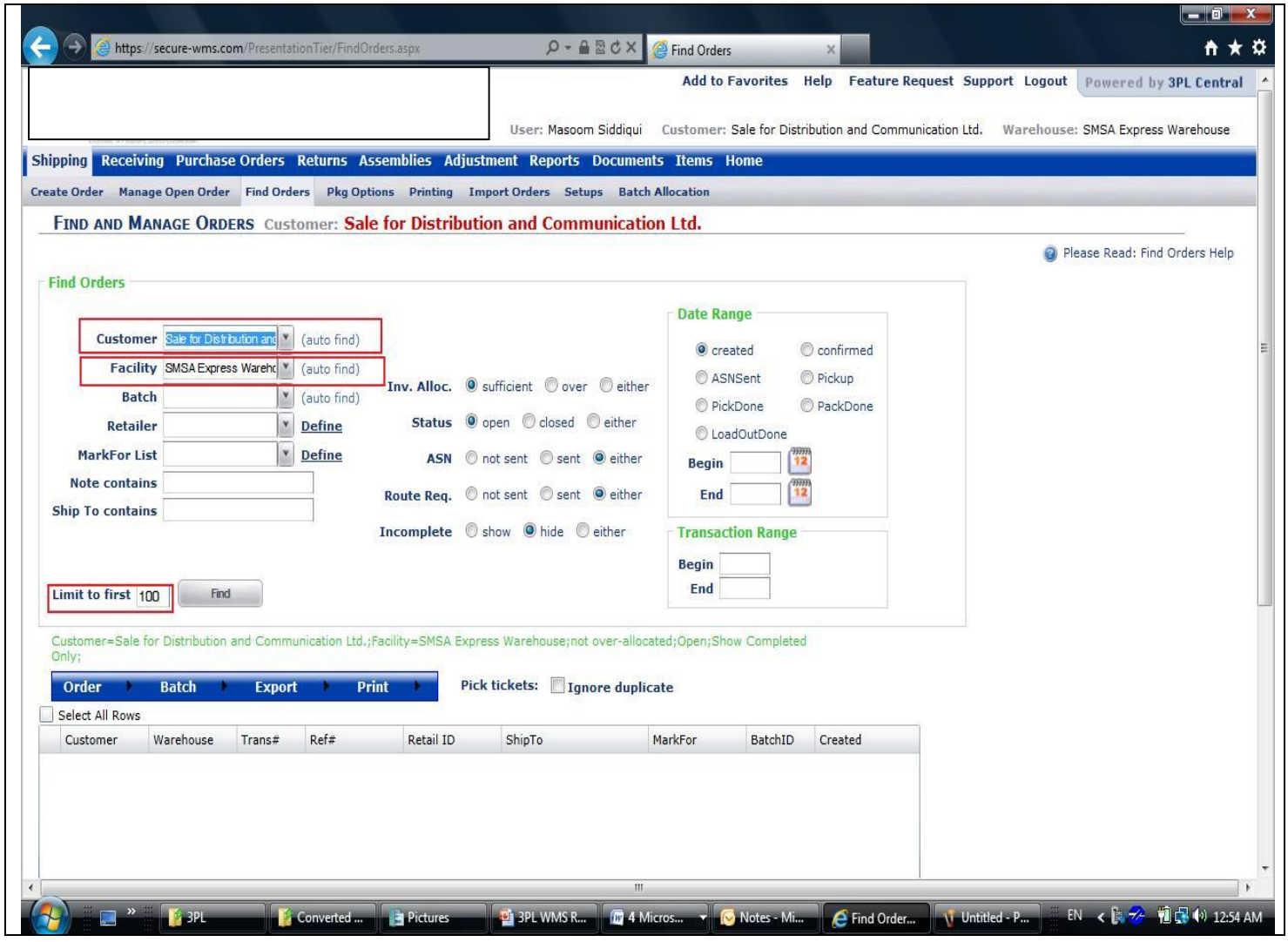
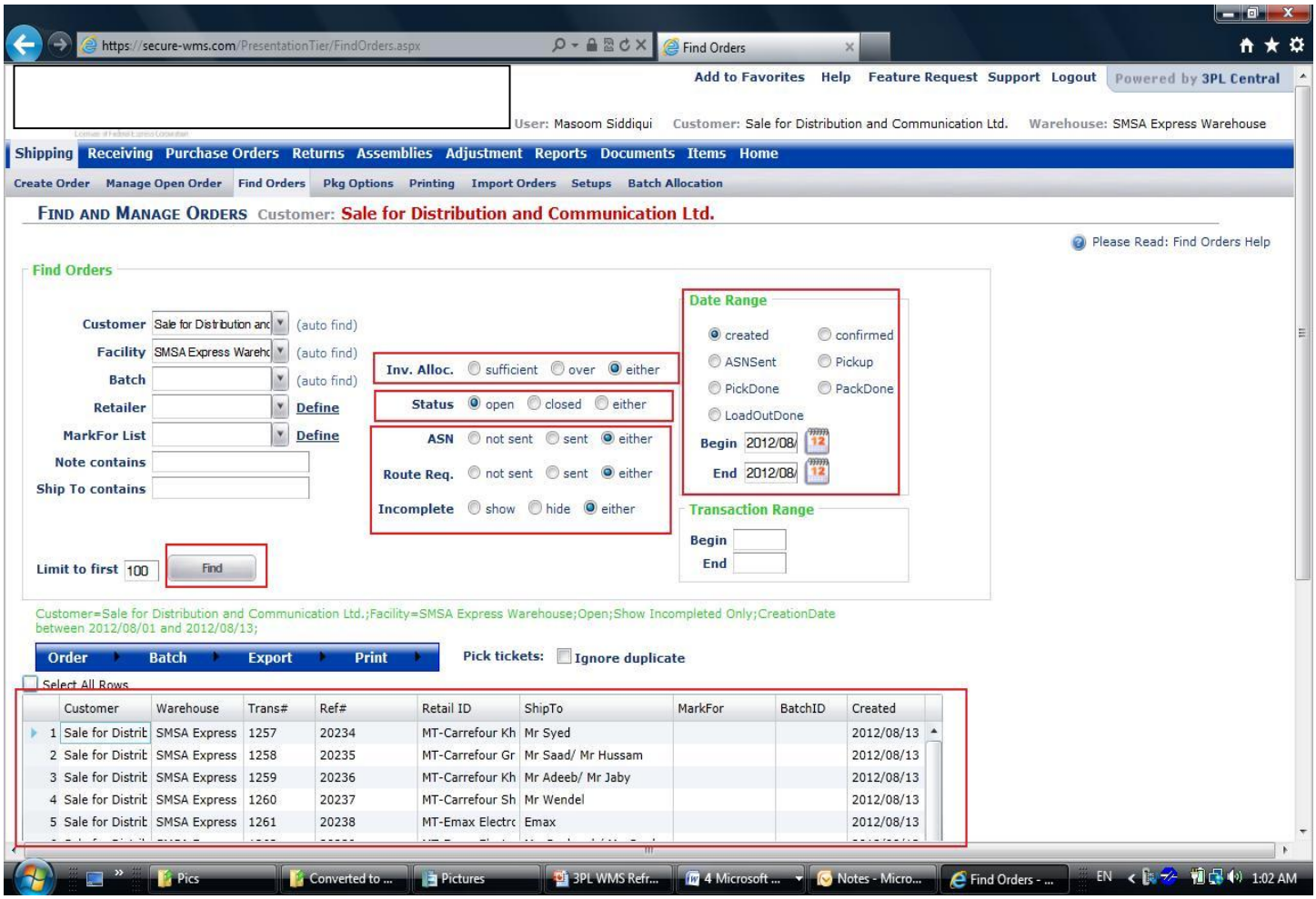
FIND ORDER FILTER Job Aid

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



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**



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