

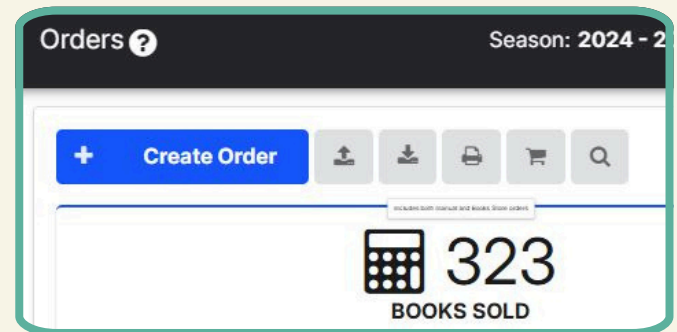
Cash/Check Orders

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

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



First Name	Last Name
<input type="text" value="First Name"/>	<input type="text" value="Last Name"/>
Teacher	Grade
<input type="text" value="Teacher"/>	<input type="text" value="Grade"/>
Quantity	Total Paid
<input type="text"/>	<input type="text"/>
Binding Type	
<input type="text" value="Soft Cover"/>	

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.