

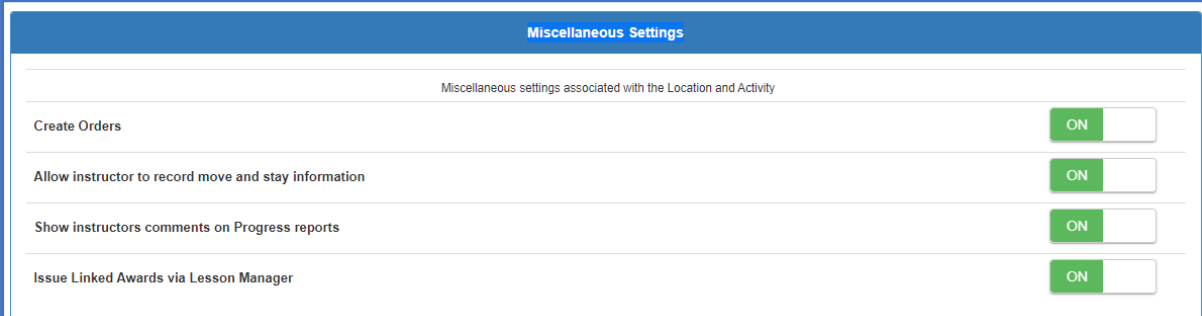
Using the Create Orders function of SwimSoft

If you're using SwimSoft and you want to collect orders or use a system to collect fees from your clients, you're going to need it to create orders and therefore you're going to need to have orders turned on.

To begin, you will need to be in the Location and Activity that you wish to create orders on, do this by going to **Locations & Activities** on the Main Menu and selecting the relevant one (if you only have one location and activity, ignore this step).

Once in the correct location and activity, go to **Activity Configuration** on the Main Menu and then press **Address and Settings** on the sub-menu.

At the very bottom of the following page, you will see the **Miscellaneous Settings** section.



Miscellaneous Settings	
Miscellaneous settings associated with the Location and Activity	
Create Orders	<input checked="" type="checkbox"/>
Allow instructor to record move and stay information	<input checked="" type="checkbox"/>
Show instructors comments on Progress reports	<input checked="" type="checkbox"/>
Issue Linked Awards via Lesson Manager	<input checked="" type="checkbox"/>

By default, the Create Orders slider will be set to On. You can turn this function off and on as you please, depending on whether you wish for the system to create invoices as you book your students onto courses.

After making any changes on this page, ensure you press the **Save** button at the bottom.