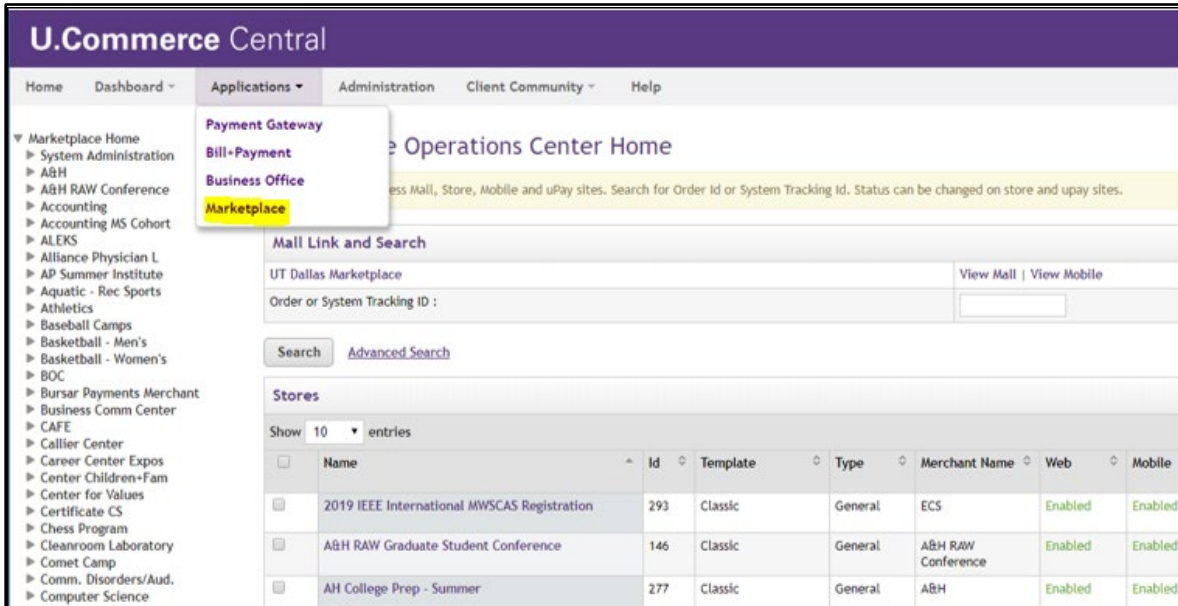


## Marketplace Orders – Quick Guide

### Searching and Viewing Orders

1. Go to <https://secure.touchnet.net/central/> to log in to Marketplace.
2. Select “Marketplace” under the Applications Menu.



The screenshot shows the U.Commerce Central interface. The top navigation bar includes links for Home, Dashboard, Applications, Administration, Client Community, and Help. The Applications menu is open, showing options like Payment Gateway, Bill+Payment, Business Office, and Marketplace (which is highlighted). The left sidebar lists various departments and programs, including Marketplace Home, System Administration, ABH, ABH RAW Conference, Accounting, Accounting MS Cohort, ALEKS, Alliance Physician L, AP Summer Institute, Aquatic - Rec Sports, Athletics, Baseball Camps, Basketball - Men's, Basketball - Women's, BOC, Bursar Payments Merchant, Business Comm Center, CAFE, Callier Center, Career Center Expos, Center Children+Fam, Center for Values, Certificate CS, Chess Program, Cleanroom Laboratory, Comet Camp, Comm. Disorders/Aud., and Computer Science. The main content area displays the 'Operations Center Home' with a search bar for Order or System Tracking ID, a 'Search' button, and an 'Advanced Search' link. Below this is a 'Stores' section with a table listing various stores.

Show	10	entries		Name	Id	Template	Type	Merchant Name	Web	Mobile
<input type="checkbox"/>				2019 IEEE International MWSCAS Registration	293	Classic	General	ECS	Enabled	Enabled
<input type="checkbox"/>				ABH RAW Graduate Student Conference	146	Classic	General	ABH RAW Conference	Enabled	Enabled
<input type="checkbox"/>				AH College Prep - Summer	277	Classic	General	ABH	Enabled	Enabled





3. On the left side of the screen, select “Order Search” under the Marketplace Store with the transaction that needs to be refunded.

- ▼ New Student Programs
  - Settings
  - Accounting Codes
  - Users
  - Tax Account Codes
- ▼ Stores
  - Add New Store
- ▼ New Student Programs
  - ▼ Store Settings
    - General
    - Status Management
    - Email Messages
    - Text Messages
    - Single Store
    - Store Template Setup NEW!
  - Users
  - Payment Methods
  - Shipping Classes
  - Categories
  - Products
  - Allowed Groups
  - Group Payment Methods
  - Promotions
  - User Modifiers
  - Tax Service
  - Tax Account Codes
  - Order Search
  - Fulfill Orders
  - GL Exceptions (null)

- Find the transaction by using one or more of the search criteria on the Order Search screen.

### New Student Programs Order Search

Search by any of the available information.

Order Search	
Enter one or more filter values for order search.	
Order Number:	<input type="text"/>
Payment Gateway Reference Number:	<input type="text"/>
Credit Card Authorization Code:	<input type="text"/>
Customer Name:	<input type="text"/>
Customer Email:	<input type="text"/>
Customer Phone Number:	<input type="text"/>
Terminal Id:	<input type="text"/>
Order Date:	From: <input type="text"/>  To: <input type="text"/> 
Fulfilled Date:	From: <input type="text"/>  To: <input type="text"/> 
<input type="button" value="Run Search"/>	

Click on the Order ID number to view transaction details.

### New Student Programs Order Search Results

Click an order's ID to see its details.

New Order Search

Export To CSV

Show 10 entries

ID	Date/Time	Type
547671	04/24/2019 12:28:19 AM CDT	uStores
547680	04/24/2019 06:20:28 AM CDT	uStores

Please contact [FMS-Treasury@utdallas.edu](mailto:FMS-Treasury@utdallas.edu) with any questions