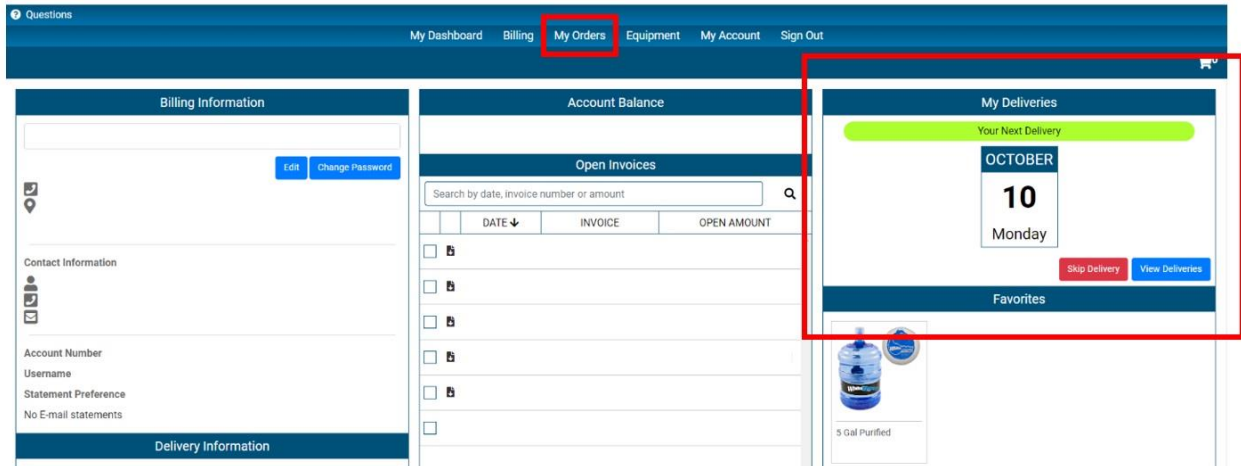


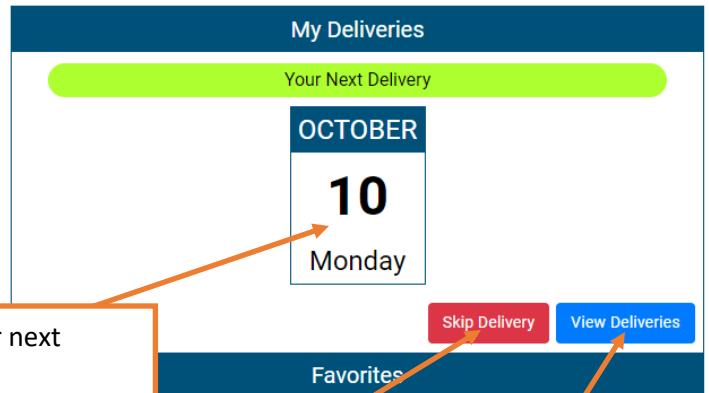
Managing Future Deliveries and Orders

Future deliveries and orders can be found in multiple places on our Portal. They can be found on the dashboard or in the My Orders page. Links to their locations are shown on the image below. Through our portal you have the option to **edit or view orders and skip deliveries**.



Deliveries through Dashboard

Managing your deliveries through the dashboard is simple and easy. You have the options to add/edit your next delivery, skip your next delivery, or go to the My Orders page.



Click here to add/edit your next scheduled delivery.

Click here to skip your next scheduled delivery.

Click here to be taken to the My Orders page

Deliveries through My Orders page

Below is the My Orders page. While it looks different from **My Deliveries** on the dashboard, it has all of the same functions.

The screenshot shows the 'Deliveries' section of the My Orders page. At the top, there is a navigation bar with 'My Dashboard', 'Billing', 'My Orders', 'Equipment', 'My Account', and 'Sign Out'. Below this is a search bar with 'Account Name' and 'Account Number' fields, and a 'Contact Us' button. The main content area features four buttons: 'View Future Deliveries', 'View Delivery Orders', 'View Previous Deliveries', and 'View Delivery Calendar'. Four callout boxes with orange borders and arrows point to these buttons, providing the following descriptions:

- View Future Deliveries:** Add/Edit your next delivery and/or future deliveries.
- View Delivery Orders:** View products added to regular deliveries.
- View Previous Deliveries:** View all previous deliveries.
- View Delivery Calendar:** View your delivery schedule.

Adding to or Editing Deliveries

Clicking the **delivery date** through the dashboard or **View Future Deliveries** from the My Orders page takes us to the page (**shown below**) where we can add to orders, edit orders, and skip orders.

The screenshot shows the 'View Future Deliveries' page. At the top, there is a navigation bar with 'My Dashboard', 'Billing', 'My Orders', 'Equipment', 'My Account', and 'Sign Out'. Below this is a search bar with 'Account Name' and 'Account Number' fields, and a 'Contact Us' button. The main content area features four buttons: 'View Future Deliveries', 'View Delivery Orders', 'View Previous Deliveries', and 'View Delivery Calendar'. Below the buttons is a green bar with the text 'Status Scheduled'. Underneath, there is a section for 'Order For' with a date '10/10/2022' and a calendar icon. To the right of this section are two buttons: 'Edit Order' (blue) and 'Skip Order' (red). A callout box with an orange border and arrow points to the calendar icon, stating: 'Click here to choose which delivery date you wish to edit. Clicking a yellow delivery date makes that date editable.' Below this callout is a calendar for October 2022. The calendar shows the following dates highlighted in yellow: 10, 17, 24, and 31. A green checkmark is visible on the 10th. Another callout box with an orange border and arrow points to the 'Edit Order' button, stating: 'Click here to edit order for chosen day. 3 options appear: **Add Equipment, Add Products, and Apply Coupon.** Click Add Products to go to our products page (see below). Any added products will be added to your current order for this delivery day.' Below this callout is a screenshot of the 'Add Products' page, showing a list of products with their prices and quantities.