

Standard Operating Procedures for:
Searching Document

AgWorks pursues a policy of continuous, ongoing development that ensures the highest quality standards combined with advanced, state-of-the-art technology for AgWorks products. For this reason, the features described in this Manual could differ from those in your current work environment.

Please contact AgWorks Support for any clarification needed
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Revisions:

Date	Author	Description
7/20/2012	Katie Bergthold	Creation of document.

Summary/Overview:

The following guide is to assist the user through searching for a specific document within AgWorks Delivery Doc.

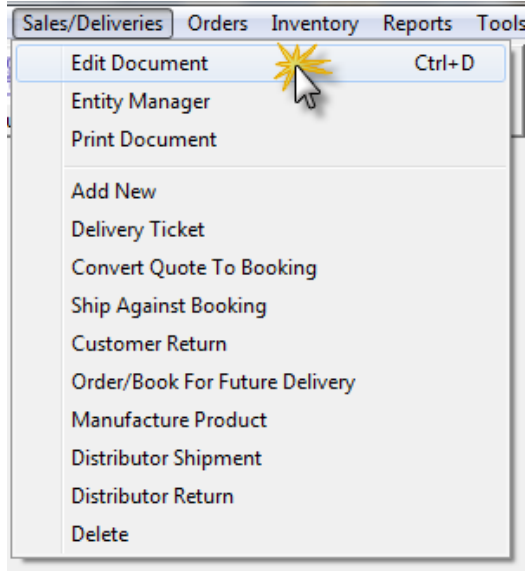
Warning/Notice:

This document assumes desired document had not been canceled or deleted from database.

Procedures for Searching Document:

1. Within Delivery Doc navigate to edit document (there are two ways to choose the Search Document option)

- Navigate under Sales/Deliveries> Edit Document



- **OR**
- On keyboard select Ctrl+D

2. Use Search/Filter to find desired document

A screenshot of a software interface titled 'All Documents'. It features a table with columns: TicketID, Created Date, Type of Document, Originated At, From/To, Inv, and OrderID. The table contains several rows of data, with the last row (TicketID 1601) highlighted in blue. Below the table is a 'Preview ticket' section showing details for ticket 1234. At the bottom, there is a 'Search/Filter' section with buttons for 'Name...', 'ID...', 'Order ID...', 'PO...', 'BOL...', and 'Import ID...'. There is also a 'Filter by Category...' dropdown and 'Show All Locations' and 'Show All' buttons. The 'Search/Filter' section is highlighted with a red box.

TicketID	Created Date	Type of Document	Originated At	From/To	Inv	OrderID
1588	3/23/2011 9:19:00 AM	Transfer Out	Miles Warehouse	ROGATOR #1		708
1590	3/23/2011 1:30:00 PM	Quote	Miles Warehouse	Hallsey	Ray	
1592	3/23/2011 2:18:00 PM	Delivery Ticket	Miles Warehouse	Filburg	Robert	
1594	3/24/2011 3:55:00 PM	Quote	Miles Warehouse	Filburg	Robert	
1595	3/24/2011 3:56:00 PM	Booking	Miles Warehouse	Filburg	Robert	
1596	4/5/2011 9:52:00 AM	Field Applicatio	ROGATOR #2	Filburg	Robert	761
1597	4/5/2011 9:52:00 AM	Transfer Out	Miles Warehouse	ROGATOR #2		761
1598	5/23/2011 11:12:00 AM	Quote	Miles Warehouse	Filburg	Robert	
1600	2/9/2012 8:30:00 AM	Company Purch	Miles Warehouse	Acme		
1601	2/9/2012 8:30:00 AM	Distributor Shipt	Miles Warehouse	Acme		

Preview ticket

BOL: 1234
10-34-0 [BULK] = 5 tons (Expected: 0, From PO: 1600)

Select Cancel

Search/Filter

Name... ID... Order ID... PO... BOL... Import ID...

Filter by Category... Show All Locations Show All

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- a. Name: filter searches name under From/To column
- b. ID: filter searches document ID number under TicketID column
- c. Order ID: filter searches Order ID number under OrderID column
- d. PO: filter searches manually input PO number within Distributor Shipments
- e. BOL: filter searches Bill Of Lading number within Distributor Shipments and Distributor Returns
- f. Filter by Category: Selecting category or subcategory filters display to selected items. User can view subcategories by selecting the cross hairs next to category.
 - i. Customer operation
 - 1. Delivery Ticket
 - 2. Customer Return
 - 3. Field Application
 - 4. Booking
 - 5. Quote
 - ii. Distributor operation
 - 1. Distributor Shipment
 - 2. Distributor Return
 - 3. Location Purchase Order
 - 4. Company Purchase Order
 - iii. Inside company
 - 1. Transfer Out
 - 2. Transfer In
 - 3. Delivery Truck Load
 - 4. Internal consumption
 - iv. Inventory adjustment
 - 1. Undefined-shortage (-)
 - 2. Breakage
 - 3. Theft
 - 4. Ship. error-shortage (-)
 - 5. Ship. error-long (+)
 - 6. Beginning inventory
 - 7. Undefined reason-long (+)
 - 8. Repackaged from
 - 9. Repackage to
 - 10. Production Usage
 - 11. Manufactured
- g. Show All Locations: filter defaults to show the location user is logged into. If user has admin rights selecting *Show All Locations* allows user to search companywide rather than location-wide.
- h. Drop down box: filter defaults to *Show All*
 - i. Show All
 - ii. Delayed Invoices
 - iii. Invoice
 - iv. To Be Invoiced
 - v. Bookings
 - vi. Changed Bookings
 - vii. Confirmed Bookings

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- viii. Unconfirmed Bookings
- ix. Partially Confirmed Bookings
- x. Shipments with Zero Cost