How to View Open Orders and Estimates

1. Log in to CORES: https://cores-usc.mis.vanderbilt.edu. Enter your USC (Shibboleth) user name and password.

2. To view open orders, click on the Entry tab for Open Orders.

3. You will be brought to the Unconfirmed Orders tab. You can switch between the three tabs (Unconfirmed Orders, Open Orders, and Order Estimates) by clicking on them.

4. To edit the order(s), use the check boxes or click on the individual order numbers. Add comments/notes if desired.