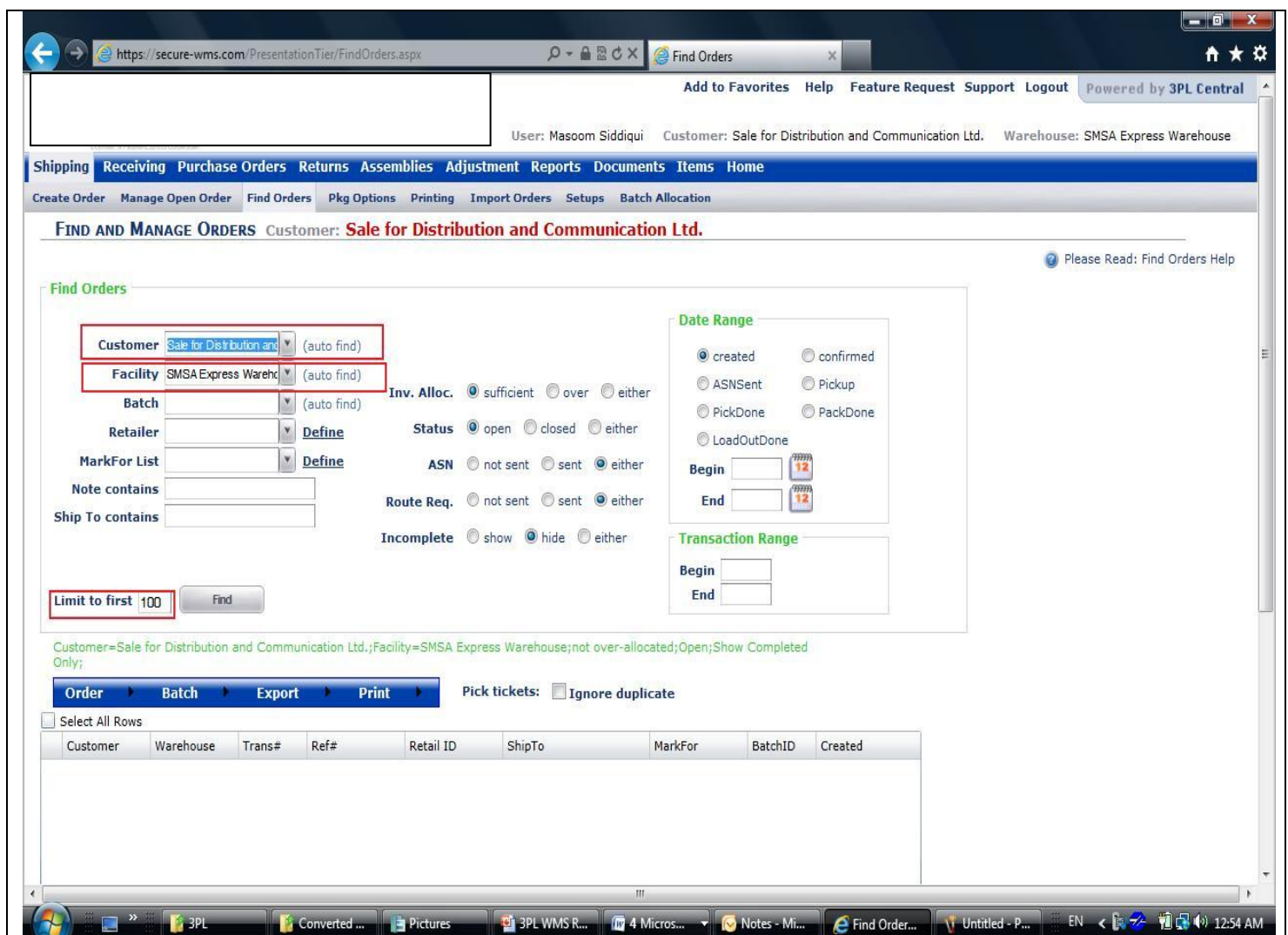


FIND ORDER FILTER Job Aid

- Select **SHIPPING > FIND ORDERS**
- Click on **CUSTOMER** and **FACILITY**
- Put **1000** on **LIMIT TO FIRST** box



The screenshot shows the 'Find Orders' web application interface. The browser address bar displays 'https://secure-wms.com/PresentationTier/FindOrders.aspx'. The page header includes navigation links like 'Add to Favorites', 'Help', 'Feature Request', 'Support', and 'Logout'. The user is identified as 'Masoom Siddiqui' for 'Sale for Distribution and Communication Ltd.' at the 'SMSA Express Warehouse'.

The main navigation bar includes 'Shipping', 'Receiving', 'Purchase Orders', 'Returns', 'Assemblies', 'Adjustment', 'Reports', 'Documents', 'Items', and 'Home'. Below this, a sub-navigation bar shows 'Create Order', 'Manage Open Order', 'Find Orders' (selected), 'Pkg Options', 'Printing', 'Import Orders', 'Setups', and 'Batch Allocation'.

The 'FIND AND MANAGE ORDERS' section is titled 'Customer: Sale for Distribution and Communication Ltd.'. It contains a 'Find Orders' form with the following fields and options:

- Customer:** Dropdown menu with 'Sale for Distribution and Communication Ltd.' selected.
- Facility:** Dropdown menu with 'SMSA Express Warehouse' selected.
- Batch:** Dropdown menu with '(auto find)' selected.
- Retailer:** Dropdown menu with 'Define' selected.
- MarkFor List:** Dropdown menu with 'Define' selected.
- Note contains:** Text input field.
- Ship To contains:** Text input field.
- Inv. Alloc.:** Radio buttons for 'sufficient' (selected), 'over', and 'either'.
- Status:** Radio buttons for 'open' (selected), 'closed', and 'either'.
- ASN:** Radio buttons for 'not sent', 'sent', and 'either' (selected).
- Route Req.:** Radio buttons for 'not sent', 'sent', and 'either' (selected).
- Incomplete:** Radio buttons for 'show', 'hide' (selected), and 'either'.
- Date Range:** Radio buttons for 'created' (selected), 'confirmed', 'ASNSent', 'Pickup', 'PickDone', 'PackDone', and 'LoadOutDone'. Below are 'Begin' and 'End' date pickers.
- Transaction Range:** 'Begin' and 'End' text input fields.
- Limit to first:** Text input field with '100' entered.
- Find:** Button to execute the search.

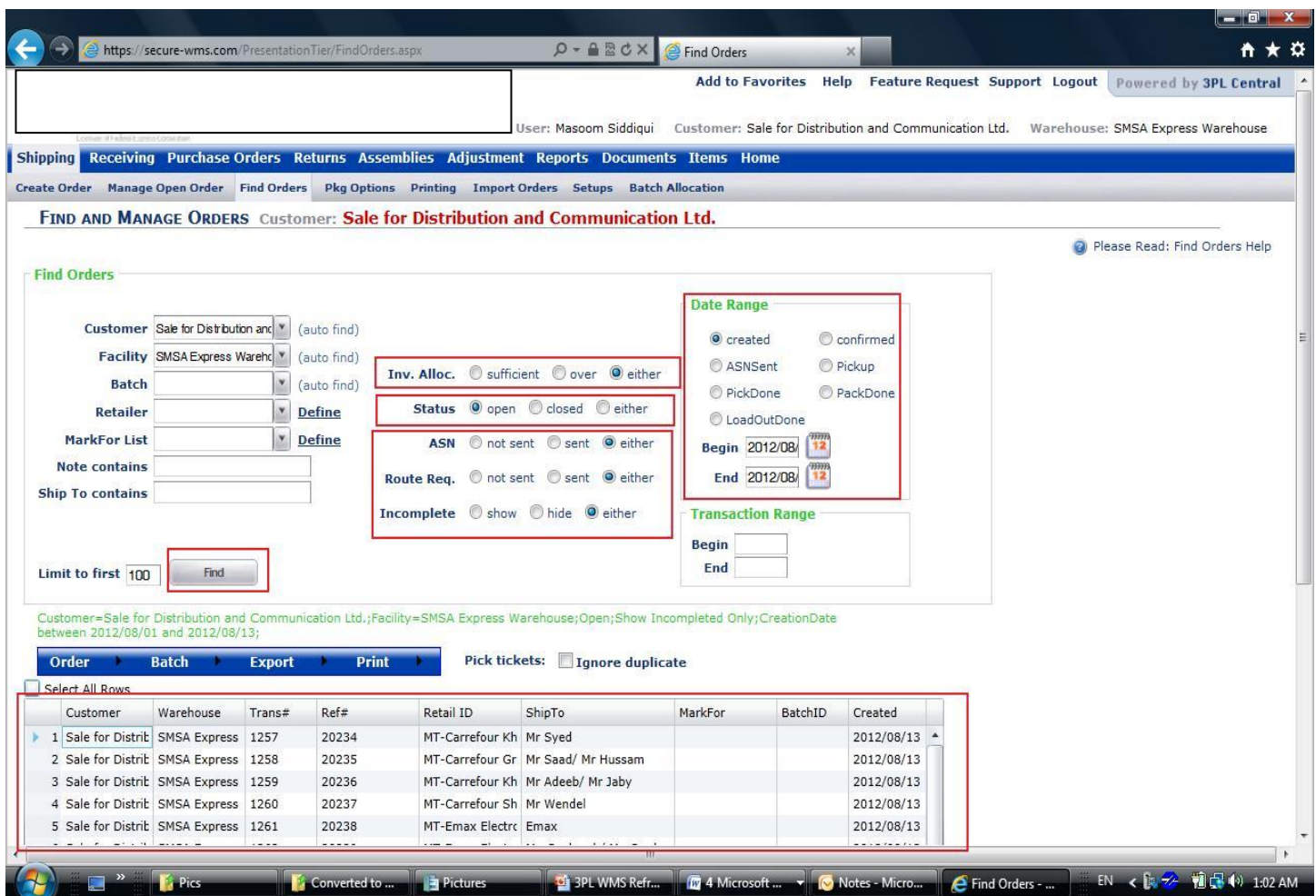
Below the form, a status message reads: 'Customer=Sale for Distribution and Communication Ltd.;Facility=SMSA Express Warehouse;not over-allocated;Open;Show Completed Only;'. There are buttons for 'Order', 'Batch', 'Export', and 'Print'. A 'Pick tickets:' section has an 'Ignore duplicate' checkbox.

A table with the following columns is displayed: Customer, Warehouse, Trans#, Ref#, Retail ID, ShipTo, MarkFor, BatchID, and Created. The table is currently empty.

The Windows taskbar at the bottom shows the following open applications: 3PL, Converted..., Pictures, 3PL WMS R..., 4 Micros..., Notes - Mi..., Find Order..., and Untitled - P... The system clock shows 12:54 AM.

Inv. Alloc should be Sufficient

- **Status** should be **Open**
- **ASN, Route Req., & Incomplete** should be **Either**
- **Date Range** filter to **Aug. 1** until **Present Day** (*if sure that previous day/s prior to current day are all cleared, one can select a shorter date range*)
- Click **Find**



Customer: Sale for Distribution and Communication Ltd.

Facility: SMSA Express Warehouse

Batch: (auto find)

Retailer: Define

MarkFor List: Define

Note contains:

Ship To contains:

Limit to first: 100

Find

Inv. Alloc. ☐ sufficient ☐ over ☒ either

Status ☒ open ☐ closed ☐ either

ASN ☐ not sent ☐ sent ☒ either

Route Req. ☐ not sent ☐ sent ☒ either

Incomplete ☐ show ☐ hide ☒ either

Date Range

☒ created ☐ confirmed

☐ ASNSent ☐ Pickup

☐ PickDone ☐ PackDone

☐ LoadOutDone

Begin: 2012/08/12

End: 2012/08/12

Transaction Range

Begin:

End:

Customer=Sale for Distribution and Communication Ltd.;Facility=SMSA Express Warehouse;Open;Show Incompleted Only;CreationDate between 2012/08/01 and 2012/08/13;

Order Batch Export Print Pick tickets: ☐ Ignore duplicate

Select All Rows

Order	Batch	Export	Print	Pick tickets	Ignore duplicate	Select All Rows	Customer	Warehouse	Trans#	Ref#	Retail ID	ShipTo	MarkFor	BatchID	Created
1							Sale for Distrib	SMSA Express	1257	20234	MT-Carrefour Kh	Mr Syed			2012/08/13
2							Sale for Distrib	SMSA Express	1258	20235	MT-Carrefour Gr	Mr Saad/ Mr Hussam			2012/08/13
3							Sale for Distrib	SMSA Express	1259	20236	MT-Carrefour Kh	Mr Adeeb/ Mr Jaby			2012/08/13
4							Sale for Distrib	SMSA Express	1260	20237	MT-Carrefour Sh	Mr Wendel			2012/08/13
5							Sale for Distrib	SMSA Express	1261	20238	MT-Emax Electrc	Emax			2012/08/13



****** This should now show all open orders which have not yet been completed/closed for the date range specified***