

User Guide

1. Open the Order Tracking app in your store dashboard



2. Fill out your desired page name and page url, then click Create Page

Order Tracking by Gazelle Intel		Get H	Success! Created page successfully!	×
Create your order tracking page here. After creating your	page, you can add it to your navigation or link cus	tomers.		
Track My Order				
Order Page URL				
/track-my-order				
/track-my-order				

3. Go to your web pages and click on the page you created

eate a web rage			
Page Name	Page Type	Visible	Action
Track My Order	Normal Page	×	
Shipping & Returns	Normal Page	*	
Contact Us	Contact Form	*	
Blog	Built-in Blog	*	

4. Then view your website in a new tab and visit the "/track-my-order" page in your url bar

mybigcommerce.com/track-my-order	
ur site with preview code: preview	
SAN	MPLE STORE
SHOP ALL BATH GARDEN KITCHEN PUB	LICATIONS UTILITY SHIPPING & RETURNS CONTACT US BLOG
	Ноте
Tra	ack My Order
Check your order status by finding your order n If your order exists, you can see the status and	umber (should be in your email), email address, and billing zip code. tracking information.
Order Number:	
123	
Email Address:	
email@example.com	
Billing Zip Code:	
12345	
	Submit

5. Test the app with an order from your backend

SAMPLE STORE	
SHOP ALL BATH GARDEN KITCHEN PUBLICATIONS UTILITY SHIPPING & RETURNS CONTACT US BLOG	
Home	
Track My Order	
Dartially Chipped	
Partially Shipped	
Order placed: 7/22/2023, 3:38:06 PM	
Order last updated: 7/22/2023, 4:37:15 PM	
Shipment 1	
Tracking number: <u>98734958729384723984</u>	

6. If everything looks alright, you can go back to your web pages and publish by setting the page visibility by clicking the red X on the screen

Crea	Page Name	Page Type	Visible	Action
	Track My Order	Normal Page	×	
	Shipping & Returns	Normal Page	4	
	ContactUs	Contact Form	*	
	Blog	Built-in Blog	4	

7. Add the page to your navigation menu so customers can use it!