

Ship Menu (Sales Orders & Transfers)

From the Ship 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 'Ship' menu interface for 'Demo Location 1'. At the top, there is a search icon, a search input field containing 'All', and a filter icon. Below this is a list of orders, each with a header bar and details. The orders are:

- Sales: Sales 43183**
Status: *Shipping*
Modified: 05/17/2025 1:51 PM
Customer: Chuck Norris
Total tags: 3
- Sales: Sales 63747**
Status: *Shipping*
Modified: 02/04/2025 8:15 PM
Customer: Bill Johnson
Total tags: 1
- Sales: Sales 76567**
Status: *Shipping*
Modified: 11/01/2024 3:18 PM
Customer: Bride A
Total tags: 2
- Transfer: Transfer order 81511**
Status: *Shipping QC*
Modified: 11/01/2024 12:40 PM
Destination: Demo Location 2
Shipping: 2
Total tags: 2
- Sales: Sales 53591**

At the bottom of the screen, there is a blue button with a plus sign and the text '+ Create new transfer'.

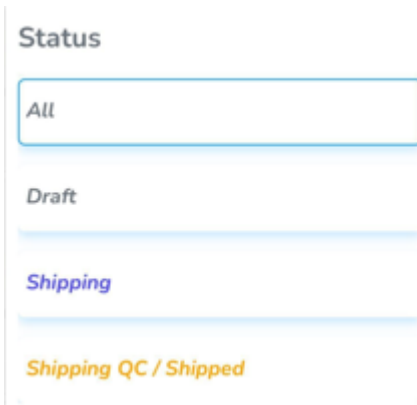
Search

- Click on the search window to lookup a specific order



Status Drop-down

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



You can expand the statuses to include Receive statuses for orders shipping by enabling [Display Receiving Statuses in Ship](#) menu from the [Application Settings](#)

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 Sales
- **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

Order Type:

All Transfers Sales

Created Date:

From From: To

Period:

Today This Week This Month

Sort by:

Date

Tags count

Apply Reset

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