1. Log into Priority Software FBS using your USC NetID.
2. Select the Ordering tab.
3. Click Post to eLog from the Products Orders section in ribbon.
4. Filter for the date/orders you would like to move to the eLog. After clicking Refresh, all orders will appear at the bottom of screen.
5. Once you have reviewed all orders at the bottom on screen, click Post to eLog. All orders will then appear in Operations > eLog.