INSTALL
SERVICE PROVIDER
DOLI QUICK REFERENCE GUIDE
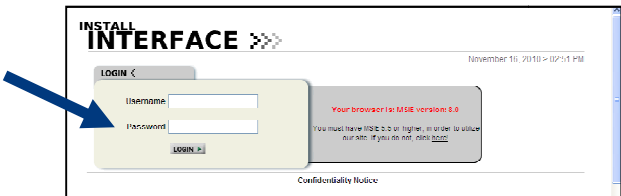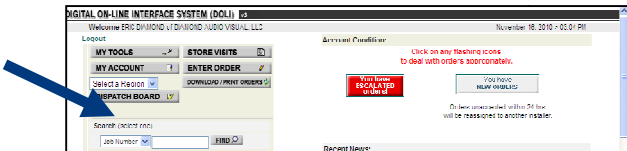
ACCESSING DOLI

1. https://doli.installs.com
2. Enter case-sensitive username and password.
3. Click **LOGIN**.

SEARCHING IN DOLI

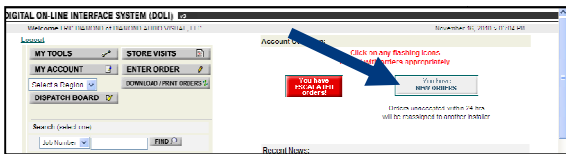1. On the DOLI homepage, locate the **SEARCH** box.

1. From the **Search** drop-down list, select a search criteria type.
2. In the **Search** input field, type your search criteria.
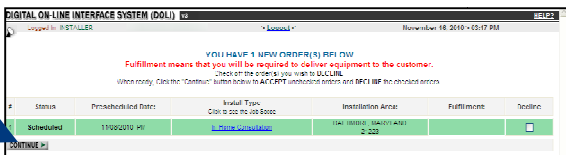3. Click **FIND**.

ACCEPTING ALL NEW INSTALLS ORDERS

You must review and accept orders assigned to you before you can process them.

1. On the DOLI homepage, click the yellow flashing **You have NEW ORDERS** button.
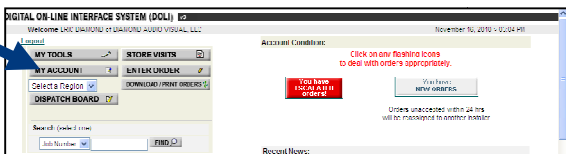

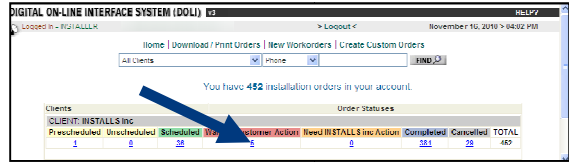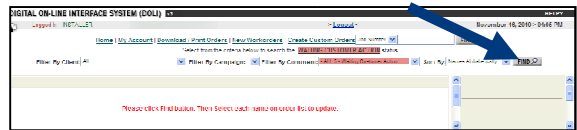2. Click **CONTINUE** to accept the orders.

ACCESSING YOUR ORDERS

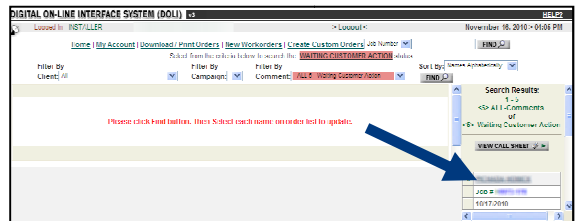1. On the DOLI homepage, click **MY ACCOUNT**.

2. On the *My Orders* screen, click the number below the desired status to see the corresponding orders.

3. On the *Status* screen, filter your search as necessary using the options provided, and then click **FIND**.
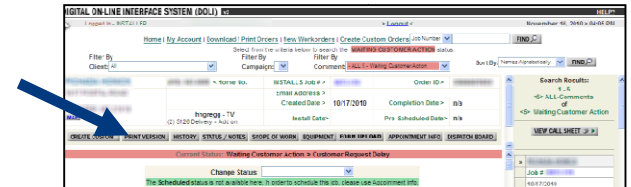

4. To view an order, click the customer name on the order in the list on the right side of the screen.

PRINTING A WORK ORDER

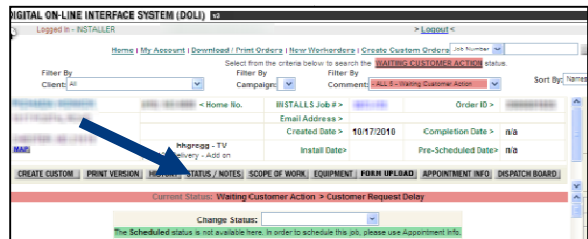1. On the desired order, click **PRINT VERSION**.

Note: This displays a client-specific *Customer Acceptance Form* or *Installs Installation Work Order* for the job in a new window.

2. Use the browser's print functions to print the work order.

UPDATING STATUS/NOTES ON AN ORDER

1. On the desired order, click **STATUS/NOTES**.

2. From the **Change Status** drop-down, select the new status.
3. Enter comments in **Add/Edit Notes**.
4. Click **SUBMIT** to save the changes.