

SOP: Scheduling a New Orders Report

1. In order to schedule a New Orders Report, select “Order Reports” from the Drop-Down Menu of the “Orders” Tab on the Top Menu of Seller Central.
2. On the next page, under the “New Orders” tab, under the “Scheduled Report Settings” heading, select when you would like your New Orders Report to be scheduled and then click the “Schedule” button.
3. If you selected the “Daily at” option, you would need to also select a time from the Drop-Down Menu available.
4. You can tick the “Include a column indicating the sales channel for each order” box if you wish to include this column.
5. You also have the option to add or remove columns from your report before selecting the scheduled time and clicking the “Schedule” button by clicking the “Add or remove order report columns” link in the top right side of the page and selecting or deselecting the relevant fields that appear on the next page.

See Also:

- ▶ [SOP: Creating a New Orders Report](#)
- ▶ [SOP: Creating an Unshipped Orders Report](#)
- ▶ [SOP: Creating an End of Day Form](#)
- ▶ [SOP: Creating an Archived Orders Report](#)