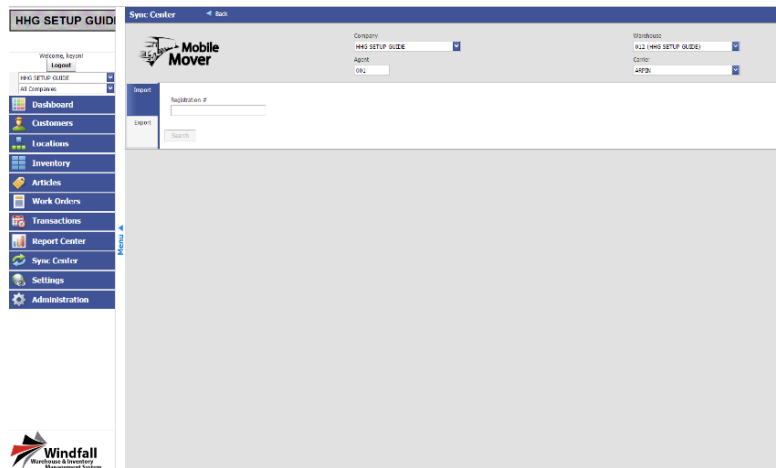


HHG Process – Importing an Order

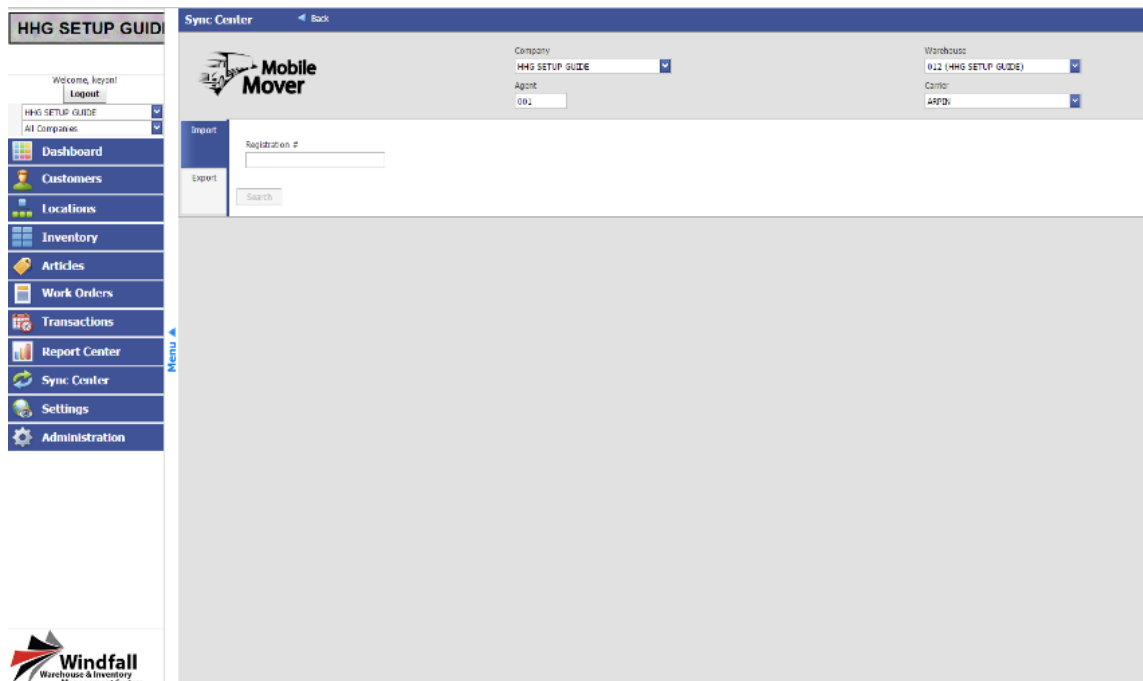
1. Sync Center

- a. From the Dashboard click the Sync Center button.
- b. The Sync Center is where the imports and export of orders occur



2. Importing an Order

- a. Type in the Order number then click Search.
- b. A search will occur and the order will be found and displayed with the option to import the order.



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