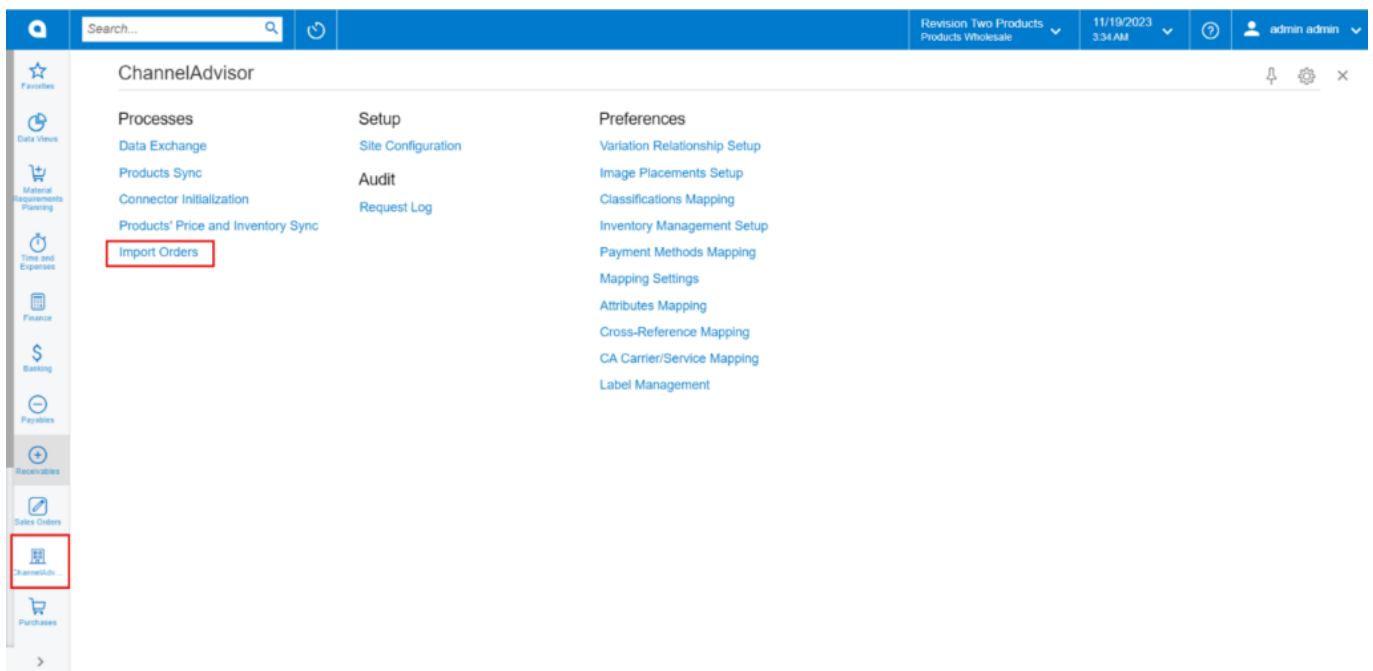# Import Orders

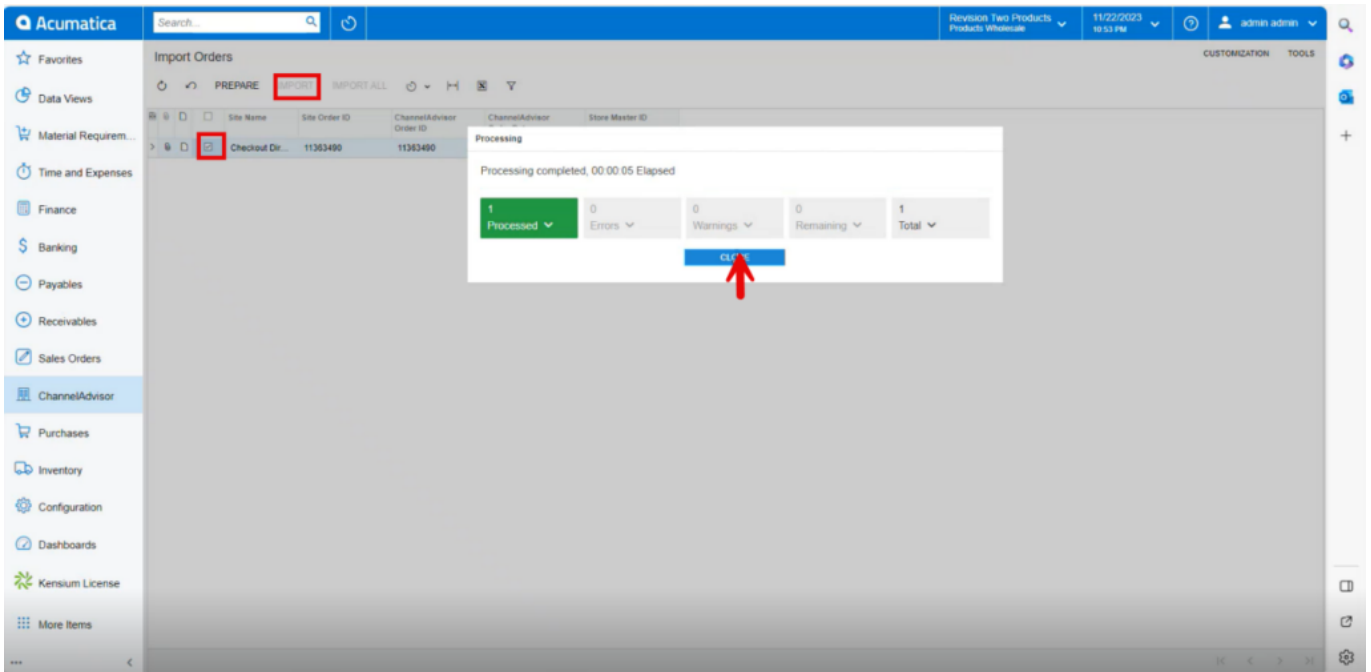The Import Order Screen allows a user to prepare and import orders on a selective basis.

- Clicking **[Prepare]** on this screen will populate all available orders in Rithum Connector.
- A user may toggle specific orders and click **[Import]** to import the selected records.
- Clicking **[Import All]** will import all records.

You need to navigate to **[Rithum Connector]** in Acumatica and click on **[Import Orders]** under **[Processes]** and you will land in a new screen.

Import Orders

- Click on **[PREPARE]**.
- You need to enable the check box for specific order and click on **[Import]**.
- A pop-up message will appear on the screen as processed.

Import Orders