

# Supplier Portal: Printing Orders Feature

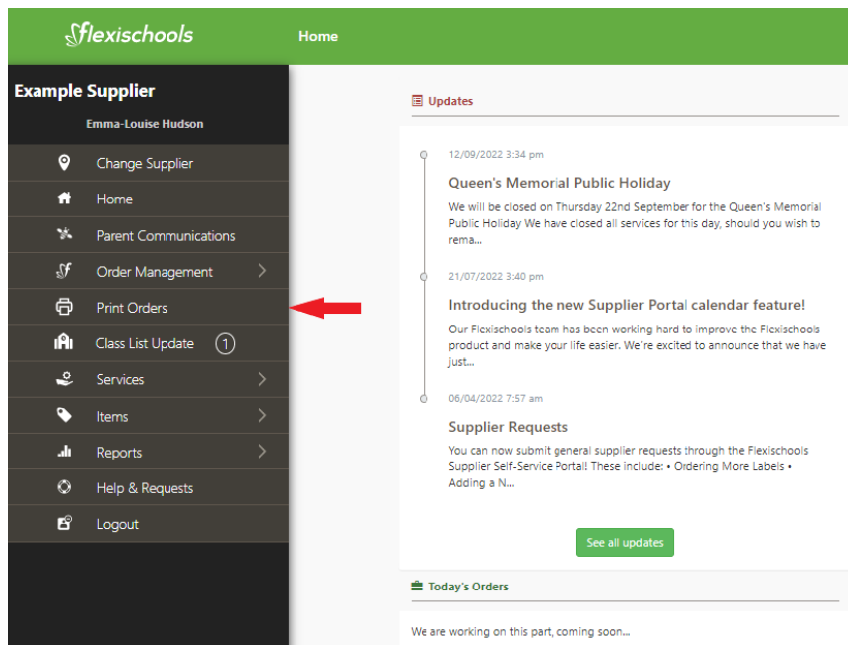
## How to print labels and order reports

Here you will learn how to do the following:

1. Log in to the Supplier Portal and locate the new Print Orders page
2. Print your orders on labels
3. View your orders
  - Including how to re-print one or multiple orders
4. Printing reports
  - Items Report
  - Class Report
  - Sales Report

## Logging in to the Supplier Portal

1. Log in to your Flexischools Account with your username and password.
2. Navigate to the Supplier Portal in the left menu
3. Once you're in the Supplier Portal, click on 'Print Orders' in the left menu

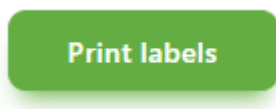


- You are now on the Print Orders page. This defaults to today's date and will display the services available on the date you select.

The screenshot shows the Flexischools 'Print Orders' interface. On the left is a dark sidebar with navigation options: Example Supplier (Emma-Louise Hudson), Change Supplier, Home, Parent Communications, Order Management, Print Orders, Class List Update (1), Services, Items, Reports, Help & Requests, and Logout. The main area is titled 'Orders and Label Printing' and shows 'Orders for 21/09/2022' at 'Example Canteen'. A table lists 'Lunch' (Cutoff 08:30am) with 6 orders and 6 unprinted. A green 'Print labels' button is present. Below the table are 'View Orders' and 'View Items' buttons.

## Printing your Orders on Labels

- Once you have landed on the Print Orders page, you will see the number of orders placed for the date selected (it will default to today's date) and the number of orders that need to be printed – 'unprinted' orders.
- Underneath the service name you will see the ordering cut-off time you have chosen for that service. It is best practice to print your orders after the cut-off time has passed.
- To print all the orders, press the green 'Print Labels' button.



- The browser printer dialogue will appear – make sure you have selected the label printer as the printer destination and click 'Print'.

The screenshot shows a browser printer dialog with two order labels. The first label is for Jade Hudson (2WOM) with a lunch order # 5866456. The second label is for Zachary Hudson (2KAN) with a lunch order # 5866457. The printer dialog shows settings for 6 sheets of paper, destination TSC TDP-225, and a 'Print' button.

You will see that the number of 'Unprinted' orders will go to 0.

	Orders	Unprinted	
Lunch <i>Cutoff 08:30am</i>	6	0	<a href="#">Print labels</a>
<b>Total</b>	<b>6 orders</b>		

- If you want to re-print all the orders, you can click on the same green 'Print Labels' button. You will be asked to confirm you want to re-print those orders.

Are you sure you want to reprint 6 orders ?

## View your Orders

- To view your orders in more detail, and to re-print one or multiple orders, click on the 'View Orders' button.

[View Orders](#)

- This screen will take you to the orders for the date you had selected in the previous 'Print Orders' page.

[← Back to Label Printing](#)

## View Orders

Orders for 
 Select site(s)

Select state(s) : 
 Select service(s) :

Search : 
 Label # :

*Last updated : 26/09/2022 at 09:02am*

<input type="checkbox"/>	Order ID	Label numbers	Customer	Service	Location	Due Date	State
<input type="checkbox"/>	> 5866456	277	Jade Hudson	Lunch	2 Wombat	21/09/2022	Closed
<input type="checkbox"/>	> 5866457	278	Zachary Hudson	Lunch	2 Kangaroo	21/09/2022	Closed
<input type="checkbox"/>	> 5866458	279	Sebastian Jones	Lunch	Year 4	21/09/2022	Closed
<input type="checkbox"/>	> 5866459	280	Emily Neville	Lunch	2 Kangaroo	21/09/2022	Closed
<input type="checkbox"/>	> 5866460	281	John Smith	Lunch	Year 3	21/09/2022	Closed
<input type="checkbox"/>	> 5866461	282	Liam Neeson	Lunch	Year 4	21/09/2022	Closed

Rows per page: 10 | 1-6 of 6 | < >

- You can filter for orders in either Printed or Unprinted state, search using customer name or Order ID, or filter using label numbers.

Select state(s) :

Search :

Label # :

- To view an order in more detail, you can click on the arrow > to expand

<input type="checkbox"/>	Order ID	Label numbers	Customer	Service	Location	Due Date	State
<input type="checkbox"/> >	5866456	1	Jade Hudson	Lunch	2 Wombat	21/09/2022	Closed
<input type="checkbox"/> >	5866457	2	Zachary Hudson	Lunch	2 Kangaroo	21/09/2022	Closed
<input type="checkbox"/> ▾	5866458	3	Sebastian Jones	Lunch	Year 4	21/09/2022	Closed
<p><i>Printed at 5:16pm on 21/09/2022</i> Chicken Nuggets (6) (BBQ Sauce)</p>							

- To re-print an order, select the order using the box on the left-hand side. You will see that the Print button has updated with the number of orders selected.

Search :       Label # :

**Print 3 labels**

*Last updated : 05/10/2022 at 11:45am*

<input type="checkbox"/>	Order ID	Label numbers	Customer	Service	Location	Due Date	State
<input checked="" type="checkbox"/> >	5866456	1	Jade Hudson	Lunch	2 Wombat	21/09/2022	Closed
<input checked="" type="checkbox"/> >	5866457	2	Zachary Hudson	Lunch	2 Kangaroo	21/09/2022	Closed
<input checked="" type="checkbox"/> >	5866458	3	Sebastian Jones	Lunch	Year 4	21/09/2022	Closed

- To select all the orders, simply click on the box at the top

Search :  Label # :   Print 6 labels

Last updated : 05/10/2022 at 11:46am

<input checked="" type="checkbox"/>	Order ID	Label numbers	Customer	Service	Location	Due Date	State
<input checked="" type="checkbox"/> >	5866456	1	Jade Hudson	Lunch	2 Wombat	21/09/2022	Closed
<input checked="" type="checkbox"/> >	5866457	2	Zachary Hudson	Lunch	2 Kangaroo	21/09/2022	Closed
<input checked="" type="checkbox"/> >	5866458	3	Sebastian Jones	Lunch	Year 4	21/09/2022	Closed
<input checked="" type="checkbox"/> >	5866459	4	Emily Neville	Lunch	2 Kangaroo	21/09/2022	Closed
<input checked="" type="checkbox"/> >	5866460	5	John Smith	Lunch	Year 3	21/09/2022	Closed
<input checked="" type="checkbox"/> >	5866461	6	Liam Neeson	Lunch	Year 4	21/09/2022	Closed

Rows per page: 10 1-6 of 6

- To print the selected orders, click on the green Print Labels button and follow the same steps as before. Make sure you have the correct printer selected and click print.

- To view the details of the order, click on the arrow > to expand

<input type="checkbox"/>	Order ID	Label numbers	Customer	Service	Location	Due Date	State
<input type="checkbox"/> >	5866456	277	Jade Hudson	Lunch	2 Wombat	21/09/2022	Closed

Printed at 5:16pm on 21/09/2022

Allergy Alert (Nuts), Pineapple Juice, Ham Salad Sandwhich (White), Yogurt Tub (Blueberry), Veggie Chips

- If you need to re-print an order, select the order by clicking on the box on the left hand side. You will see that the 'Print' button is now a brighter green and will state how many orders you have selected. Click this button to re-print the selected order

Search :  Print 1 label

Last updated : 26/09/2022 at 09:08am

<input checked="" type="checkbox"/>	Order ID	Label numbers	Customer	Service	Location	Due Date	State
<input checked="" type="checkbox"/> >	5866456	277	Jade Hudson	Lunch	2 Wombat	21/09/2022	Closed

Rows per page: 10 1-1 of 1

<input checked="" type="checkbox"/> >	5866457	278	Zachary Hudson	Lunch	2 Kangaroo	21/09/2022	Closed
<input checked="" type="checkbox"/> >	5866458	279	Sebastian Jones	Lunch	Year 4	21/09/2022	Closed
<input checked="" type="checkbox"/> >	5866459	280	Emily Neville	Lunch	2 Kangaroo	21/09/2022	Closed
<input checked="" type="checkbox"/> >	5866460	281	John Smith	Lunch	Year 3	21/09/2022	Closed
<input checked="" type="checkbox"/> >	5866461	282	Liam Neeson	Lunch	Year 4	21/09/2022	Closed

Rows per page: 10 1-6 of 6

- To select all orders, click on the box at the top

**Note:** Each order is assigned an Order ID as it is placed. When you print the order, the label will be assigned a label number. One order may need to be printed over multiple labels. Some orders will have multiple label numbers against them.

<b>Rose Hudson</b>	<b>Y3</b>
<b>Lunch - Order # 5866626</b>	
<ul style="list-style-type: none"> <li>• Chicken &amp; Salad Plate (Lettuce, Tomato, Carrot, Sprouts, Cucumber)</li> <li>• Flavoured Milk (300ml) (Strawberry)</li> <li>• Yoghurt Pot (Vanilla)</li> <li>...CONTINUED...</li> </ul>	
<b>Saint Ignatius College Adelaide</b> 05-Oct-2022	Label #1

<b>Rose Hudson</b>	<b>Y3</b>
<b>Lunch - Order # 5866626</b>	
<ul style="list-style-type: none"> <li>...CONTINUED...</li> <li>• Veggie Straw Chips</li> <li>• Banana</li> </ul>	
<b>Saint Ignatius College Adelaide</b> 05-Oct-2022	Label #2

Order ID	Label numbers	Customer	Service	Location	Due Date	State
5866626	1,2	Rose Hudson	Lunch	Year 3	05/10/2022	Printed

Label numbers start from 1 each day.

### Printing Order Reports

1. To print your reports, click on the blue 'Print Reports' button on the Label Printing Page

## Label Printing

Orders for

 20/10/2022

Site

Kingscliff Lunch

Last updated : 20/10/2022 at 2:25pm

	Orders	Unprinted	
Zanzibar Cutoff 12:00pm	11	0	<a href="#">Print orders</a>
<b>Total</b>	<b>11 orders</b>		

[View Orders](#)

[View Items](#)

[Print Reports](#)

2. Click on the report you want to print – you will be directed to a page where you can preview the report.
3. Click on the blue 'Print (A4)' button to print the report. Remember to check the printer destination in the pop-up so you send the report to an A4 printer and not your label printer.

**Orders by Class**      19/10/2022      **Page 1 of 1**

**Saint Ignatius College Adelaide Tuckshop (Site)**      **5 orders, 5 labels**

Lunch 5 orders


Year 3 (Y3)					1 order
Label#	Order ID	Service	Customer	Order Details	
2	5866772	Lunch	Emily Neville	<input type="checkbox"/> Water (1.5L) <input type="checkbox"/> Chicken & Salad Plate (Lettuce) <input type="checkbox"/> Carrot <input type="checkbox"/> Cucumber <input type="checkbox"/> Yoghurt Pot (Strawberry)	

Year 4 (Y4)					1 order
Label#	Order ID	Service	Customer	Order Details	
5	5866775	Lunch	Liam Neeson	<input type="checkbox"/> Chicken & Salad Plate (Carrot) <input type="checkbox"/> Sprouts <input type="checkbox"/> Apple <input type="checkbox"/> Flavoured Milk (300ml) (Chocolate)	

Year 5 (Y5)					1 order
Label#	Order ID	Service	Customer	Order Details	
1	5866771	Lunch	Sebastian Jones	<input type="checkbox"/> Meat Lovers <input type="checkbox"/> Water (600ml)	

Year 6 (Y6)					2 orders
Label#	Order ID	Service	Customer	Order Details	
3	5866773	Lunch	John Smith	<input type="checkbox"/> Chicken Nuggets (6) <input type="checkbox"/> Banana <input type="checkbox"/> Water (600ml)	
4	5866774	Lunch	John Smith	<input type="checkbox"/> Meat Lovers <input type="checkbox"/> Flavoured Milk (300ml) (Strawberry) <input type="checkbox"/> Veggie Straw Chips <input type="checkbox"/> Yoghurt Pot (Strawberry)	

Print      1 sheet of paper

Destination:  IL-PRINT-K04

Pages: All

Copies: 1

Color: Color

More settings

[Print](#)   [Cancel](#)

### Items Report

This report will show a breakdown of the quantity of each item ordered, as well as the options for that item on the date selected.

## Items Report - 19/10/2022

Print (A4)

**Items Report** **19/10/2022** **Page 1 of 1**  
**Saint Ignatius College Adelaide Tuckshop** **5 orders, 5 labels**  
 Lunch 5 orders

Lunch		5 orders, 5 labels	
QTY	Item	QTY	Item Options
2	Meat Lovers		
3	Water	2	(600ml)
		1	(1.5L)
2	Chicken & Salad Plate	1	(Lettuce, Carrot, Cucumber)
		1	(Carrot, Sprouts)
2	Yoghurt Pot	2	(Strawberry)
1	Chicken Nuggets	1	(6)
1	Banana		
2	Flavoured Milk	1	(300ml) (Strawberry)
		1	(300ml) (Chocolate)
1	Veggie Straw Chips		
1	Apple		

### Class Report

The Class Report is an order list by class for the date selected.

## Orders By Class - 19/10/2022

Print (A4)

**Orders by Class** **19/10/2022** **Page 1 of 1**  
**Demo Lunch Supplier Site** **3 orders, 3 labels**  
 Snack Shack 3 orders

K Red (K R)					1 order
Label#	Order ID	Service	Customer	Order Details	
4	136137565	Snack Shack	Jade Rosamund Hudson	<input type="checkbox"/> Hot Dog (Beef) <input type="checkbox"/> Wholemeal <input type="checkbox"/> No Cheese	

1 Red (1 R)					2 orders
Label#	Order ID	Service	Customer	Order Details	
2	136137494	Snack Shack	Zachary Hudson	<input type="checkbox"/> Hot Dog (Beef) <input type="checkbox"/> Wholemeal <input type="checkbox"/> No Cheese	
3	136137532	Snack Shack	Emma-Louise Victoria Student	<input type="checkbox"/> Water - 350ml	

### Sales Report

The Sales Report shows the number of orders and the total for the date selected.



# Sales Report - 06/10/2022

Print (A4)

**Sales Report** **06/10/2022** **Page 1 of 1**  
**Saint Ignatius College Adelaide Tuckshop** **12 Orders**  
**Total Sales: \$20.00**

**Saint Ignatius College Adelaide Tuckshop (Site)**

Service Name	# Orders	Price
Lunch	12	\$20.00
<b>TOTAL</b>	<b>12</b>	<b>\$20.00</b>