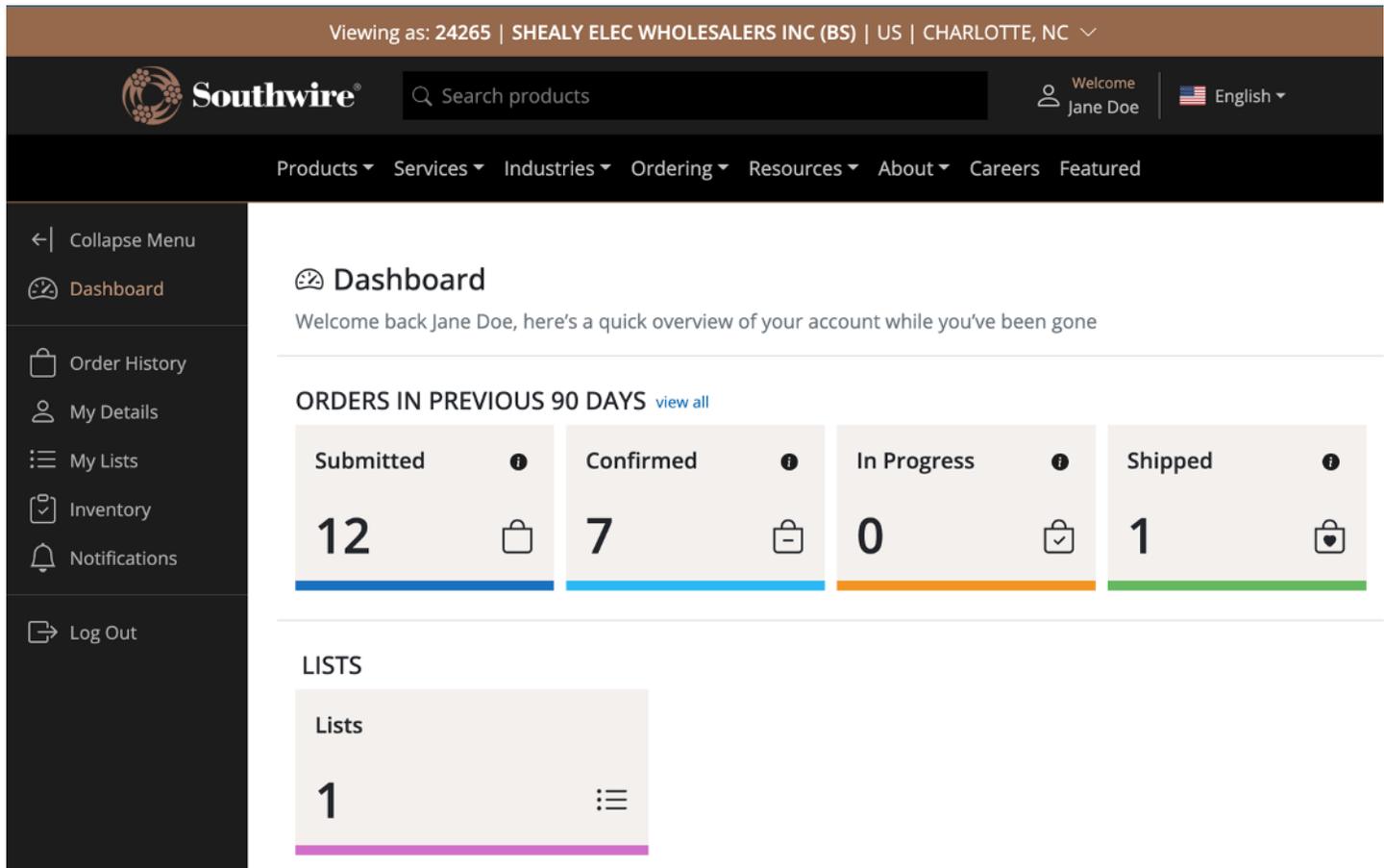


## Dashboard & Order History

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.



Viewing as: 24265 | SHEALY ELEC WHOLESALERS INC (BS) | US | CHARLOTTE, NC ▾

Southwire® Search products Welcome Jane Doe English ▾

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### Dashboard

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

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

Submitted	Confirmed	In Progress	Shipped
12	7	0	1

#### LISTS

Lists

1

1. Here are how order statuses are divided up: **Submitted** means that the order has been received by Southwire, **Confirmed** means that an order 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.



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

View orders Southwire has reviewed and approved

Submitted	Confirmed	In Progress	Shipped
12	7	0	1

- 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 CustomerHub@southwire.com.
- Select the order status you want to know more about and click on it. All applicable orders under that status will display. Using the Shipped status as an example, you will now be able to add extra filters to narrow down what you are looking for. You can either search a specific order or PO number, or use the dropdowns to add filters.

## Order History

[Download CSV](#)

Submitted <b>60</b>	Confirmed <b>10</b>	In Progress <b>4</b>	Shipped <b>5</b>
------------------------	------------------------	-------------------------	---------------------

ORDER #	SHIPPING ADDRESS	DATE ↑	PRICE	STATUS
0002208234 PO#: 123456	123 MAIN STREET	Jul 07, 2022	\$50,406.40	Confirmed

Date Range  
 Last Month  
 Last 3 Months  
 Last 6 Months  
 Last Year

Status  
 Shipped  
 Confirmed  
 Cancelled

Sales Division  
 10 - Electrical Division  
 30 - Tools Division

4. 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

[Download CSV](#)

Submitted 	Confirmed 	In Progress 	Shipped 
60 	10 	4 	5 

ORDER #	SHIPPING ADDRESS	DATE ↑	PRICE	STATUS	
<a href="#">0002208234</a> PO#: 123456	123 MAIN STREET	Jul 07, 2022	\$50,406.40	Confirmed	