Client - Scheduled Orders Training

Date: 2/11/26

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Creating the Scheduled Order

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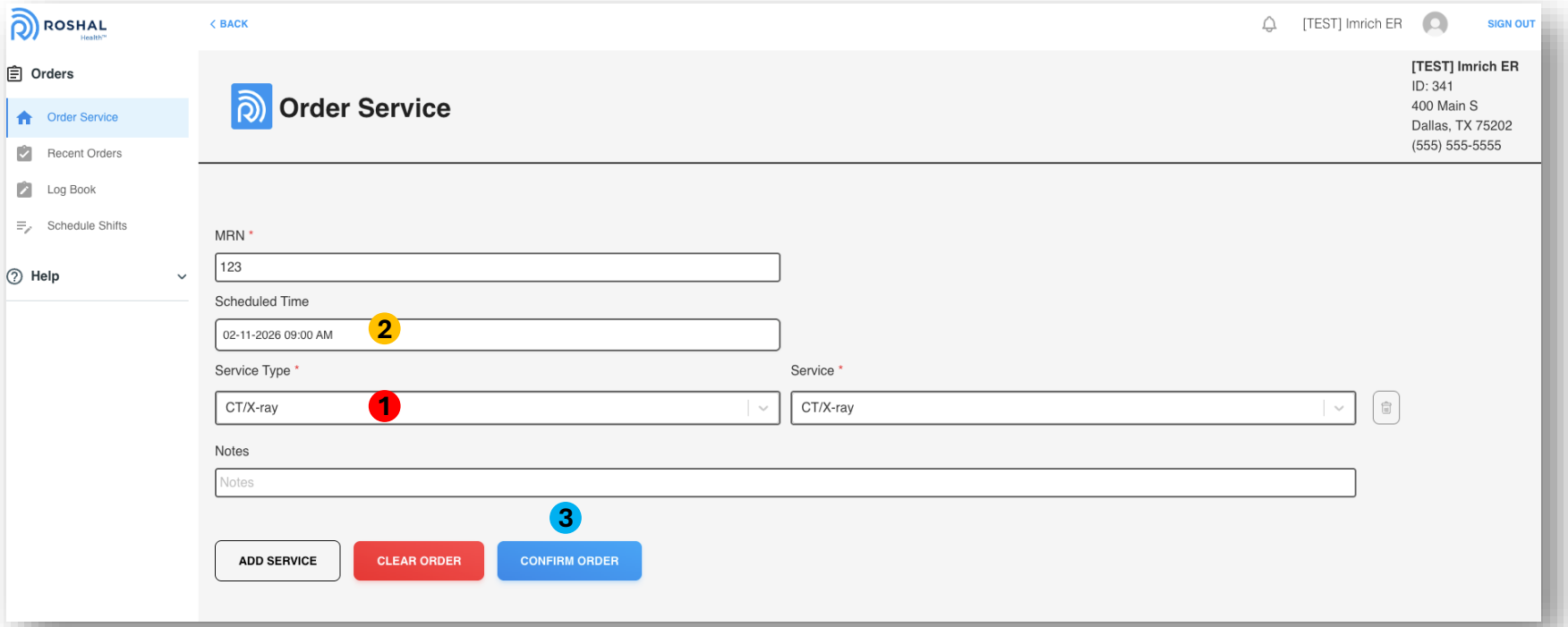
1. Creating the Scheduled Order

1. When creating an order, if the selected service type is configured to handle scheduled orders, then you will see a **Scheduled Time** option appear
2. Select the **date/time** you would like to schedule the order for
   - Clients must select a date/time that is:
     - At least 2 hours in the future
     - Between 9am – 5pm EST
     - During a weekday
3. Press **Confirm Order** once completed



Monitoring the Scheduled Order

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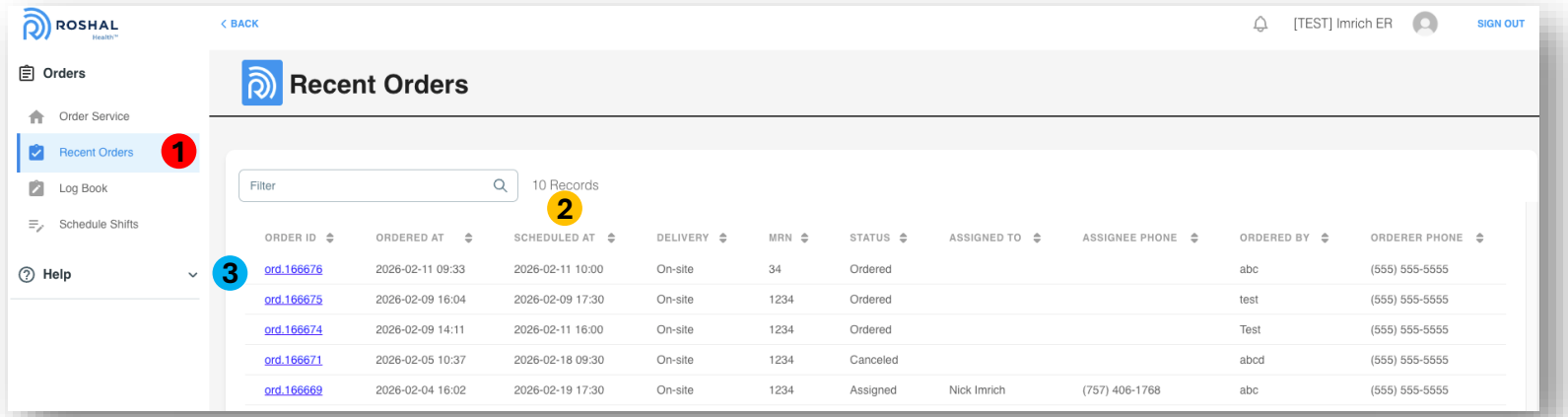
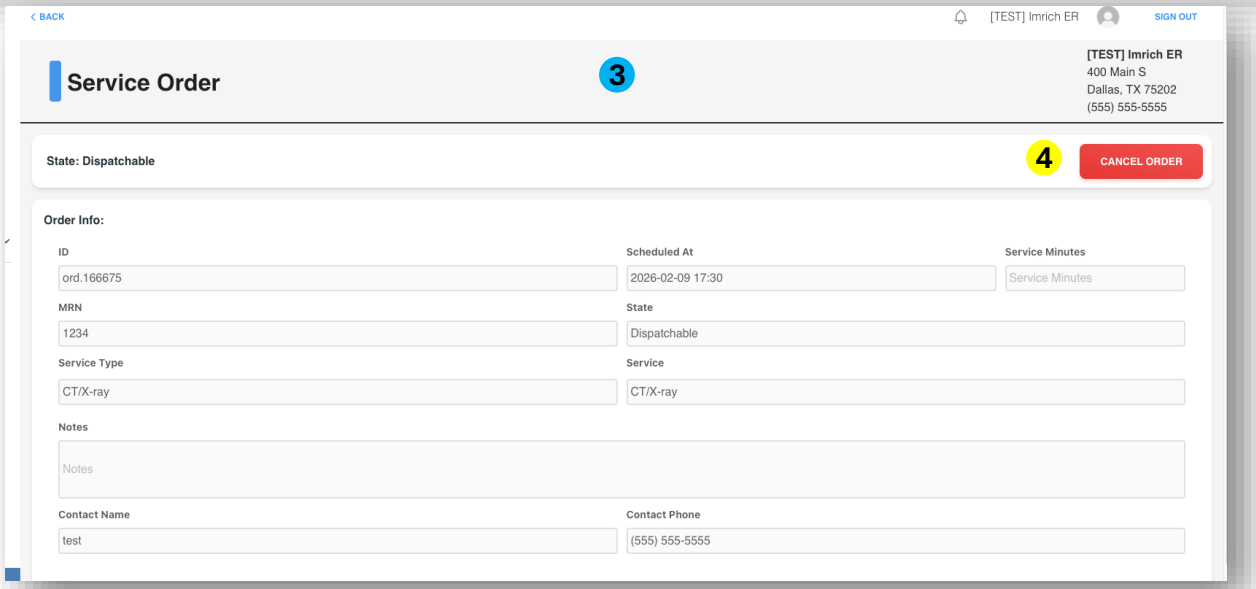
2. Monitoring the Scheduled Order

1. Navigate to the new **Recent Orders** menu tab to review and monitor all scheduled orders.
2. Refer to the **Scheduled At** column to determine when the order is scheduled for.
3. Click inside of an **Order** to view all related information
4. Press **Cancel Order** to cancel it





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