celebration**IQ**™

MANAGE YOUR CELEBRATIONIQ™ ORDER QUEUE

Initial Settings

PhotoCake® Online allows you to manage your CelebrationIQ online orders right in the application.

1. The CIQ order que will be located right below the Print a Photo icon.

   a. Here you can access all your online orders and print them right from your PhotoCake Online Application.

2. This provides you with a summary of your total orders on the left hand side.

   a. **ALERT** orders that are at risk of expiring and due within less than 36 hours.

   b. **NEW** orders that have just come in and have not been accepted by the decorator.

   c. **ACCEPTED** Orders that have been reviewed by the decorator and are ready to print.

   d. **CONDITIONAL** Orders that decorator has further questions about and needs to contact the customer.

   e. **PENDING** If cart integration is used this will show a consumer has placed an order but not yet checked out. No action needed.

   f. **CLOSED** If cart integration is used this will show if a customer placed an order but deleted it from cart. No action needed.

3. On a New order you will take one of three actions:

   a. Accept

   b. Conditionally Accept

   c. Cancel

4. Once an action is taken the customer information will be available to you.

5. You are now ready to print your order.

6. Select "Ready for Pickup" and your customer will receive a message their order is ready.