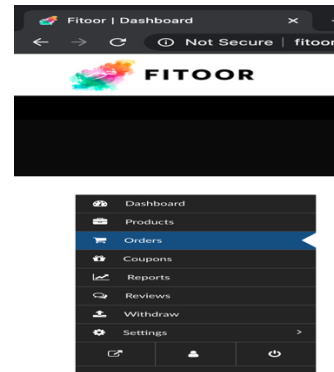


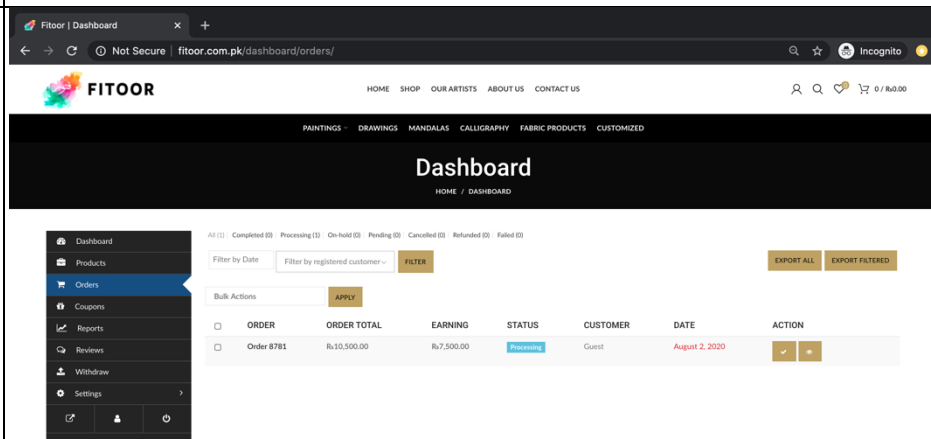
ORDER MANAGEMENT INSTRUCTIONS

Note: Please use the web browser (**Google Chrome**) for smooth order management.

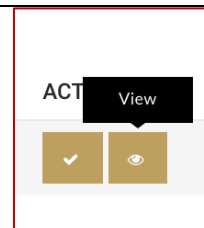
To check your orders, click on the **ORDER TAB.**



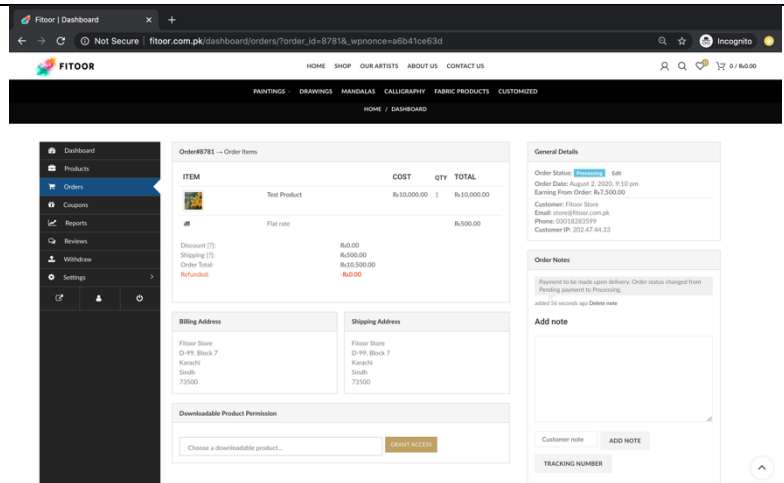
1. Your dashboard will show you the order placed against your product, with the status of **PROCESSING**.



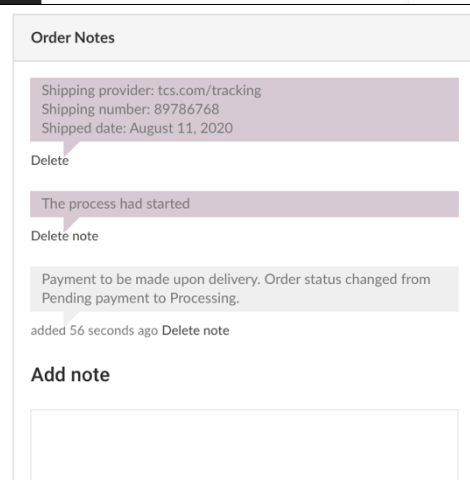
2. Click on the **VIEW BUTTON** to view the order.



3. You can now see all the details against the order you have received.



4. On this window you can add order notes against the progress of your order.



5. Once the order received, our logistics team (**logistics@fitoor.com.pk**) will send you an **AIRWAY** bill that needs to be attached with the parcel, and a **PACKAGE RECEIVING SLIP** that needs to be signed by the TRAX staff who will come to pick up the package.

6. After document signing, hand over the parcel along with the **FITOOR Branded Sticker** being pasted on the parcel.

7. After dispatching the parcel, Our Logistics team will provide you with the **TRACKING NUMBER**.

8. You can provide the tracking information of your order.

- The tracking numbers
- The tracking site of the courier you have used for delivery
- The Date of sending the good.

TRACKING NUMBER

Shipping Provider Name / URL

Tracking Number

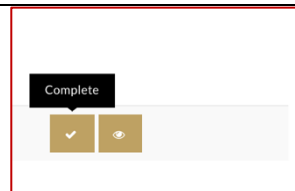
Date Shipped

F j, Y


ADD TRACKING DETAILS

CLOSE

9. Once the product is delivered and received by the customer, you can go back on the Orders page and mark it as complete by clicking on the tick arrow.



10. This will record the order as your sale, and the order status will turn out to be **COMPLETED**.

<input type="checkbox"/>	ORDER	ORDER TOTAL	EARNING	STATUS	CUSTOMER	DATE	ACTION
<input type="checkbox"/>	Order 8781	Ru10,500.00	Ru7,500.00	Completed	Guest	August 2, 2020	

PACKAGING

All the goods shall be packed in accordance with the packaging SOPs that shall be provided by our team.