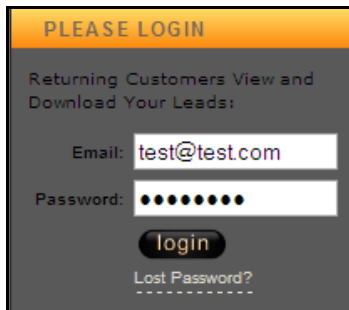# How To Pause & Restart Lead Delivery In Your Backoffice

When you order Real-Time leads from us...we want *you* to be in control of when those leads arrive in your system.

That's why we give you the ability to pause and restart lead delivery on Real-Time Leads. This short tutorial will show you exactly how to do that.

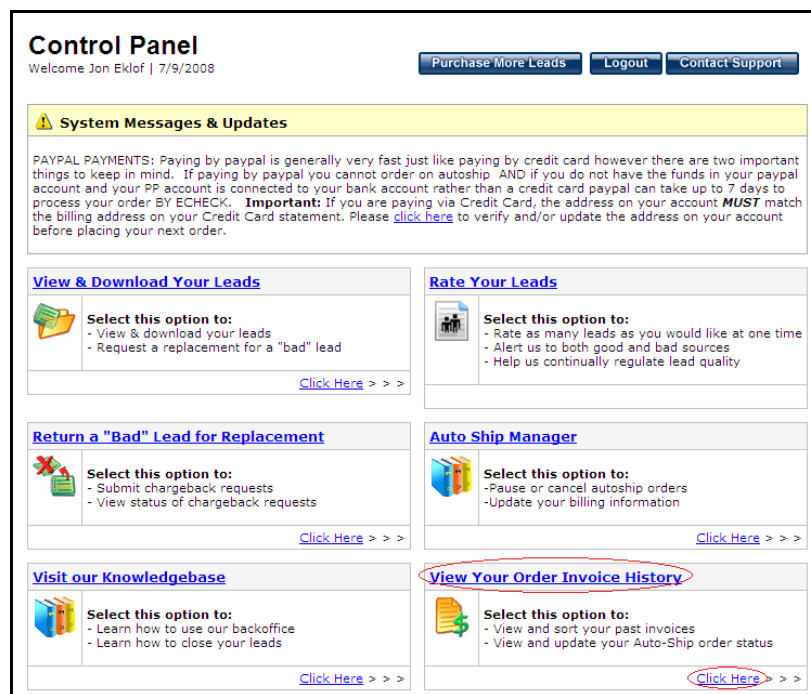First...you'll need to login to your account. When the leadstore homepage loads, look for this box...

...and enter your e-mail address and the password you created when setting up your account. *(If you don't remember your password, click the "Lost Password" link and we'll send it to you right away.)*

Click the "login" button...and the next thing you'll see will be your Control Panel.

Click on the "View Your Order Invoice History" link. *(Or the little "Click here" link in the lower right-hand corner of that box! They both lead to the same place.)*

That will show you your Order Invoice History.

Control Panel : Invoice History

Purchase More Leads   Logout   Contact Support

View Your Order Invoice History:

Below we have listed all the orders that you have placed with our store. Please **allow up to 24 hours for your payment to reflect "Confirmed" status** after your checkout. If you have paid for your order and waited at least 24 hours, and your order still appears as "Unconfirmed", please contact support.

Order Date	Order Description	Order Status	Payment Status	Pay Type	Amount
06.19.08	150 Exclusive Real Time Tour Leads	Cancelled	Confirmed		$0.00
06.10.08	50 Survey Leads: 7 - 60 Days	Completed	Confirmed		$0.00
06.10.08	40 Short Data From AS	Completed	Confirmed		$0.00
06.03.08	3000 Exclusive Real Time Tour Leads	Pause	Confirmed		$0.00
05.31.08	10 Exclusive Real Time Tour Leads	Completed	Confirmed		$0.00
05.10.08	12 Exclusive Real Time Tour Leads	Completed	Confirmed		$0.00
04.29.08	2 Exclusive Real Time Tour Leads	Completed	Confirmed		$0.00
04.28.08	3 Exclusive Real Time Tour Leads	Cancelled	Confirmed		$0.00
04.26.08	50 Exclusive Real Time Tour Leads	Completed	Confirmed		$0.00
				Total:	$0.00

As you can see, one of the orders in this screen is active...because the link under "Order Status" is "Pause". Whatever you see the link _say_...is what will _happen_ when you click it.

So...

- If the link says...Pause...that means your order is currently ACTIVE!
- If the link says...Restart...that means your order is currently PAUSED!

Make sense? _(It's really simple—and logical—when you think about it.)_

To pause an active order, simply click on the "Pause" link.

When you do that...you'll see this screen.

View Your Order Invoice History:

Below we have listed all the orders that you have placed with our store. Please **allow up to 24 hours for your payment to reflect "Confirmed" status** after your checkout. If you have paid for your order and waited at least 24 hours, and your order still appears as "Unconfirmed", please contact support.

This order is currently opened, to pause this order, please click here

< < < Go Back to Previous Page < < <

Click on the link to confirm that you want to pause this order.

When you do that, your order will be paused...and your Order Invoice History will look like this.

View Your Order Invoice History:

Below we have listed all the orders that you have placed with our store. Please **allow up to 24 hours for your payment to reflect "Confirmed" status** after your checkout. If you have paid for your order and waited at least 24 hours, and your order still appears as "Unconfirmed", please contact support.

Order Date	Order Description	Order Status	Payment Status	Pay Type	Amount
06.19.08	150 Exclusive Real Time Tour Leads	Cancelled	Confirmed		$0.00
06.10.08	50 Survey Leads: 7 - 60 Days	Completed	Confirmed		$0.00
06.10.08	40 Short Data From AS	Completed	Confirmed		$0.00
06.03.08	3000 Exclusive Real Time Tour Leads	Restart	Confirmed		$0.00
05.31.08	10 Exclusive Real Time Tour Leads	Completed	Confirmed		$0.00
05.10.08	12 Exclusive Real Time Tour Leads	Completed	Confirmed		$0.00
04.29.08	2 Exclusive Real Time Tour Leads	Completed	Confirmed		$0.00
04.28.08	3 Exclusive Real Time Tour Leads	Cancelled	Confirmed		$0.00
04.26.08	50 Exclusive Real Time Tour Leads	Completed	Confirmed		$0.00
				Total:	$0.00

Remember...

- If the link says...Pause...that means your order is currently ACTIVE!
- If the link says...Restart...that means your order is currently PAUSED!

You won't get any leads (from *this* specific order *only*) until you "Restart" the order. (If you have *multiple* open orders...and you want to pause *all* of your lead delivery...you'll have to "Pause" *all* of the open orders, one at a time.)

So...how do you "Restart" your leads?

Just click on the "Restart" link. :-)

When you do that...you'll see this screen.

View Your Order Invoice History:

Below we have listed all the orders that you have placed with our store. Please **allow up to 24 hours for your payment to reflect "Confirmed" status** after your checkout. If you have paid for your order and waited at least 24 hours, and your order still appears as "Unconfirmed", please contact support.

This order is currently paused, to restart this order, please click here

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Click on the link to confirm that you want to restart this order.

Leads will start flowing again...and you'll be back in business!

Simple, huh?