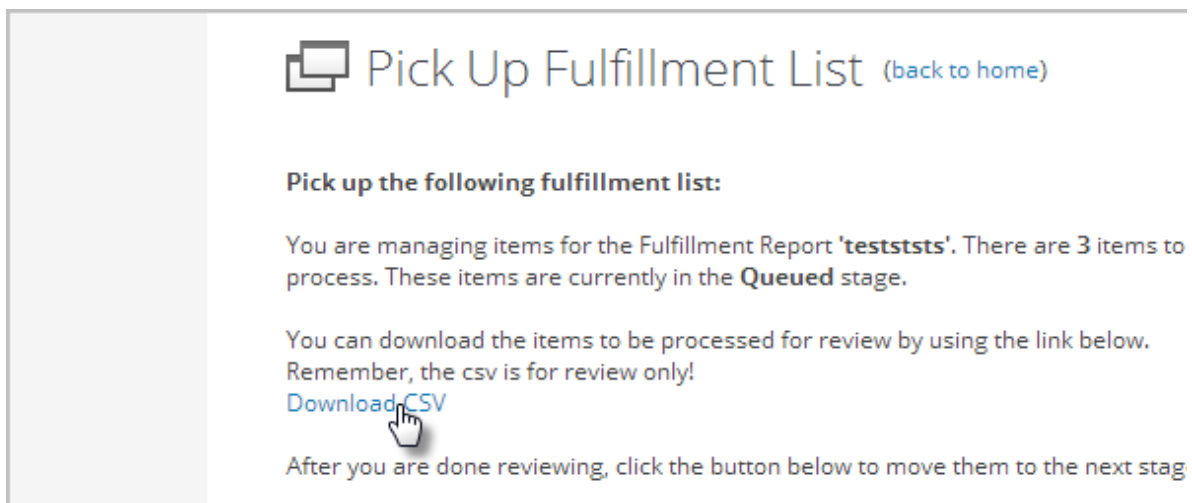



# Process an order Fulfillment Job

An order fulfillment job (fulfillment report) is created when an order is placed that includes a product you ship to the customer. It includes a list of people, the product(s) ordered, and shipping information. The jobs are displayed in the fulfillment job widget on your dashboard.

Each job will accumulate (or queue up) people until you begin processing. After you begin processing a specific job, the system will not add any new people to it. It will, instead, create a new job the next time an order goes through and the job is triggered. The fulfillment report creates a job that displays fulfillment status, report name, and count (number of people queued) as well as a link to view and process the job.

1. Click on the **Pick Up Items** link beside a fulfillment report job to view and begin processing the job. If you manage fulfillment jobs, you will approve jobs for other users.
2. Click on the **Download CSV** link to view the list of orders associated with the job.



 **Pick Up Fulfillment List** [\(back to home\)](#)

**Pick up the following fulfillment list:**

You are managing items for the Fulfillment Report '**testststs**'. There are **3** items to process. These items are currently in the **Queued** stage.

You can download the items to be processed for review by using the link below. Remember, the csv is for review only!

[Download CSV](#)

After you are done reviewing, click the button below to move them to the next stag

3. Click on the **Pick Up Items** button to confirm you are going to work on this job and to update the job status to *processing*.

You are managing items for the Fulfillment Report '**testststs**'. There are **3** items currently in the **Queued** stage.

You can download the items to be processed for review by using the link below. Remember, the csv is for review only!

[Download CSV](#)

After you are done reviewing, click the button below to move them to the next stage.

[Pick Up Items](#)

1.38.0.37 fulfillmentReport

4. Click the **Mark Complete** link in the fulfillment job widget to confirm you've finished the job. The job can remain *pending* until it is fully processed. Do not click Complete until you have truly finished the job.

Progress	Name	Count	Process
Progress	Fulfillment List	1	<a href="#">Continue</a>
Progress	Untitled Letter	1	<a href="#">Continue</a>
Processing	Fulfillment Report	3	<a href="#">Mark Complete</a>

Usage Stats

- Logins this week
- Contacts that have
- Email broadcasts
- Active web forms
- Contacts capture