

Receive Menu (Purchase Orders & Transfers)

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

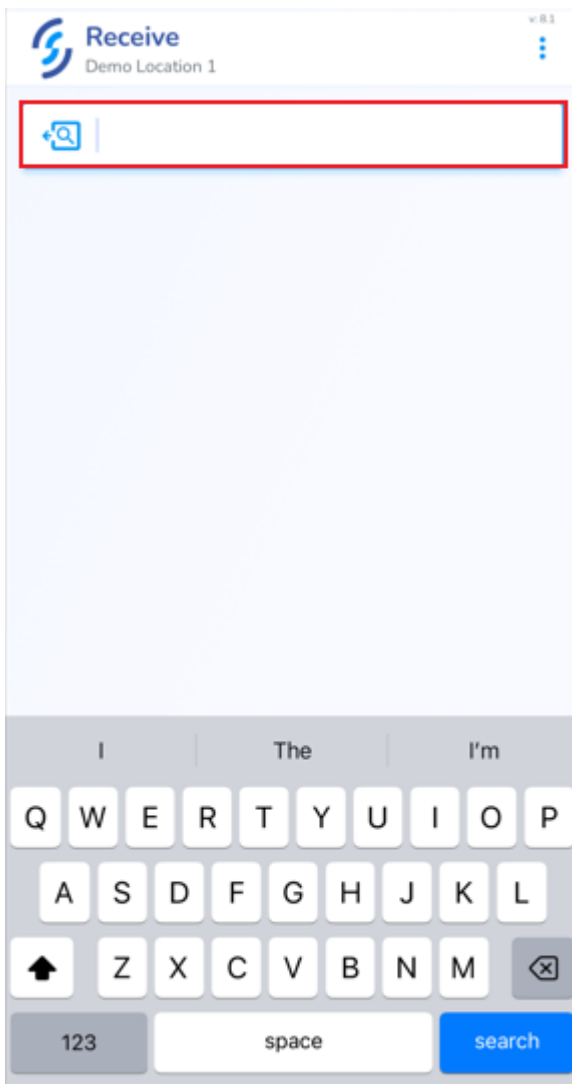
- Search
- Status drop-down
- Filter menu

Below these filters are the orders

 Receive Demo Location 1		v: 8.1 ⋮
	All ▾	
Purchase: Purchase 15328		
Status: Completed		
Modified: 05/17/2025 3:22 PM		
Origin: KAL SUPPLY		
Receiving: 8		Total tags: 8
Transfer: Transfer order 65199		
Status: Receiving		
Modified: 02/26/2025 2:04 PM		
Origin: Bin 1		
Shipping: 7		Total tags: 7
Purchase: Purchase 36120		
Status: Receiving		
Modified: 12/23/2024 1:48 PM		
Origin: DTB		
		Total tags: 4
Transfer: Transfer order 41657		
Status: Receiving QC		
Modified: 11/06/2024 11:19 AM		
Origin: Demo Location 2		
Receiving: 7 Shipping: 8		Total tags: 8
Purchase: Purchase order 34444		
Status: Receiving		
Modified: 10/29/2024 9:36 AM		

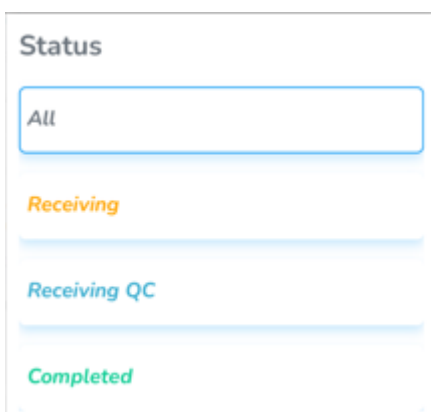
Search

- 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

Receive
Demo Location 1

Order Type:

All Transfers Purchases

Created Date:

From: To:

Period:

Today This Week This Month

Sort by:

Date [Down Arrow] [Up Arrow]

Tags count [Down Arrow] [Up Arrow]

Apply Reset

Purchase: Purchase order 34444

Status: *Receiving*

Modified: 10/29/2024 9:36 AM

Revision #8

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