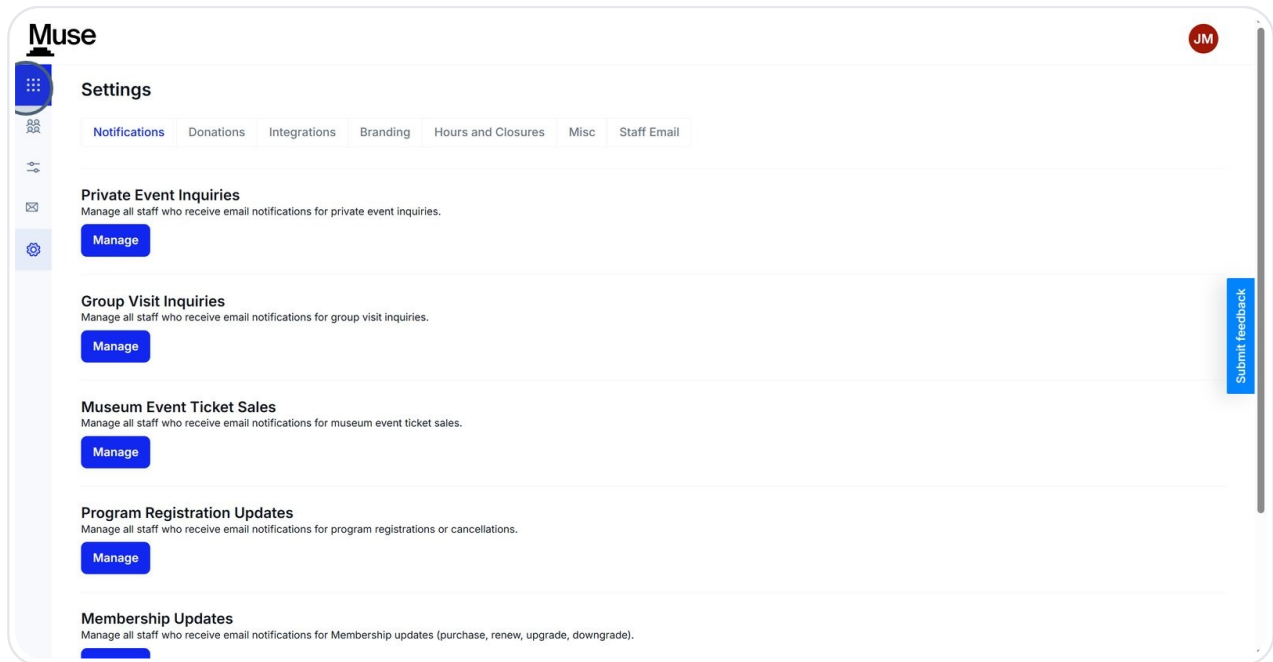


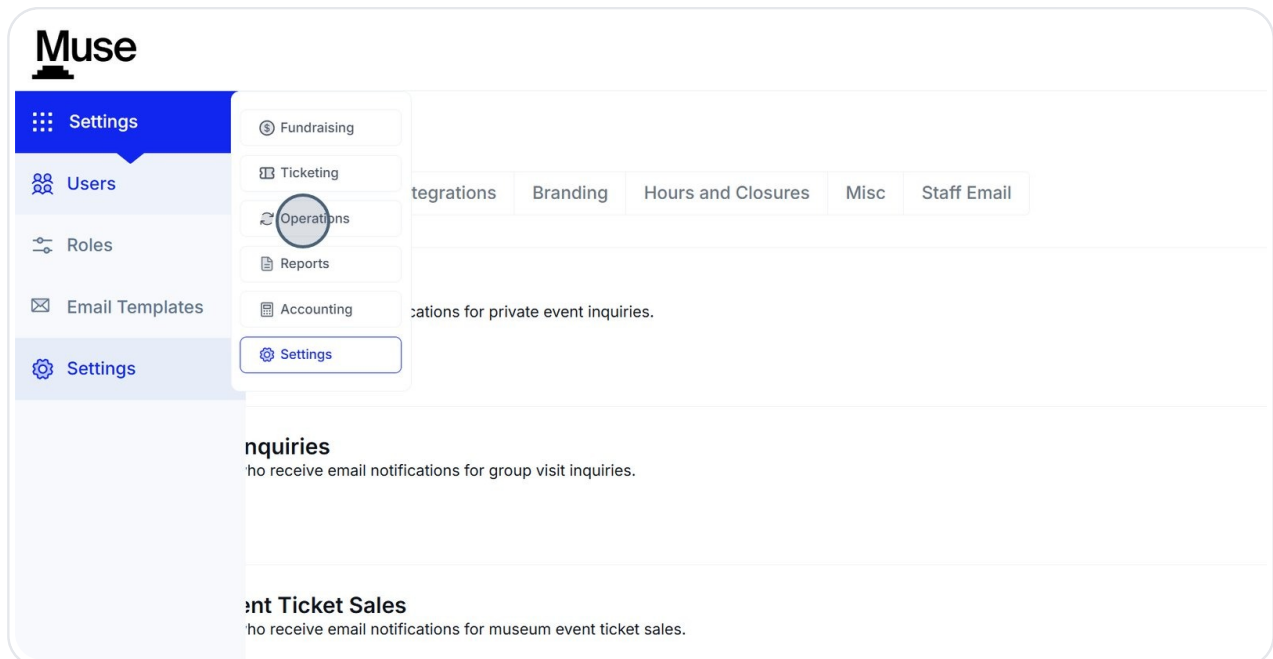
Muse

Filter Purchase Orders by Date and Status

1. Start by opening the main menu from the blue North Star icon.



2. Select 'Operations' to quickly navigate to operational management tools.



3. Open the POS module to handle inventory and purchase workflows.

Muse

Operations

Dashboard

Private Events

Group Visits

POS

Reports

Settings

Dashboard

Group event

Create an inventory item

Blackout calendar dates

Exhibitions

Group Visits

Private Events

Not Confirmed

Self-Serve Events

Closed / Blackout Dates

Special Hours

Programs

Experiences

August 2026

>

	MON	TUE	WED	THU	FRI	SAT
	27	28	29	30	31	1
Roamed the Earth	Dinosaurs Roamed the Earth	Dinosaurs Roamed the Earth	Dinosaurs Roamed the Earth	Dinosaurs Roamed the Earth	Dinosaurs Roamed the Earth	Dinosaurs Roamed the Earth
Summer Splash Pad		Carousel				
9:00 am - 12:00 pm: Summer Camp Summer Camp - Teens		9:00 am - 12:00 pm: Summer Camp Summer Camp - Kids		12:30 pm: Ben Franklin Elementary Group Visit	9:00 am - 12:00 pm: Summer Camp Summer Camp - Teens	
9:00 am - 12:00 pm: Summer Camp Art 101		9:00 am - 12:00 pm: Summer Camp Summer Camp - Teens				
9:00 am - 12:00 pm: Summer Camp Robotics Session		9:00 am - 12:00 pm: Summer Camp Art 101				
3:00 pm: Ben Franklin Elementary School Group Visit		9:00 am - 12:00 pm: Summer Camp Robotics Session				
	2	3	4	5	6	7

Submit feedback

4. Switch to the 'Purchase Orders' tab to start managing your purchase orders.

Muse

Point of Sale Inventory

Products

Vendors

Purchase Orders

Most Recently Modified

Filter

Update Stock

Add Product

Product Name	Category	Subcategory	Price	Requires Sales Tax?	Bestseller?	Stock Level	Status
Dino Sweatshirt	Merchandise	Sweatshirt	\$20.00	☒	★	98 across 2 variants	Active
Muse Collective Hat	Merchandise	Hat	\$25.00	☒	★	380 across 2 variants	Active
Muse Collective T-shirt	Merchandise	T-shirt	\$20.00	☒	★	2,690 across 3 variants	Active
Soda	Food & Beverage	Drink	\$5.00	☒	★	683 across 4 variants	Active
Dino Theme Coffee Mug	Merchandise	Coffee Mug	\$15.00	☐	★	122 across 2 variants	Active
Product Test	Merchandise	Hat	\$15.00	☐	★	No variants found	Active
Train	Merchandise	Consignment	\$25.00	☐	★	No variants found	Active
Logo Cup	Merchandise	Miscellaneous	\$5.00	☒	★		Active
New Mug with Logo	Merchandise	Coffee Mug	\$15.00	☒	★	23 across 1 variant	Active
Muse Collective Coffee Mug	Merchandise	Coffee Mug	\$15.00	☒	★	168 across 2 variants	Active
Collectible Pin	Merchandise	Miscellaneous	Varies	☐	★		Active
Chicken Sandwich	Food & Beverage	Sandwich	\$8.00	☐	★		Active
Taco (a la carte)	Food & Beverage	Sandwich	\$6.00	☐	★	22 across 1 variant	Active

Submit feedback

5. Click anywhere within the row to be taken into an existing Purchase Order.

JM

Filter

Create Purchase Order

	Order Date	Total Amount	Status	
ns	July 20, 2026	\$201.00	Draft	⋮
	July 16, 2026	\$7.00	Draft	⋮
	July 1, 2026	\$300.00	Fully Received	⋮
	June 30, 2026	\$150.00	Draft	⋮
	June 24, 2026	\$150.00	Draft	⋮
	June 11, 2026	\$1,200.00	Draft	⋮
ns	June 8, 2026	\$0.00	Sent to Vendor	⋮

Submit feedback

6. Click Update Status to refine purchase orders by fulfillment status.

Muse

JM

Back

Purchase Order ID

Draft

Update Status

More Actions

Museum Provisions

Choose Another Vendor

Purchase Order

Vendor Item & SKU	Items Per Unit	Unit Price	Min Order Qty (Units)	Order Qty (Units)	Total Items	Total Cost
Dino Sweatshirt 12341	1	\$1.00	1	- 1 +	1	\$1.00
Muse Coffee Cup 834389023	24	\$200.00	1	- 1 +	24	\$200.00
Total Due						\$201.00

Notes (optional)

Catalog

Order more items from this vendor

Search by keyword

Vendor Item & SKU	Items Per Unit	Unit Price	Min Order Qty (Units)	
Dino Sweatshirt 12341	1	\$1.00	1	✓
Muse Coffee Cup 834389023	24	\$200.00	1	✓

Submit feedback

7.

The screenshot shows the Muse app interface. On the left is a sidebar with icons for home, back, star, people, calendar, document, and settings. The main header is 'Muse'. Below it is a 'Back' button and a 'Purchase Order ID' label with a 'Draft' status tag. The main content area is titled 'Museum Provisions' and 'Purchase Order'. It contains a table with columns: Vendor Item & SKU, Item Price, and Unit Price. The table has two rows: 'Dino Sweatshirt 12341' with a price of \$1.00 and 'Muse Coffee Cup 834389023' with a price of \$200.00. Below the table is a 'Notes (optional)' field. A modal titled 'Update Status of Purchase Order ID' is open, showing a 'Status' dropdown menu with 'Draft' selected. The modal has 'Cancel' and 'Save Changes' buttons.

Vendor Item & SKU	Item Price	Unit Price
Dino Sweatshirt 12341	\$1.00	
Muse Coffee Cup 834389023	\$200.00	

8. Status options include Draft, Sent to Vendor, Closed, and Cancelled.

This screenshot shows the same Muse app interface as the previous one, but with the 'Update Status of Purchase Order ID' modal open and its dropdown menu expanded. The dropdown menu lists four options: 'Draft', 'Sent to Vendor' (which is highlighted with a blue bar and a red circle), 'Closed', and 'Cancelled'. The modal also has 'Cancel' and 'Save Changes' buttons. In the background, the 'Purchase Order ID' screen is visible, showing the same table as before. Additionally, there is an 'Update Status' button and a 'More Actions' dropdown menu in the top right corner of the main content area. A 'Choose Another Vendor' button is also visible.

Vendor Item & SKU	Item Price	Unit Price
Dino Sweatshirt 12341	\$1.00	
Muse Coffee Cup 834389023	\$200.00	

9. Back in the Purchase Orders list, you can use the 'Filter' button to efficiently narrow down purchase orders by specific criteria.

Muse

JM

Point of Sale Inventory

ProductsVendorsPurchase Orders

FilterCreate Purchase Order

Purchase Order No.	Vendor Name	Order Date	Total Amount	Status
Purchase Order ID	Museum Provisions	July 20, 2026	\$201.00	Draft
Purchase Order ID	Logos Are Us	July 16, 2026	\$7.00	Draft
PO202607081	Logos Are Us	July 1, 2026	\$300.00	Fully Received
Purchase Order ID	Food and Stuff	June 30, 2026	\$150.00	Draft
Purchase Order ID	Food and Stuff	June 24, 2026	\$150.00	Draft
Purchase Order ID	Logos Are Us	June 11, 2026	\$1,200.00	Draft
PO202606082	Museum Provisions	June 8, 2026	\$0.00	Sent to Vendor
PO202606081	Food and Bev Co.	May 27, 2026	\$280.00	Closed
Purchase Order ID	Logos Are Us	May 21, 2026	\$100.00	Draft
Purchase Order ID	Museum Provisions	May 21, 2026	\$1.00	Draft
Purchase Order ID	Food and Stuff	May 19, 2026	\$150.00	Draft
PO202605181	Food and Bev Co.	May 18, 2026	\$560.00	Fully Received
Purchase Order ID	Food and Stuff	May 18, 2026	\$150.00	Draft

Submit feedback

10. Set a custom date range to filter purchase orders within a particular time period.

JM

FilterCreate Purchase Order

	Order Date	Status
ns	July 20, 2026	Draft
	July 16, 2026	Draft
	July 1, 2026	Fully Received
	June 30, 2026	Draft
	June 24, 2026	Draft
	June 11, 2026	Draft
ns	June 8, 2026	Sent to Vendor

From8/05/2026To8/05/2026

StatusSelect Status

ClearUpdate

Submit feedback

11. Select a purchase order status to display only orders in that state—such as Draft, Sent, or Closed.

Filters (2)Create Purchase Order

	Order Date			Status
ns				Draft
				Draft
				Fully Received
				Draft
				Draft
	June 24, 2026			
	June 11, 2026		\$1,200.00	Draft
ns	June 8, 2026		\$0.00	Sent to Vendor
.	May 27, 2026		\$280.00	Closed

From8/02/2026To8/05/2026

StatusSelect Status

ClearUpdate

Submit feedback

12. Click 'Update' to instantly apply your chosen date and status filters to the orders list.

Filters (2)Create Purchase Order

	Order Date			Status
ns	July 20, 2026			Draft
	July 16, 2026			Draft
	July 1, 2026			Fully Received
	June 30, 2026			Draft
	June 24, 2026			Draft
	June 11, 2026		\$1,200.00	Draft
ns	June 8, 2026		\$0.00	Sent to Vendor
.	May 27, 2026		\$280.00	Closed
	May 21, 2026		\$100.00	Draft
ns	May 21, 2026		\$1.00	Draft

From8/02/2026To8/05/2026

StatusSelect Status

ClearUpdate

Submit feedback

13. Click Clear to remove your current filters and start fresh.

There are no results

Filters (2)

Create Purchase Order

From

To

8/02/2026

8/05/2026

Status

Select Status

Clear

Update

Submit feedback

14. Click the three dots at the far right of the Purchase Order to Mark as Closed.

Filter

Create Purchase Order

	Order Date	Total Amount	Status	
ns	July 20, 2026	\$201.00	Draft	⋮
	July 16, 2026	\$7.00	Draft	⋮
	July 1, 2026	\$300.00	Fully Received	⋮
	June 30, 2026	\$150.00	Draft	⋮
	June 24, 2026	\$150.00	Draft	⋮
	June 11, 2026	\$1,200.00	Draft	⋮
ns	June 8, 2026	\$0.00	Sent to Vendor	⋮
.	May 27, 2026	\$280.00	Closed	⋮
	May 21, 2026	\$100.00	Draft	⋮

Submit feedback

15. To create a new purchase order, click the blue Create Purchase Order button.

Success!
The purchase order has been marked as Closed!

Filter

Create Purchase Order

	Order Date	Total Amount	Status	
ns	July 20, 2026	\$201.00	Draft	⋮
	July 16, 2026	\$7.00	Draft	⋮
	July 1, 2026	\$300.00	Closed	⋮
	June 30, 2026	\$150.00	Draft	⋮
	June 24, 2026	\$150.00	Draft	⋮
	June 11, 2026	\$1,200.00	Draft	⋮
ns	June 8, 2026	\$0.00	Sent to Vendor	⋮

Submit feedback

16. Select the vendor for the Purchase Order.

Muse

Back

Create Purchase Order

Choose Vendor

Search by keyword

Vendor Name	Active Items	Status	
Mattel	0	Active	☐
Food and Stuff	1	Active	☐
Food and Bev Co.	1	Active	☐
Logos Are Us	5	Active	☐
Museum Provisions	2	Active	☐

Submit feedback

17. Add any items using the blue '+' button to build the Purchase Order for the Vendor you just selected. This new purchase order is automatically set to Draft status as a beginning stage.

	Items Per Unit	Unit Price	Min Order Qty (Units)	
Last ordered	1	\$1.00	1	+
Last ordered	1	\$1.00	1	+
	50	\$300.00	1	+
	24	\$100.00	1	+

18. Use the '+' or '-' to add or remove items from a purchase order.

JM

Choose Another Vendor

Items Per Unit	Unit Price	Min Order Qty (Units)	Order Qty (Units)	Total Items	Total Cost
50	\$300.00	1	- 1 +	50	\$300.00
Total Due					\$300.00

Submit feedback

19.



[Choose Another Vendor](#)

Items Per Unit	Unit Price	Min Order Qty (Units)	Order Qty (Units)	Total Items	Total Cost
50	\$300.00	1	✕ − 2 +	100	\$600.00
Total Due					\$600.00

Submit feedback

20. Click "Choose Another Vendor" to switch to another vendor from your list.



[Choose Another Vendor](#)

Items Per Unit	Unit Price	Min Order Qty (Units)	Order Qty (Units)	Total Items	Total Cost
50	\$300.00	1	✕ − 3 +	150	\$900.00
24	\$100.00	1	✕ − 7 +	168	\$700.00
Total Due					\$1,600.00

Submit feedback

21. If you do select another Vendor, you will get an error message warning you that the current selections will clear.

[illegible]

22.

				Active Items	Status	
				0	Active	☐
				1	Active	☐
				1	Active	☐
				5	Active	☐
				2	Active	☐

23. Click More Actions to open additional options to Download Purchase Order or Email PO to Vendor.

JM

Update Status

More Actions ▾

Choose Another Vendor

	Items Per Unit	Unit Price	Min Order Qty (Units)	Order Qty (Units)	Total Items	Total Cost
	50	\$300.00	1	🗑 − 3 +	150	\$900.00
	24	\$100.00	1	🗑 − 7 +	168	\$700.00
Total Due						\$1,600.00

Submit feedback

24. Email PO to Vendor will automatically send the PO to the email you've saved for that vendor.

JM

Update Status

More Actions ▲

Download Purchase Order

Email PO to Vendor

	Items Per Unit	Unit Price	Min Order Qty (Units)	Order Qty (Units)	Total Items	Total Cost
	50	\$300.00	1	🗑 − 3 +	150	\$900.00
	24	\$100.00	1	🗑 − 7 +	168	\$700.00
Total Due						\$1,600.00

Submit feedback

25.

JM

Update Status

More Actions ▾

Choose Another Vendor

	Items Per Unit	Unit Price	Min Order Qty (Units)	Order Qty (Units)	Total Items	Total Cost
	50	\$300.00	1	🗑 − 3 +	150	\$900.00
	24	\$100.00	1	🗑 − 7 +	168	\$700.00
Total Due						\$1,600.00

Submit feedback

26. Your status will also automatically update to Sent to Vendor after choosing the Email action.

Sent to Vendor

Update Status of PO202608051

Status

Sent to Vendor ▾

Cancel

Save Changes

	Items Per Unit	Unit Price	Min Order Qty (Units)	Order Qty (Units)	Total Items	Total Cost
	50	\$300.00	1	🗑 − 3 +	150	\$900.00
	24	\$100.00	1	🗑 − 7 +	168	\$700.00
Total Due						\$1,600.00

27.

Muse

⋮

📧

☆

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⚙️

← Back

PO202608051 Sent to Vendor

Logos Are Us

Purchase Order

Vendor Item & SKU	Items Per Unit	Unit Price	Min Order Qty (Units)
Muse T-shirt 234592343	50	\$300.00	1
Muse Collective Hat 12347432	24	\$100.00	1

Notes (optional)

28.

[illegible]