

**Standard Operating Procedures for:**  
Searching Order Delivery Receipt

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  
at (309) 623-4604, opt. 2 or [support@agworks.net](mailto:support@agworks.net).

**Revisions:**

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

**Summary/Overview:**

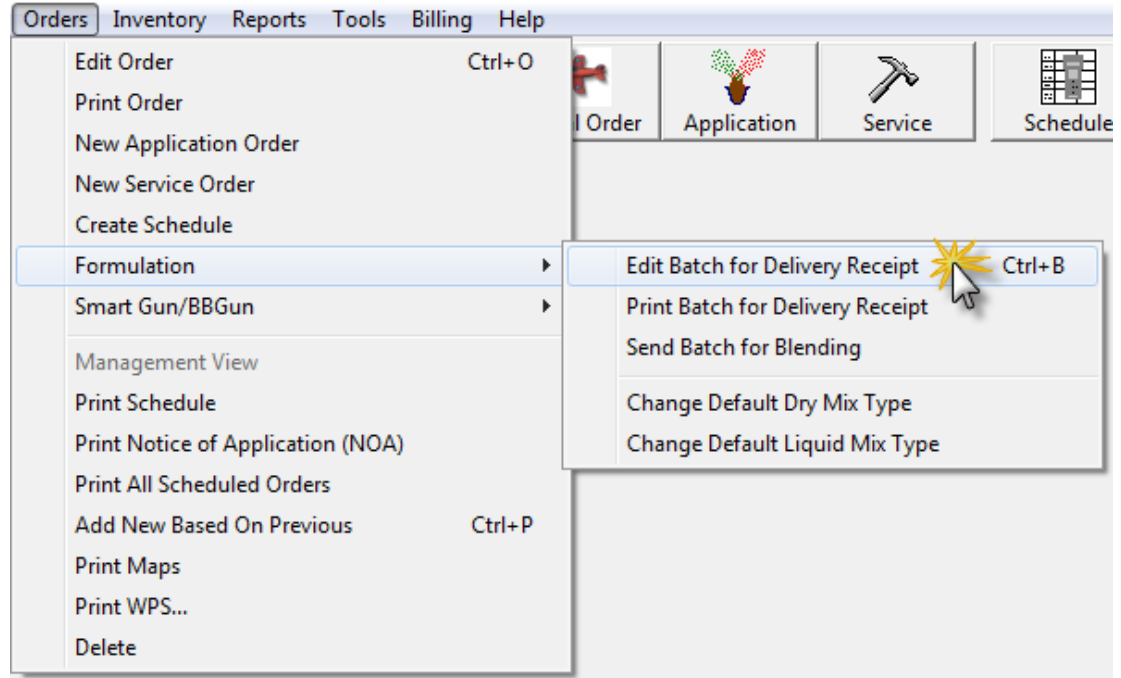
The following guide is to assist the user through searching for a specific Order Delivery Receipt. An Order Delivery Receipt is scaled product begun with an Order within Schedule.

**Warning/Notice:**

This document assumes desired Receipt had not been canceled or deleted from database and Order was formulated so Order Delivery Receipt exists.

**Procedures for Searching Document:**

1. Within Delivery Doc navigate to Order Delivery Receipt
  - Navigate under Orders> Formulation> Edit Batch for Delivery Receipt



- On keyboard select Ctrl+B

2. Use Search by to find desired document

**Select Delivery Receipt**

TicketID	Type of Document	OrderID	Tank	Name		
281	Order Delivery Receipt	737	Tender truck #1	Filburg	Robert	2/7/2011
284	Order Delivery Receipt	713	Tender truck #1	Filburg	Robert	3/17/2011
286	Order Delivery Receipt	751	Tender truck #1	Filburg	Robert	3/23/2011
287	Order Delivery Receipt	754	Tender truck #1	Bottom Line Bobs		3/23/2011
288	Order Delivery Receipt	751	Tender truck #1	Filburg	Robert	3/23/2011
290	Order Delivery Receipt	746	Blend	Filburg	Robert	3/24/2011
291	Order Delivery Receipt	761	Blend	Filburg	Robert	4/5/2011
292	Order Delivery Receipt	761	Blend	Filburg	Robert	
293	Order Delivery Receipt	705	Tender truck #1	Filburg	Robert	4/21/2011
295	Order Delivery Receipt	717	Blend	Filburg	Robert	4/21/2011
296	Order Delivery Receipt	750	Blend	Bolting	Roger	8/16/2011

Quick Search - type and press enter...

Preview

In-Plant Dry OrderID: 750 Batch: 1 of 1

46-0-0 [BULK] = 39003 lbs  
11-52-0 [BULK] = 15076 lbs  
0-0-62 [BULK] = 10253 lbs  
ZINC SULFATE 35.5% [50 lbs] = 1104 lbs  
K-Mag [BULK] = 8439 lbs  
BICEP II MAGNUM [BULK] = 49 gal

Select      Cancel      Search by: Name... TicketID... OrderID...      Show All Locations      Print

- Name: filter searches name Tank column
- TicketID: filter searches Order Delivery Receipt ID number under TicketID column
- Order ID: filter searches Order ID number under OrderID column
- Show All Locations: filter defaults to show the location the user is logged into. Selecting *Show All Locations* allows user to search companywide rather than location-wide.