

# Managing Orders through the CIQ Admin Manager Role

- You have the ability to search orders in the manager role for all locations assigned to the manager.
- To search for orders, enter order status, customer information, order number or store location and select find to locate the order you are interested in working with.
- You will have the ability to accept/cancel orders, change status, and download a .live file.
- If an order is accepted/canceled on this page, the change is reflected on the order when logging in as a location.

### Manager Orders

Order Status:

Order Number:

Customer Information:

Store Information:

**Find**

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### Orders

Order status:

Order Number:

Customer Information:

Store Information:

**Find**

Most Recent Orders

Order #	Customer #	Pickup Date	Item Number / Name	Price	Source	Status	Accepted
84411	90094	05/12/26	38926 Hello Kitty® Party Hat	\$82.00	CelebrationIQ	New	
84410	90094	05/11/26	38926 Hello Kitty® Party Hat	\$76.00	CelebrationIQ	New	
84409	65198	05/20/26	22735 Barbie™ Silhouette	\$9.00	CelebrationIQ	Accepted	05/04/26
84408	6503	05/08/26	27814 CoComelon™ Happy Birthday!	\$32.96	CelebrationIQ	Conditional	04/29/26
84407	65198	05/21/26	19268 Jungle Animals	\$10.00	CelebrationIQ	New	
84406	1011339	04/29/26	29289 School Rules Icons	\$0.00	CelebrationIQ	Expired	