

Receive Menu (Purchase Orders & Transfers)

From the Receive screen contains the following tools to help locate your order:

- Search
- Status drop-down
- Filter menu

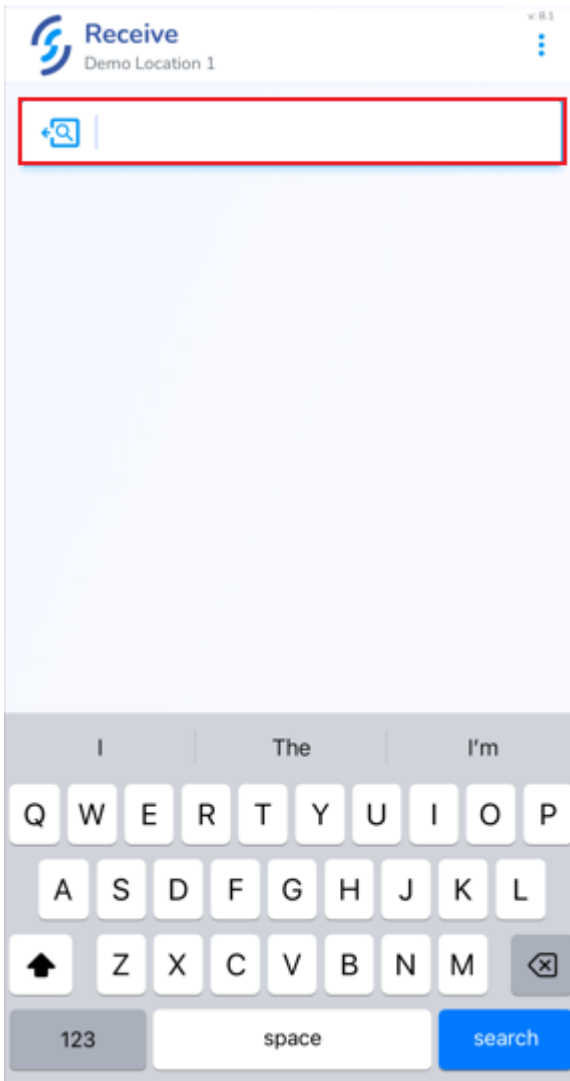
Below these filters are the orders

The screenshot shows the 'Receive' application interface for 'Demo Location 1'. At the top, there is a search bar with a magnifying glass icon, a dropdown menu currently set to 'All', and a filter icon. Below the filters, a list of orders is displayed, each with a colored header bar and detailed information. The orders are: 1. Purchase 15328 (Completed, 05/17/2025 3:22 PM, KAL SUPPLY, Receiving: 8, Total tags: 8). 2. Transfer order 65199 (Receiving, 02/26/2025 2:04 PM, Bin 1, Shipping: 7, Total tags: 7). 3. Purchase 36120 (Receiving, 12/23/2024 1:48 PM, DTB, Total tags: 4). 4. Transfer order 41657 (Receiving QC, 11/06/2024 11:19 AM, Demo Location 2, Receiving: 7, Shipping: 8, Total tags: 8). 5. Purchase order 34444 (Receiving, 10/29/2024 9:36 AM).

Order Type	Order ID	Status	Modified	Origin	Receiving	Shipping	Total tags
Purchase	Purchase 15328	Completed	05/17/2025 3:22 PM	KAL SUPPLY	8		8
Transfer	Transfer order 65199	Receiving	02/26/2025 2:04 PM	Bin 1		7	7
Purchase	Purchase 36120	Receiving	12/23/2024 1:48 PM	DTB			4
Transfer	Transfer order 41657	Receiving QC	11/06/2024 11:19 AM	Demo Location 2	7	8	8
Purchase	Purchase order 34444	Receiving	10/29/2024 9:36 AM				

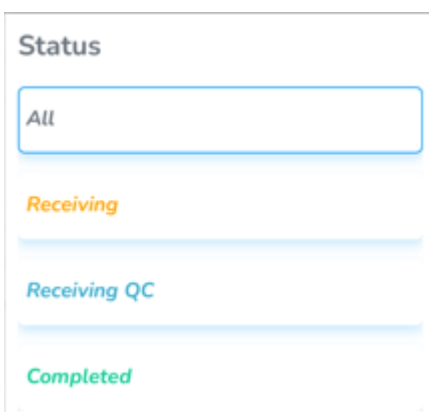
Search

- Click on the search window to lookup a specific order



Status Drop-down

- Use the Status drop-down to choose a specific status

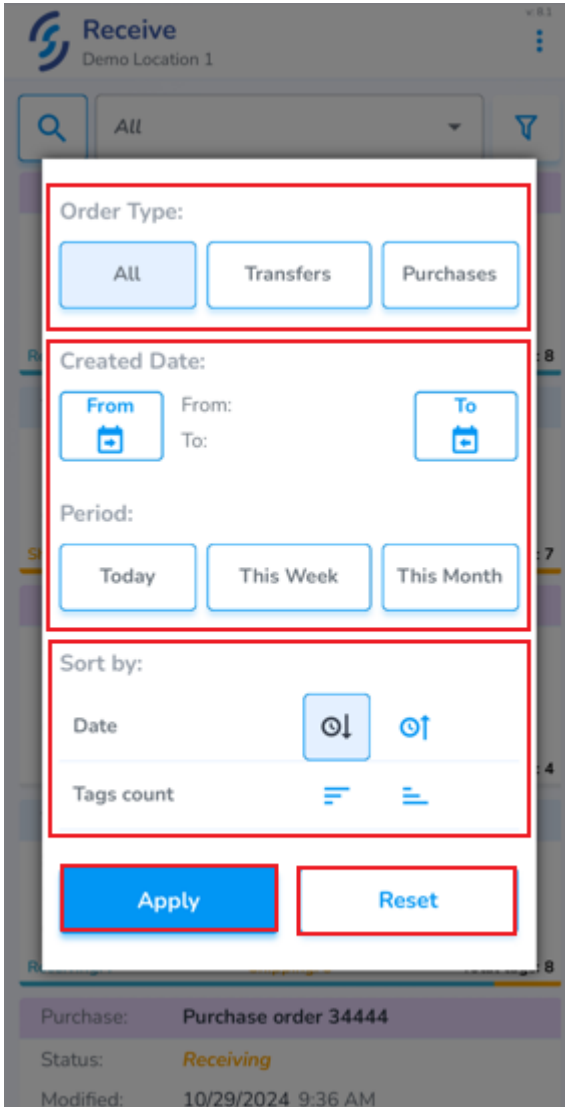


Filter Menu

Click on the funnel icon to view the filter menu

- **Order Type** allows to view all order types, or only view Transfers and/or Purchases

- **Created Date** allows to choose from and to dates to display orders from a specific timeframe
- **Period** provides quick filters to display today, this week & this month
- **Sort by** allows to sort oldest to newest, and Tags count from largest to smallest
- Click **Apply** to save the settings
- Click **Reset** to remove the saved filter



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