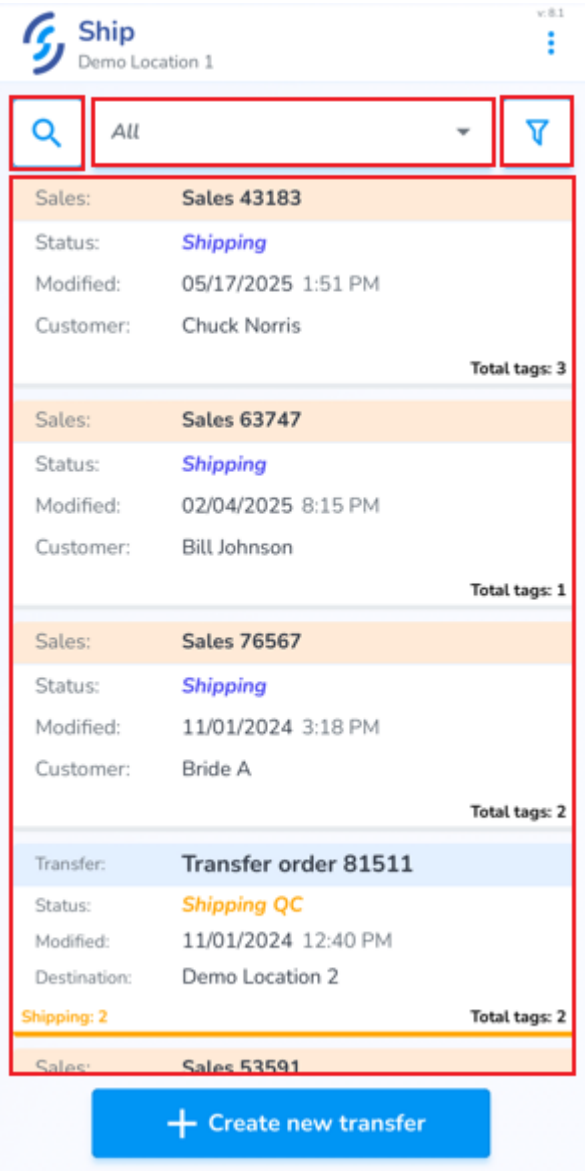


Mobile App: Ship Menu (Sales Orders & Transfers)

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



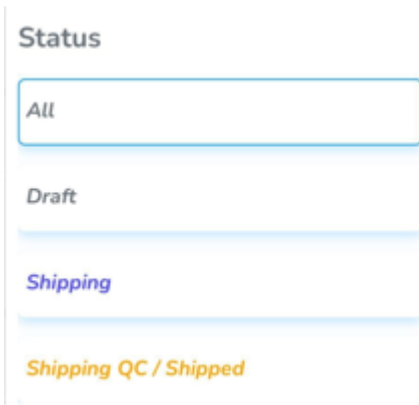
Search

- 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:

AllTransfersSales

Created Date:

From

From:

To

To:

Period:

TodayThis WeekThis Month

Sort by:

Date

Tags count

Apply

Reset