



Viewing A closed Order.

In this Guide, I will show you how to open/view a closed order

1st: Go to the “Order Overview” page

2nd: At the top under the field “Keyword” there will be a dropdown field called “Filters” If you click on that and select “closed orders” then hit search, this will bring up all your closed orders. If you wanted to filter it more, type in the order number within the keyword field to narrow down your search.

The screenshot shows a search interface with a 'Keyword' field and a 'Filter' dropdown menu set to 'Open Orders'. Below this is an 'Advanced Search' section with several filterable fields:

Customer Number	0	Product Tex
Supplier		Artwork
Summary Invoice	No Filter	Product No.
Payment Terms	No Filter	Address/Co
Number Range	No Filter	Insert Date

The screenshot shows the search interface with the 'Filter' dropdown set to 'Closed Orders'. Below the search fields is a table of results:

Drag a column header here to group by that column							
Full Order Number	Company Name	Sales Order Account Manager	Customer Administrator	Order A...	Action	Enc	
+	Tote Shoppers12	Autoteknic	Steve Carroll				
+	15	Brandev	Carroll		Confirm Deliver...		
+	Holiday Promo16	Blue Air	Alistair Mylchreest				
+	18	Outstanding Branding	Sarah Penn				
+	19	Autoteknic	Steve Carroll				
+	28	Brandev	Carroll				