Order Status – Setting & Clearing Filters

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ZEUS	¢ ₩	<	Order Stat	us
Order Status ♡		Select Repo	rt (by order date)	
	Court	Select		
Search	Search	Order Type		
Ip: Search Order # globally by art typing in the search box to f	clicking Search Order # button. ilter Order #, Tracking #, Work O	My Orders		
My Orders		Order Status	5	
		Select		
		Order Ceter		
		Select	ory	
		Custom Date	e 🔿	
		Repletish O	rder	
No Reco	rds Found			
		Save Pr	eferences	Apply Filter
		/		

To <u>set</u> filters:

- Click the **"Filter"** icon.
- Select the filters you need.
- Click "Save Preferences."

To <u>clear</u> Filters:

- Click the "**Filter**" icon.
- Ensure all filters are set to their default value. (2nd screenshot)
- Click "Save Preferences."

