

Order Overview

Products

The first box will be titled with the integration (or manual) and the date the order was created, this is where we add/remove/edit products for the order.

The + icon at the top will allow you to add products to the order. Simply search the product in the first dropdown, this will auto-fill the name, sku, price and anything else we have in Helm.

You can add notes, or overwrite these details for this specific order is wanted, but typically all we need to do is press **Add Product**.

Order Totals

Customer Comments & Gift Note

Notes

Auto Stock Allocations

Contact & Tax Information

Shipping & Invoice Address Details

Requested Packaging

Order Tags

Any tags for the order, this will contain things such as print IDs, or any order-specific tags.

These are more-so internal, but we may have set up specific rules for your needs. If this is the case we will have informed you of the tags for these rules to get processed.

Files

Logs

Revision #1

Created 2026-04-22 11:45:00 UTC by Nathan

Updated 2026-04-22 11:45:41 UTC by Nathan