

## Group Orders Management

### How to Create a Group Order

**BEFORE YOU START A NEW ORDER:** select the **account** you wish to use for this group order, because it **cannot be changed later**. This is to make sure your participants see accurate pricing and availability.

 > Start a Group Order

1. In the **Orders** menu, click on **Group Orders**.
2. Click on **Start a Group Order**.
3. Choose **Quick Group Order** or **Advanced Group Order**.

#### QUICK GROUP ORDER (to manage invitations outside of eway)

4. Enter the required information.
5. Click on **Send Invitation** to send yourself an email invitation that you can then forward to the individuals whose participation in the group order you authorize.

#### ADVANCED GROUP ORDER (to manage invitations within eway)

4. Enter the required information.
5. Click on **Next** to continue.

#### MANAGE INVITATIONS

6. Build your list of invitees
  - By entering individual names and email addresses.
  - By adding an existing group of individuals.
  - By creating a new group.
  - By combining any of these methods.
7. Click on **Send Invitations** to send an email invitation to each selected individual.

## What Your Invitees Will Do

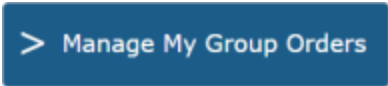
### QUICK GROUP ORDER

1. The invitation email contains a **link** to access the group order on eway. This link is the only way into the order.
2. Upon clicking the link, eway will ask them to enter their **full name** and **email** address.
3. In eway, invitees can use all available features to **search** for products and **add** them to their shopping cart.
4. They can then **submit** their order, meaning that the content of their cart is transferred into the Group Order shopping cart.
5. The invitee receives a confirmation email and you also receive an email notice of this person's order.

### ADVANCED GROUP ORDER

1. The invitation email contains a **link** to access the group order on eway. This link is the only way into the order.
2. Because you identified them as invitees in eway, they do not need to enter their **name** and **email**.
3. In eway, invitees can use all available features to **search** for products and **add** them to their shopping cart.
4. They can then **submit** their order, meaning that the content of their cart is transferred into the Group Order shopping cart.
5. The invitee receives a confirmation email and you also receive an email notice of this person's order.

## How to Manage a Group Order

 > Manage My Group Orders

In the Group Orders welcome page, click on **Manage My Group Orders**.

### QUICK GROUP ORDER

#### EDIT

- Change the **Description** or **Reply Date** and click **Save**.

#### VIEW REPLIES

- View the name, email address and items ordered for each reply.

#### DELETE

- Delete the selected group order.
- The invitation link is deactivated.
- Any items ordered are also deleted.
- Individuals who submitted items to be ordered will receive an email to inform them that the order was cancelled.

### ADVANCED GROUP ORDER

#### EDIT

- Change the **Description**, **Reminder Date**, **Reply Date**, **Message** or **Notification** options. Click **Next**.
- Add or remove **invitees** from the order. They will receive an email to inform them.

#### VIEW REPLIES

- View the name, email address and items ordered for each reply.

#### DELETE

- Delete the selected group order.
- The invitation link is deactivated.
- Any items ordered are also deleted.
- All invitees, whether they submitted items to be ordered or not, will receive an email to inform them that the order was cancelled.

## How to Process a Group Order

**BEFORE YOU PROCESS YOUR ORDER:** you may want to save the current content of your cart as a Template because the group order process will replace any current cart content with the group order items.

### Process

1. You'll find the **Process** button in the **My Open Group Orders** section and in the **Manage My Group Orders** page.
2. The same process applies to **Quick Group Orders** and **Advanced Group Orders**.
3. Clicking on the **Process** button pushes all the items ordered by the participants into your **Shopping Cart**.
4. The **Process** button becomes unavailable and a message displays to inform you that you currently have the content of a group order in your cart waiting to be submitted.
5. In your **Shopping Cart**, all the usual options are available to add or remove items.
6. Like in the **Manage My Group Orders** page, a message displays when you hover the question mark icon next to the **Ship-To account**, to let you know that you currently have the content of a group order in your cart and cannot modify the ship-to account.
7. Notice the participant's name in each product's **Note** field.
8. Follow the **Checkout** process as usual to submit the order for processing.