How do I view order information?

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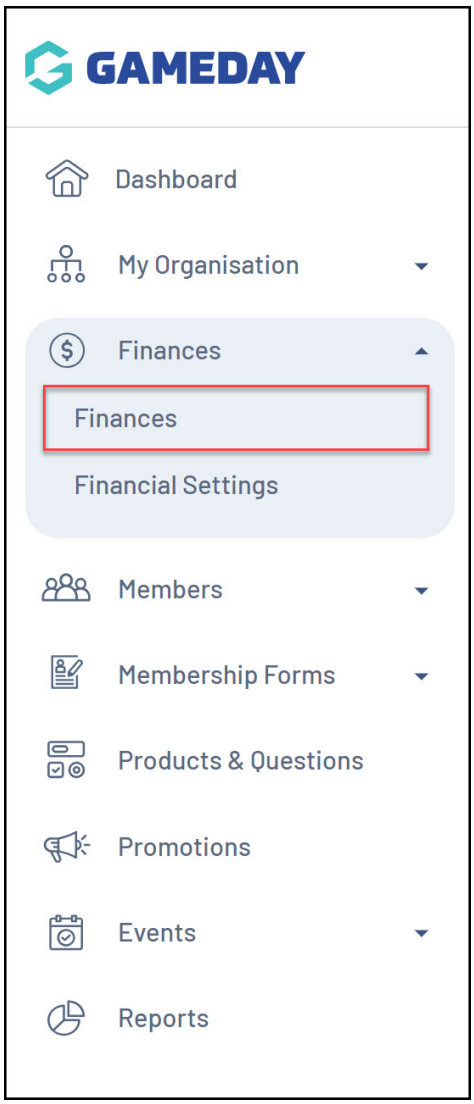
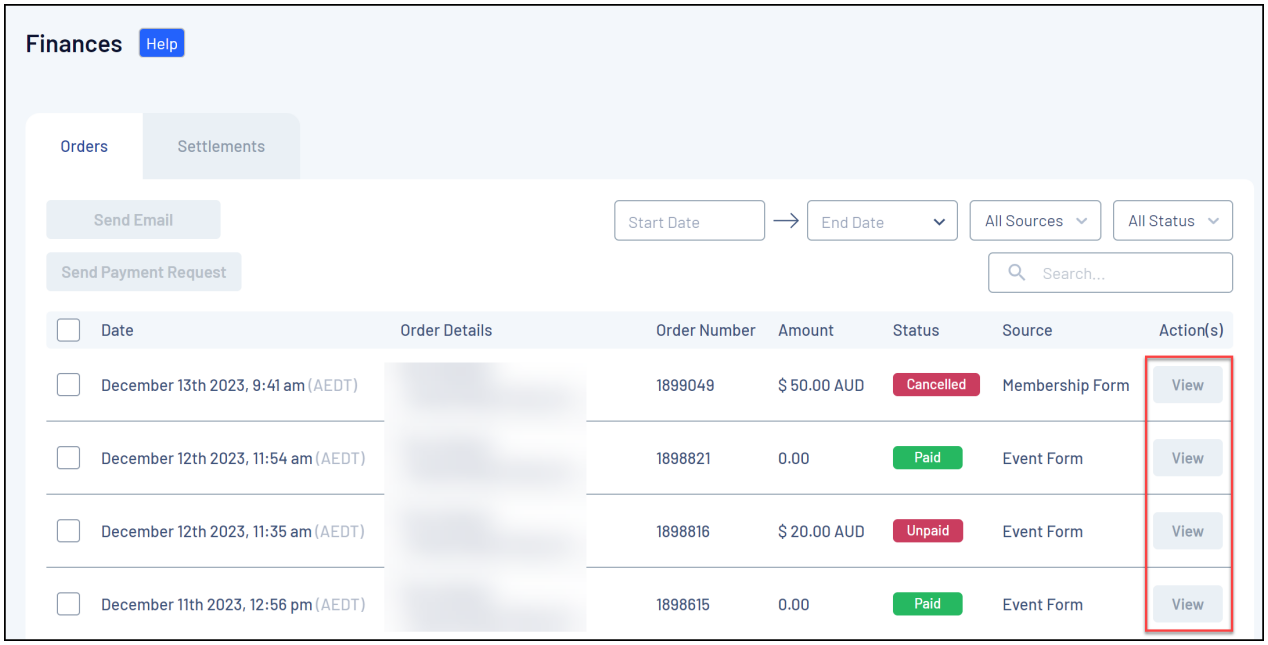
As an administrator, you can view an Order to see the relevant information about any transactions that have been processed through your database.

1. Open the **Finances** menu, then click **FINANCES**.



2. From the **Orders** tab, click **VIEW** in the right-hand column of an order

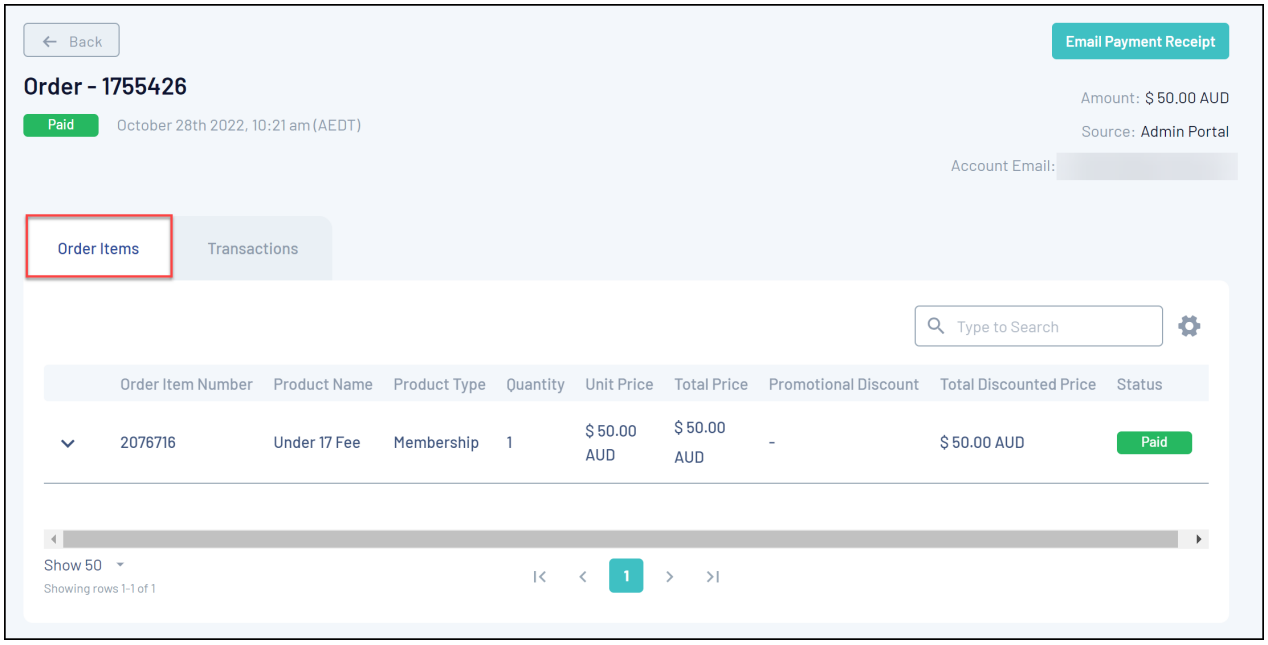


When viewing an Order, the **Order Items** tab will list the information related to the member who paid for this order.

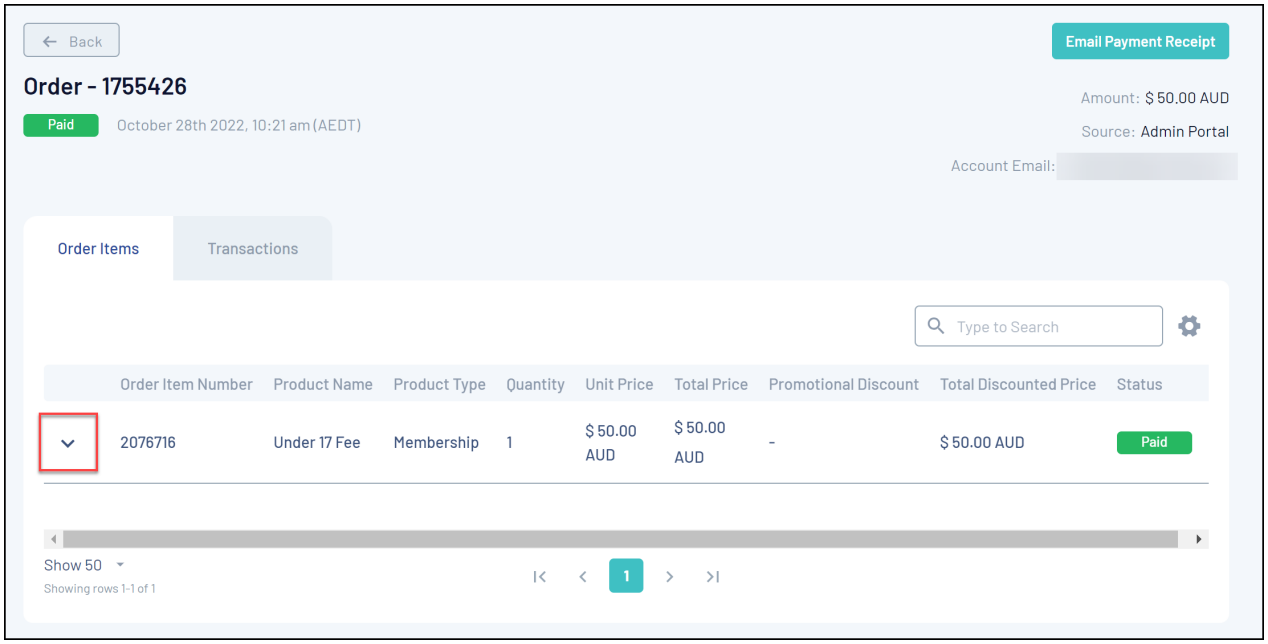
> **Note**: An Order refers to the total transaction processed as part of a registration. Each order can include multiple products and multiple members. An Order Item corresponds to a specific Product purchased.

Information available on the Order Items tab includes:

- An **Order Item Number**: Corresponds to each specific Product purchased as part of the Order.
- **Product Name**: The name of the Product purchased within each Order Item.
- **Product Type**: The type of product purchased. Denotes whether the product was a Membership, Event, Add-on, Team or Other Product.
- **Quantity**: Denotes the number of units of the Product the member elected to purchase.
- The **Unit Price**: Refers to the price of the specific Product purchased.
- The **Total Price**: Refers to the total price paid as part of the transaction (before Promo Code/Voucher discounts).
- **Promotional Discount**: Denotes the amount discounted from the order as the result of a Promo Code or Voucher.
- **Total Discounted Price**: Denotes the total price paid after having a discount applied through a Promo Code or Voucher.

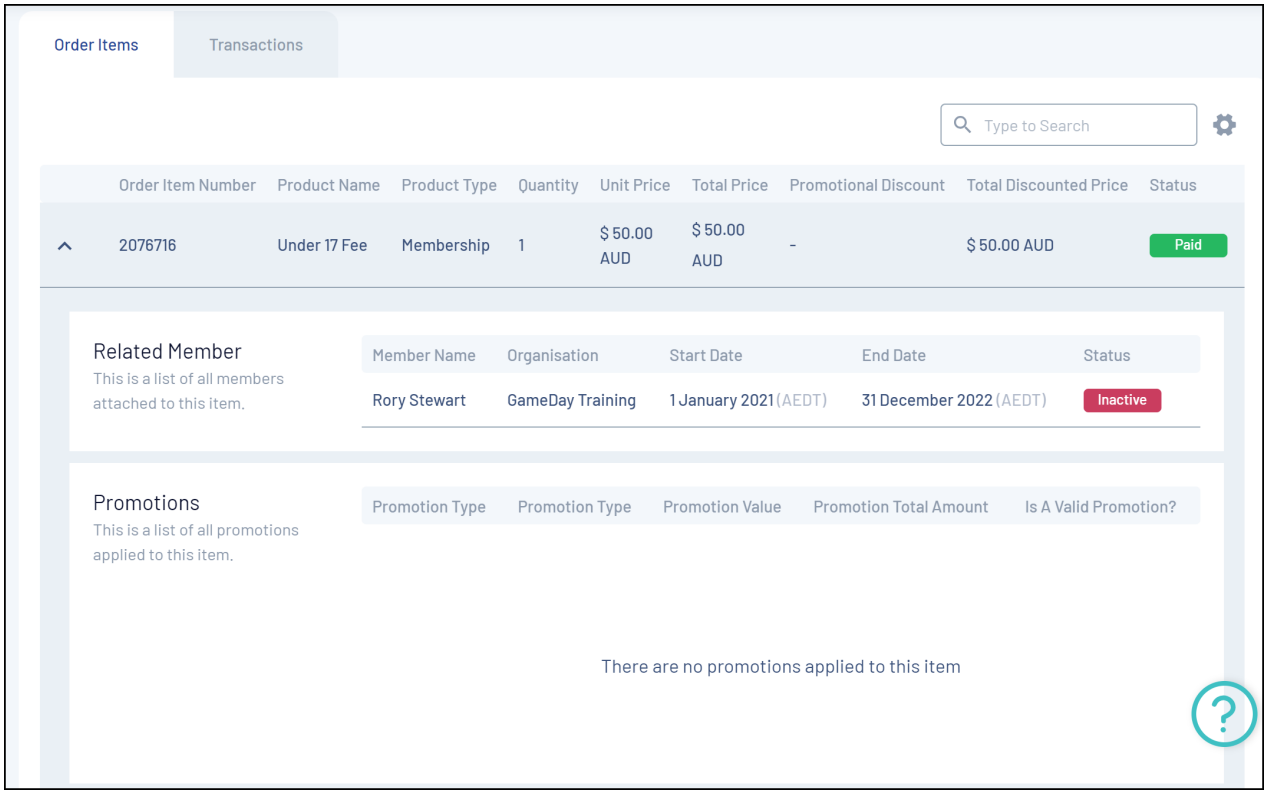


3. Use the left-hand arrow to **EXPAND** the Order information:



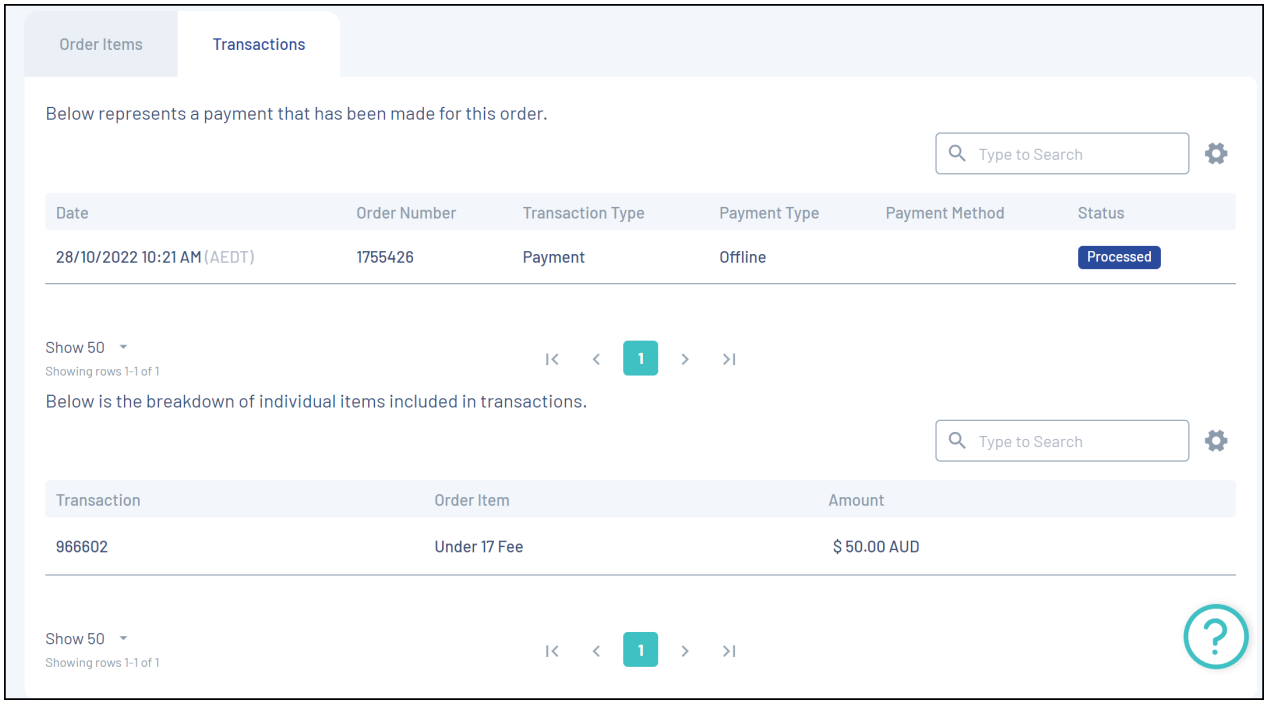
By expanding the Order, you can see:

- The **Member Name** associated with the Order.
- The **Organisation** to which the Order was made.
- The **Start Date** and **End Date** of the membership granted as part of the Order.
- Information on any **Promotions** applied as part of the Order



4. The **Transactions** tab lists the payment details of the order, as well as the individual transactions that make up the order, including:

- The **Order Date**
- The **Order Number**
- The **Payment Type**: Denotes whether the Order was processed Online or Offline
    - An **Online** order refers to any payment that was made using GameDay's credit card or PayPal processing gateways, either through a Membership or Event Form, or processed through the back end database by an administrator.
    - An **Offline** order refers to any payment record that was manually added to the member's record by an administrator without using the online payment gateway.
- The **Payment Method**: For online payments, denotes whether payment was made using a credit card or PayPal



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