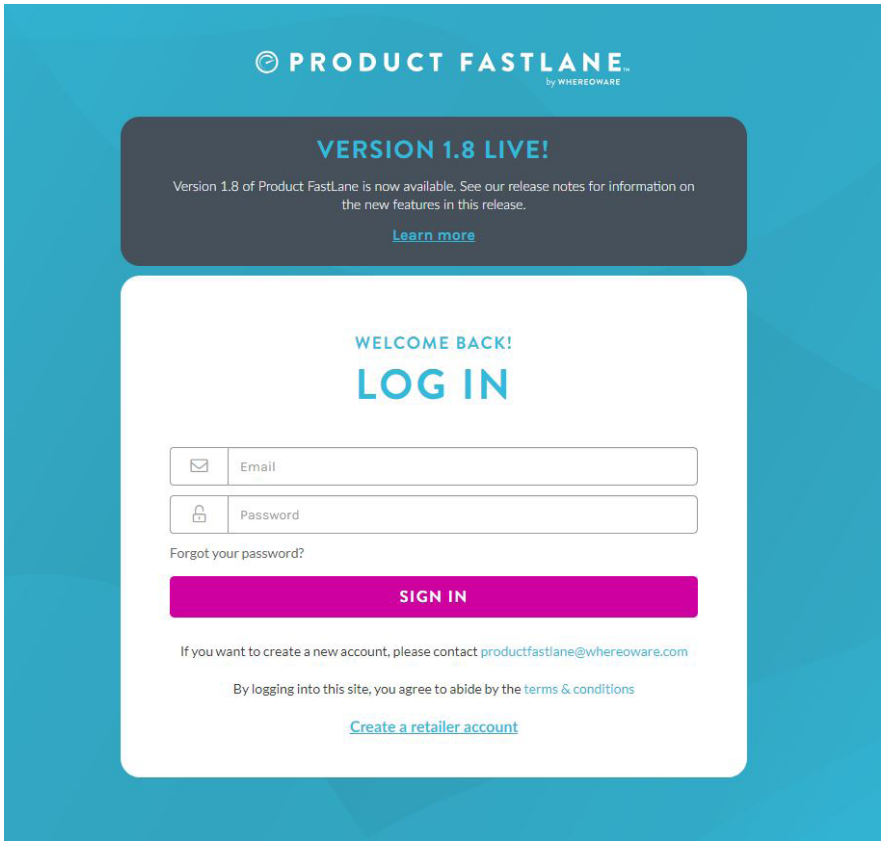
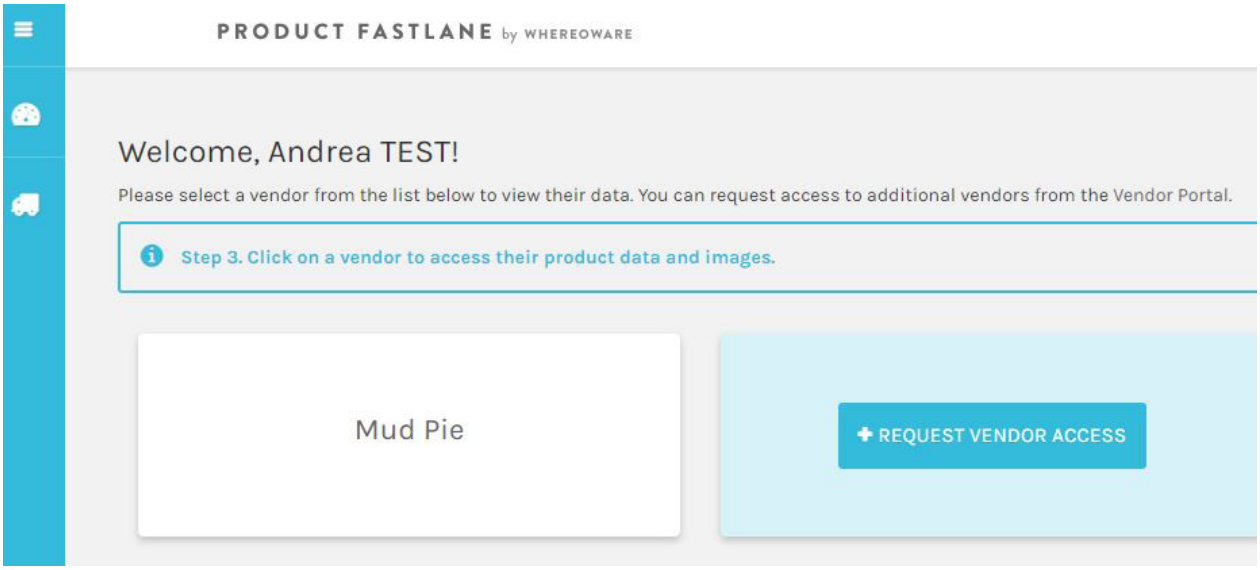
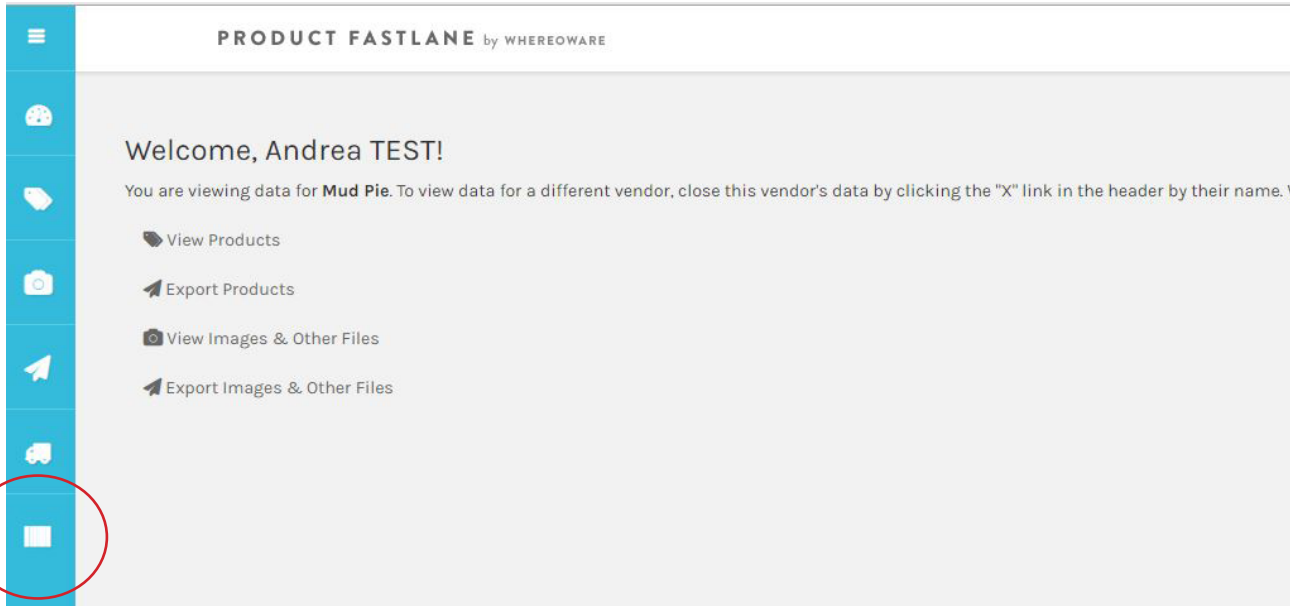
PRODUCT FAST LANE
How to: Download Order Information



Login to your account at www.productfastlane.com

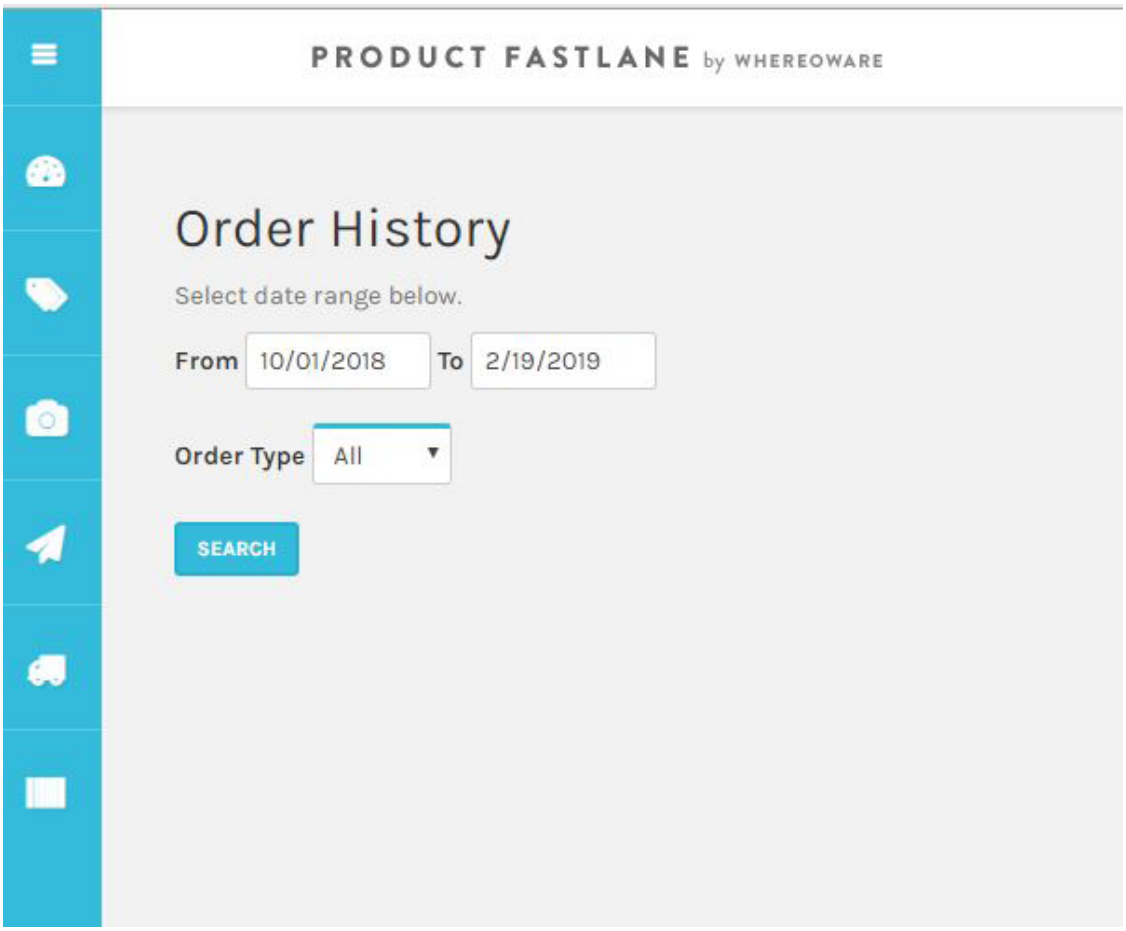
Click “MUD PIE” to enter your Mud Pie dashboard





Click on the bottom menu option, “DOWNLOAD ORDER HISTORY”

Select the date range to pull needed orders and click “SEARCH”

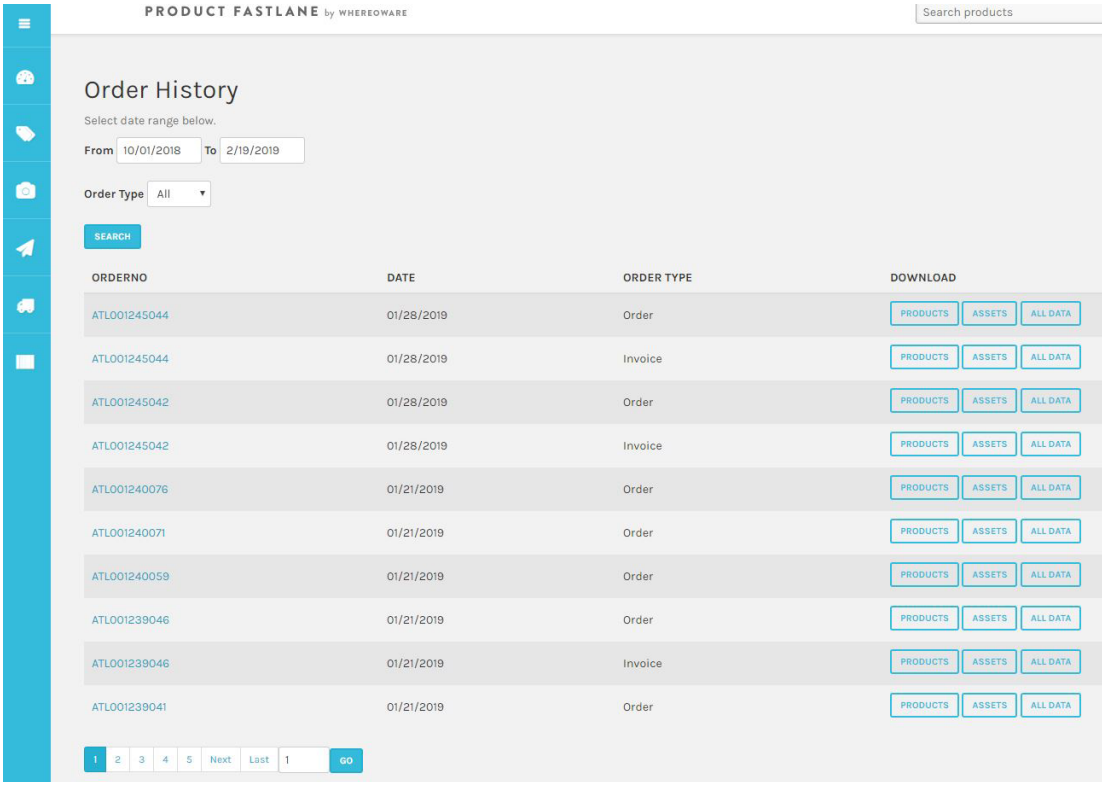


On this screen, all orders in the selected date range can be viewed. The items in the order can be previewed by clicking on the order number.

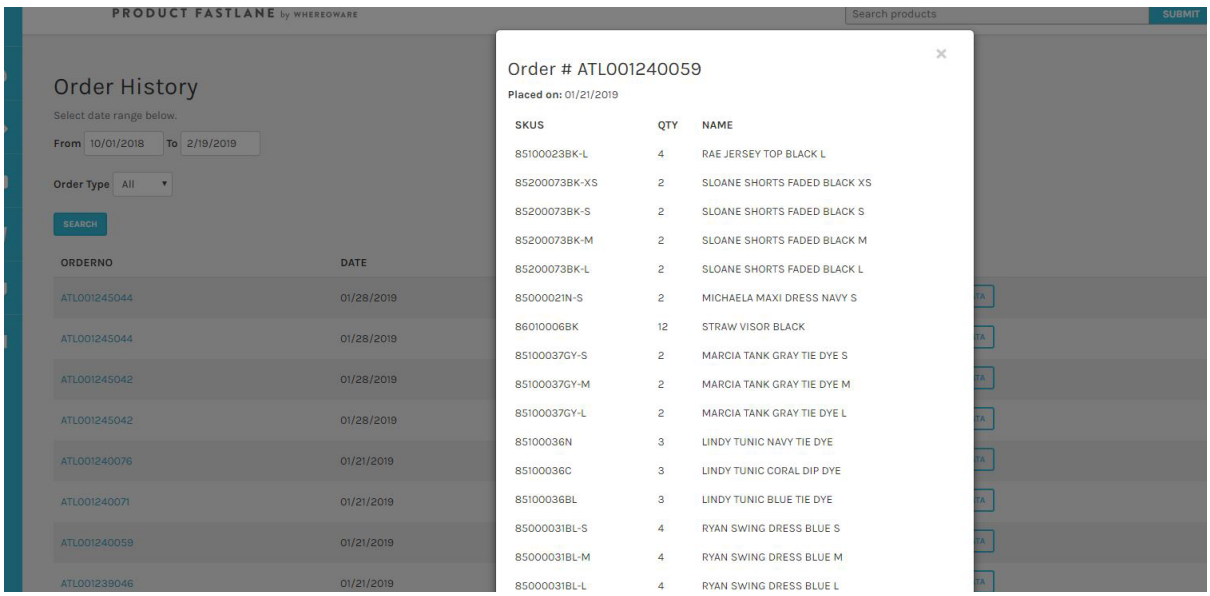
Click:
PRODUCTS - to download product information to the available template

ASSETS - to download all photos of items on the order to a zip file

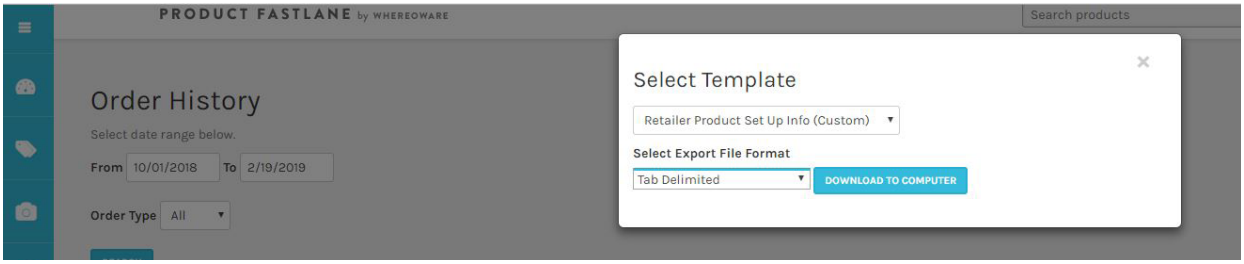
ALL DATA - to download a zip file of all photos and item information on the selected order



Order preview



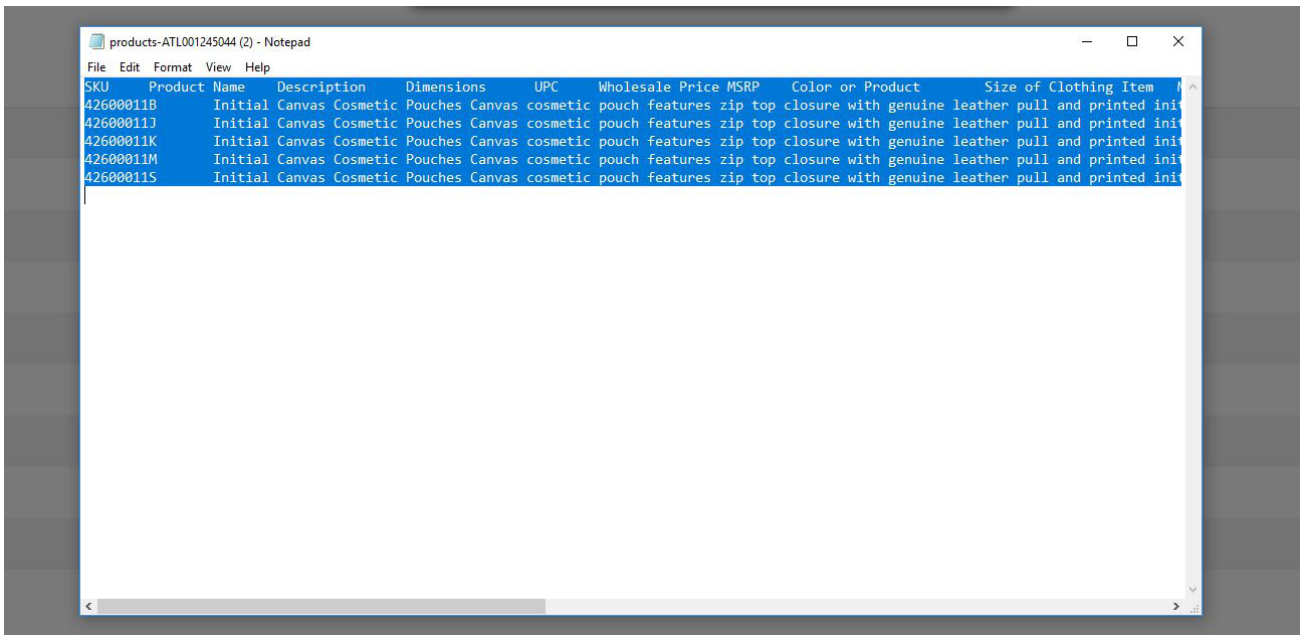
PRODUCTS



Select “RETAILER PRODUCT SET UP INFO” template

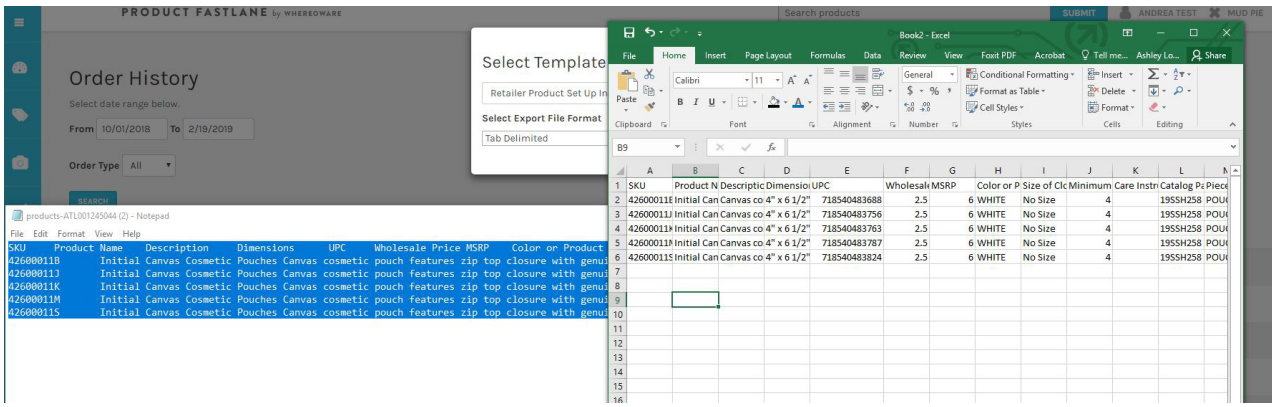
Select EXPORT FILE FORMAT as “TAB DELIMITED”

Click “DOWNLOAD”

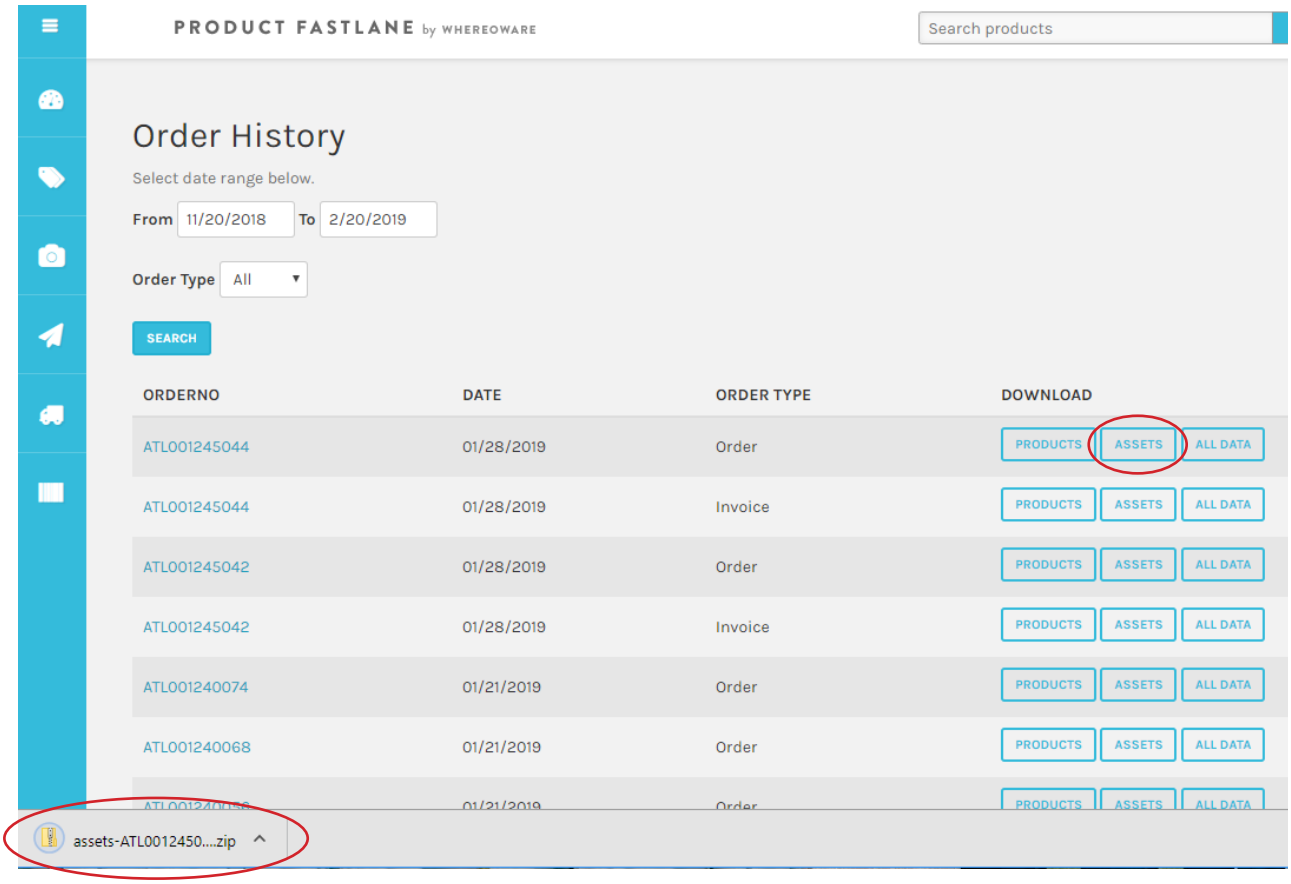


The template will open on a Notepad. Select CTRL+A to highlight all information.

Copy & Paste to a blank Excel document

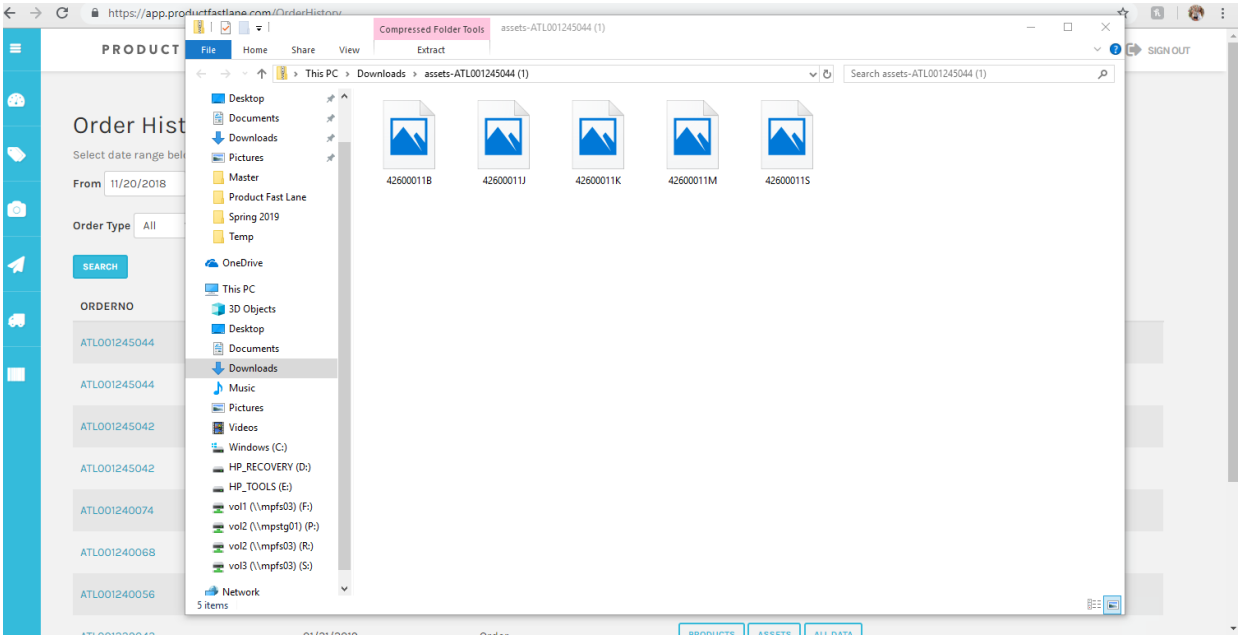


ASSETS

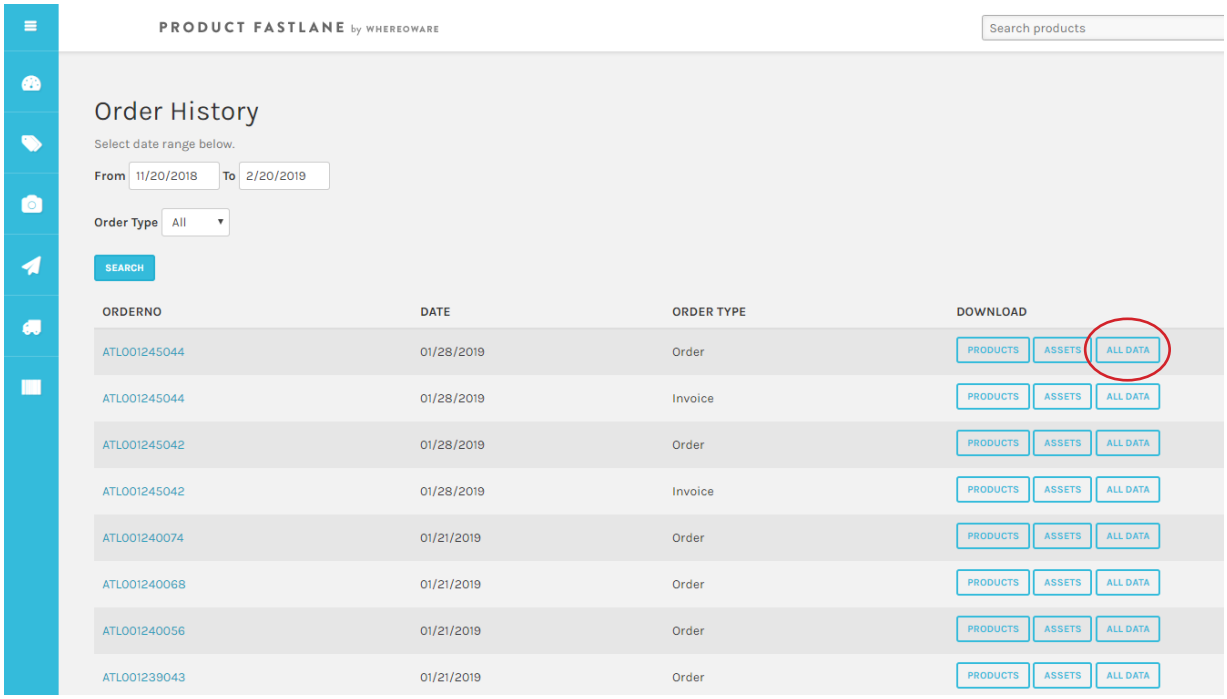


Click on “ASSETS” of needed order. A zip folder will automatically download.

Double click the folder to open and view images of all items on the order.



ALL DATA

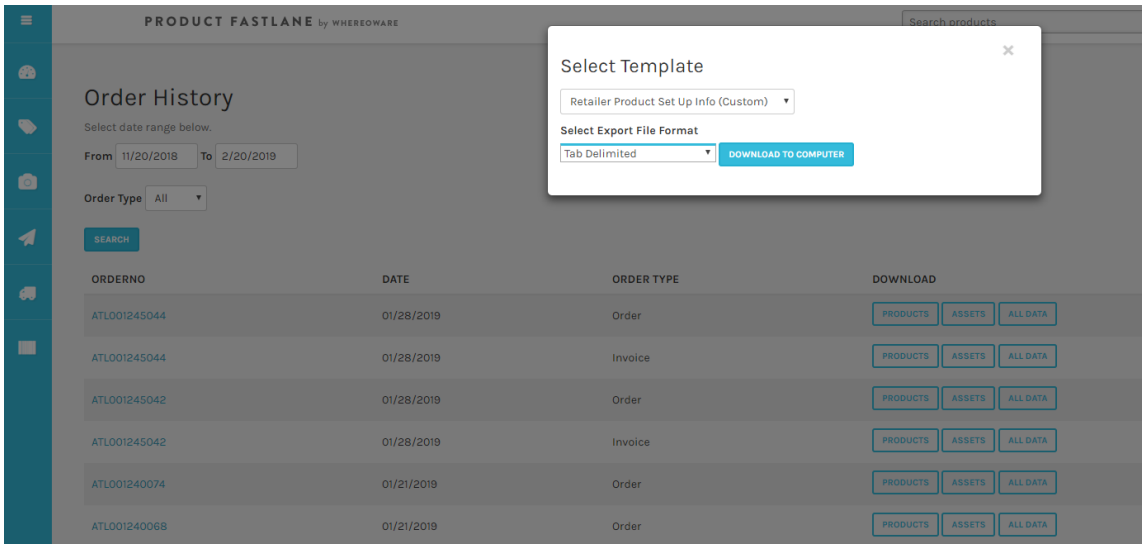


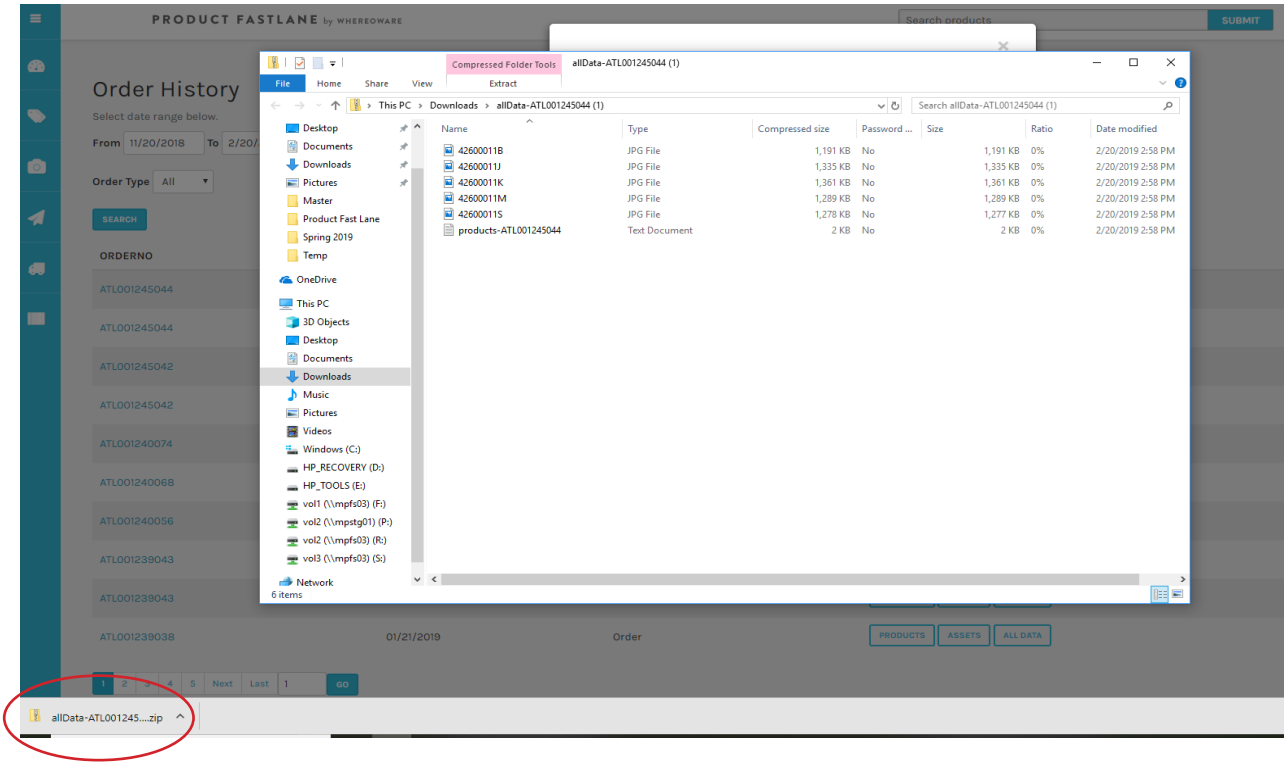
Click “ALL DATA”

Select the “RETAILER PRODUCT SET UP INFO” template

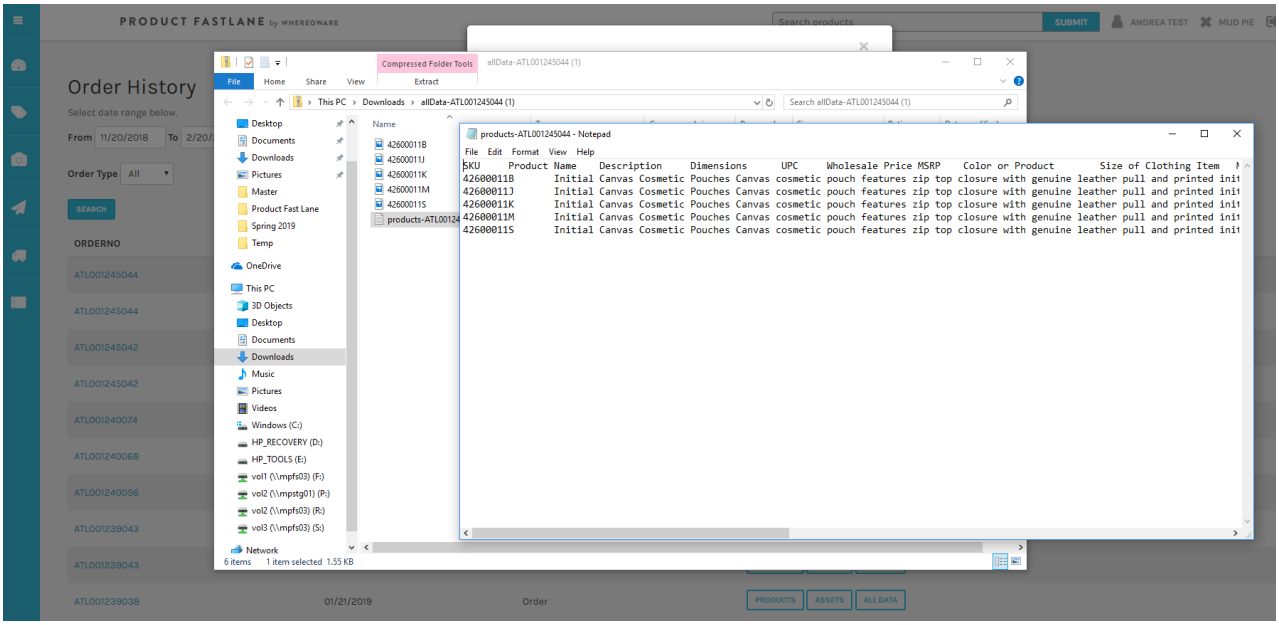
Set SELECT EXPORT FILE FORMAT to “TAB DELIMITED”

Click “DOWNLOAD TO COMPUTER”
A zip file will automatically begin downloading to your computer





Double click to open the zip file

The file contains all images and a Notepad file with item info

Open Notepad file. Press CTRL+A to select all information.
Copy and paste to a blank Excel document