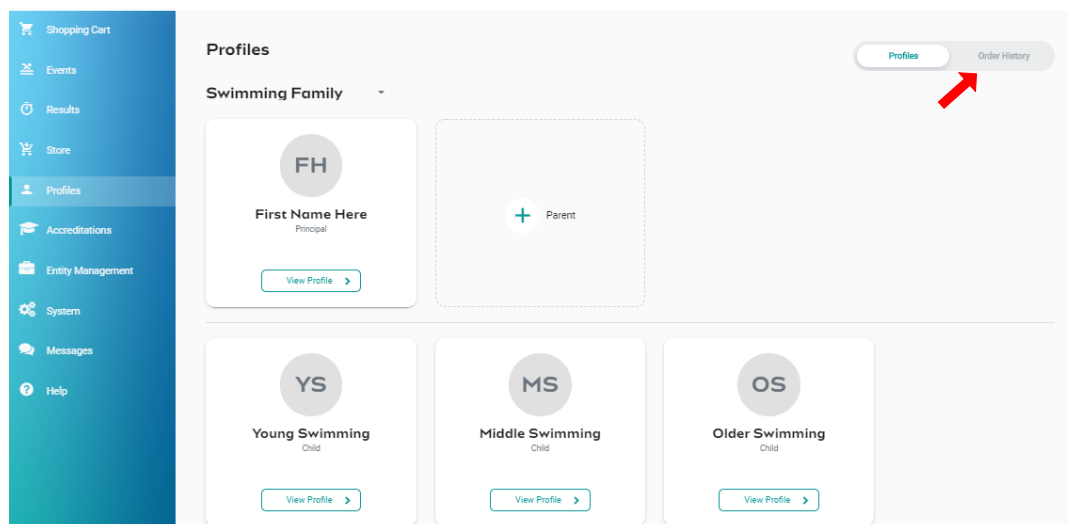


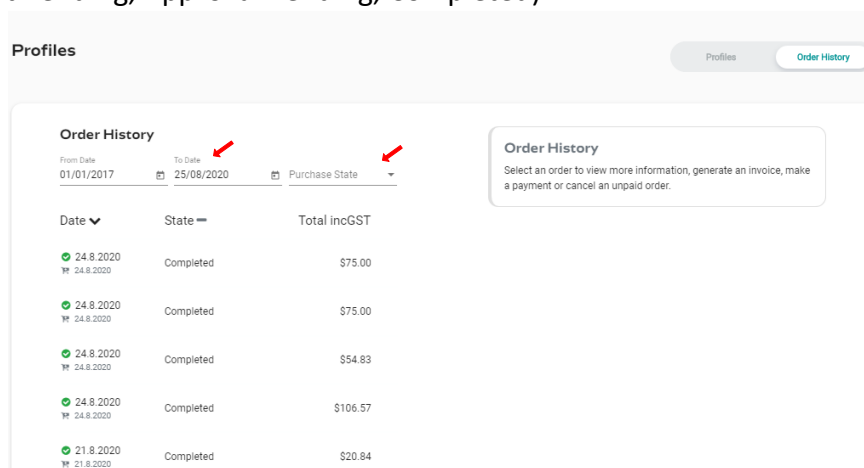
## HOW TO VIEW ORDER HISTORY - New 08/09/20

To view a list of purchase orders made by any Account Holders in your family group

From the Profiles screen, Toggle **Order History** ON and enter your Family administration **PIN**



You will see a comprehensive list of all purchases made by you for your family group within Swim Central. You have the option to filter the list by the date range or purchase status (All, Payment Pending, Approval Pending, Completed)



Select the invoice to see the details on the right  
To Download an invoice, select Invoice at the top right of the screen.

**Order History**  
From Date  
01/01/2017  
To Date  
05/09/2020  
Purchase State

**PO# 200901061909 Products**  
Transactions  
Invoice

Date	State	Total inc.
2.9.2020 First Name Here 2.9.2020	Completed	\$203.00
1.9.2020 1ICT Developer TEST Admin 1.9.2020	Completed	\$19.99
1.9.2020 1ICT Developer TEST Admin 1.9.2020	Completed	\$1.12
1.9.2020 1ICT Developer TEST Admin 1.9.2020	Completed	\$19.99

ProductName	exGST	Qty	incGST
2020 State SC Championships: Mens 200M Back Prelim 10-202 South Australia Test A Dependant	\$18.17	1	\$19.99
<b>Grand Total</b>		<b>1</b>	<b>\$19.99</b>
GST Component			\$1.82
Transaction Fee*			\$0.27

You will be taken to the Documents screen of the Account Holder who made the purchase.

Under the invoice folder is a full list of invoices from purchases made by that Account holder of your Family Group.

On the far right there is a download icon  Select the icon and you will be asked to click to download.

Memberships  
Documents

Upload documents  
Upload

**Personal Library**

Certificate (2)  
Invoice (5)  
Working With Children Check (4)

Name	Type	Reference	Uploaded	Expiry	Status	Actions
Invoice_02_09_2020.pdf	Purchase Invoice	None	4.9.2020	N/A	✓	<div> <div>Select to Expand the Folder</div> <div>Select to Download</div> </div>

**Entity Document Library**

Brisbane Swimming Association (1)