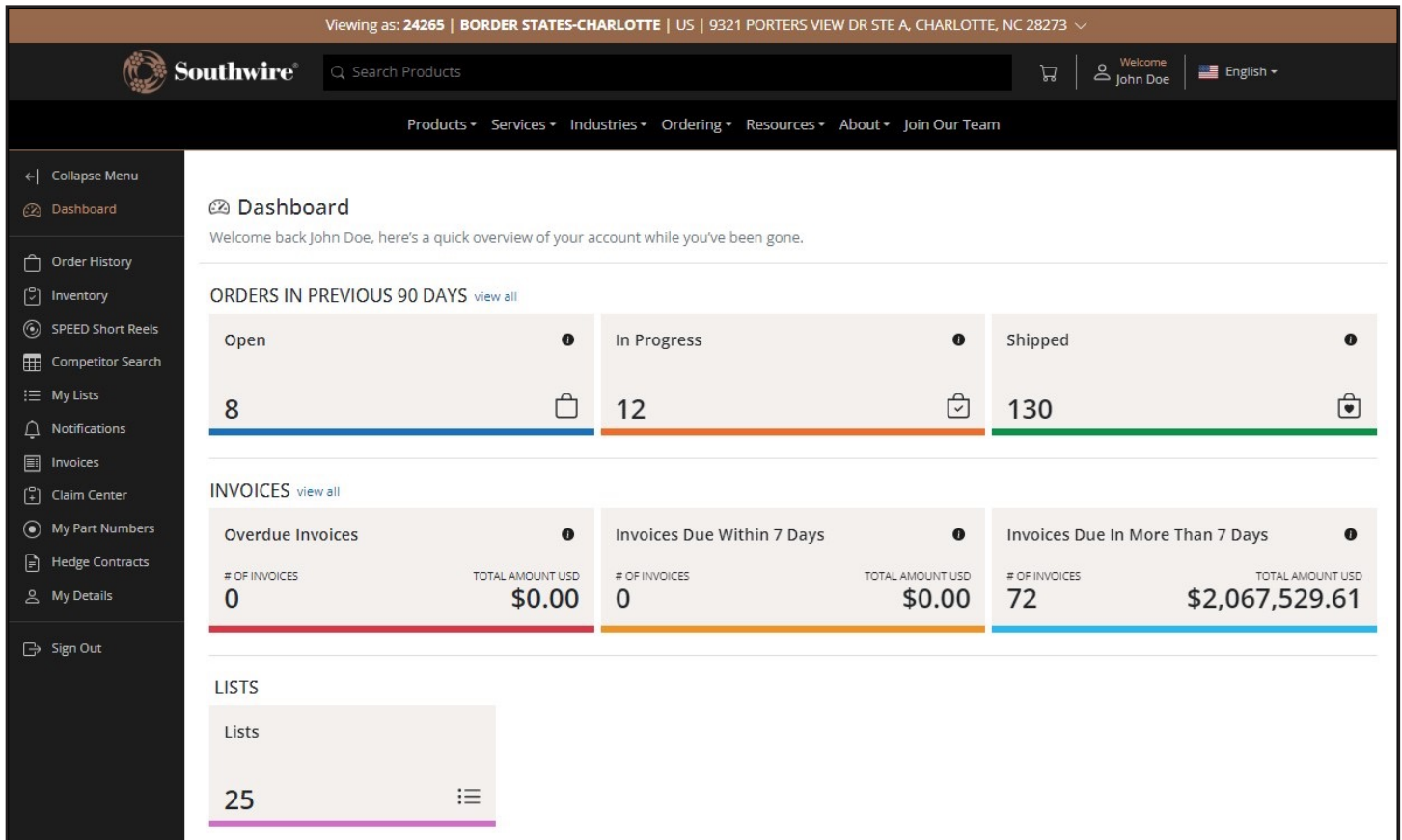


Dashboard and Order History

The dashboard is your quick overview of the account that you are signed into. Here, you can quickly check order status updates and drill down for more information.



The screenshot shows the Southwire Customer Hub dashboard for user John Doe. The top navigation bar includes the Southwire logo, a search bar, and user information. The main content area is titled 'Dashboard' and provides a quick overview of the account. It features three main sections: 'ORDERS IN PREVIOUS 90 DAYS', 'INVOICES', and 'LISTS'.

ORDERS IN PREVIOUS 90 DAYS view all		
Open	In Progress	Shipped
8	12	130

INVOICES view all					
Overdue Invoices		Invoices Due Within 7 Days		Invoices Due In More Than 7 Days	
# OF INVOICES	TOTAL AMOUNT USD	# OF INVOICES	TOTAL AMOUNT USD	# OF INVOICES	TOTAL AMOUNT USD
0	\$0.00	0	\$0.00	72	\$2,067,529.61

LISTS	
Lists	
25	☰

Here are how order statuses are divided up: **Open** means that the order has been received by Southwire and is currently being reviewed and approved, **In Progress** means that an order is currently being picked and packed, and **Shipped** means that the order is now in the delivery process. There is no need to memorize this, however, as we have built in tool tips that can be hovered over as a reminder.

The dashboard shows orders from the past 90 days by default. To see all orders, click View All for more order history.

Note: Only the past 18 months of order history has been migrated to the Customer Hub. If you need data past that point, please contact your account manager.

Dashboard
Welcome back John Doe, here's a quick overview of your account while you've been gone.

ORDERS IN PREVIOUS 90 DAYS [view all](#)

View orders that are currently in progress and preparing to ship

Open 8	In Progress 12	Shipped 130
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1. Select the order status you want to know more about and click on it. All applicable orders under that status will be displayed. You can either search for a specific order, PO number, or use the dropdowns to add filters.

Order History
Orders placed in the past 18 months.

Actions

Open 10	In Progress 14	Shipped 754
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Date Range
Status
Sales Division
Organization
Hedge Contract

Order #	Contract	Shipping Address	Date ↑	Price	Status
PO#: 5502134453 4763671		1808 NORLAND RD	05/22/2024	\$2,085.74 USD	Open

Date Range

- Date Range
- Last 30 Days
- Last 3 Months
- Last 6 Months
- Last 12 Months
- Last 18 Months

Status

- Status
- Open
- In Progress
- Shipped
- Cancelled

Sales Division

- Sales Division
- 00 - SW Common
- 10 - Electrical
- 30 - TCAS-Tools

2. At any time, you can export the order history by clicking on the Download CSV button at the top right of the page or by clicking on the three dots to the right of each order status.

Order History
Orders placed in the past 18 months.

Actions

Open 10	In Progress 14	Shipped 754
-------------------	--------------------------	-----------------------

Date Range
Status
Sales Division
Organization
Hedge Contract

- ↓ Open Order Report
- ↓ Full Order History (CSV)