

# Cash/Check Orders

## USE CAPTURA YEARBOOKS TO ORGANIZE YOUR CASH AND CHECK ORDERS!

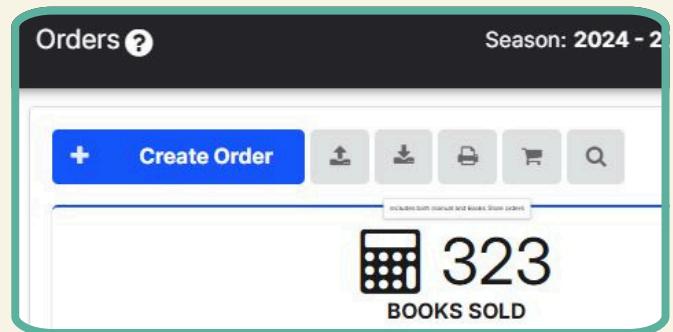
If you are collecting cash and check orders, you can still use Captura Yearbooks to help you keep track of your orders all in one place. You can use this feature even if you're not selling online!

From your Captura Yearbook Dashboard, Click the Orders tab



The screenshot shows the Captura Yearbook Dashboard with the 'Orders' tab selected. At the top, there are fields for 'First Name' and 'Last Name', and dropdowns for 'Teacher' and 'Grade'. Below these are fields for 'Quantity' and 'Total Paid'. At the bottom, there is a dropdown for 'Binding Type' with 'Soft Cover' selected. A green box highlights the blue '+ Create Order' button.

At the top of the page, click the blue "+ Create Order" button



Then, simply fill out the appropriate fields and click "Save" when you're done.

NOTE: Don't forget to note the binding type if you're selling Hard Cover and Soft Cover.