
How to search for a sales order

1 From Click the Order Management Menu and select 'Sales Orders'

2 Search for Sales Order via Filters

Step 1 Select the Customer from the drop-down list

Step 2 Enter the Sales Order Number in the Sales Order No. filter box

Step 3 Click Filter

Step 4 Click on the Sales Order Hyperlink for more details

3 Search for Sales Order via Page Search

Step 1 Add the Sales Order in the search box - located on left hand side under the thick blue line

Step 2 Click the 'Search Icon' 

If you only have part of the sales order **Add an asterisk (*)** before and after. This will only search the columns that are underlined when you hover over them.

4 Sort Sales Data – **Once you have your data**

Step 1 Click the column heading you want to sort (the arrow indicates if its ascending or descending)

Step 2 Click the column heading again if you want to change the sort from ascending to descending

5 Export Sales Data

Step 1 Click Export

Step 2 Save Microsoft Excel report to local directly

Hints & tips

- Anywhere you see the wildcard pop-up box (shown right) with the message 'To search on partial text, use the asterisk (*) wildcard character':
- Add an asterisk (*) on either side to search for the character before and after the data
- Add an asterisk (*) after the number will only search data where other characters appear after the numbers only

