

## View order files

This tab shows the processed order file after importing the order to T1. Order files are created using either the default template provided by Trasix, or using another template that is built and integrated to the system according to the customers' requirements.

Through this page, you can view these files and download them to your computer, upload files related to the order, and delete any of these files.

Go to **Files** tab, the following page appears:

Order    Order Lines    Rejected Order Lines <b>Files</b> Notifications						
<div><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> 0 of 1 Selected</div>						
File Name	File Type	File Source	File Size	Created By	Created Date	Actions
<input type="checkbox"/> seller-10/catalog-13/orders	Excel Workbook	<a href="http://t1qa.blob.core.windows.net/t1qa-13/orders/seller-10/catalog-13/orders.xlsx">http://t1qa.blob.core.windows.net/t1qa-13/orders/seller-10/catalog-13/orders.xlsx</a>	20 kb	rasha.saeed@trasix.com	Oct 29, 2018	<div><div></div><div></div><div></div></div>

The system automatically creates the Zip folder that contains the processed order file. For each file, its type, source, size, and description are displayed.

You can download the file by clicking the link under the **File Source** column. Once the file is downloaded, you can open the order file.

The following sections discuss how to add a new file and delete any of the existing files.