

Standard Operating Procedures for:

Searching Order

Revisions:

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

Summary/Overview:

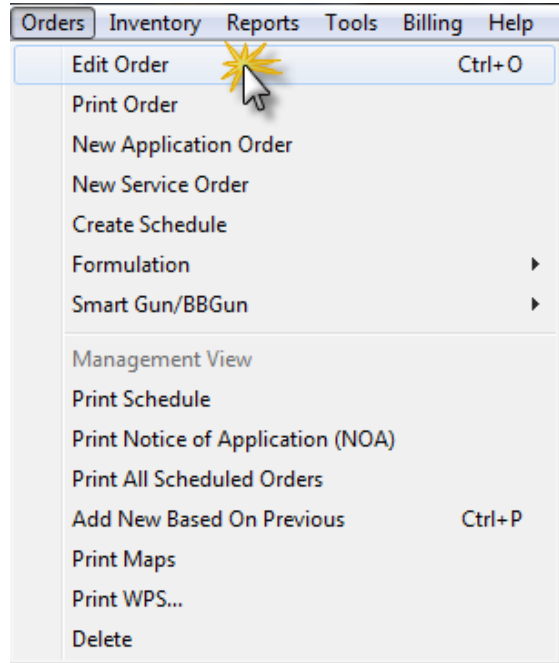
The following guide is to assist the user through searching for a specific Order.

Warning/Notice:

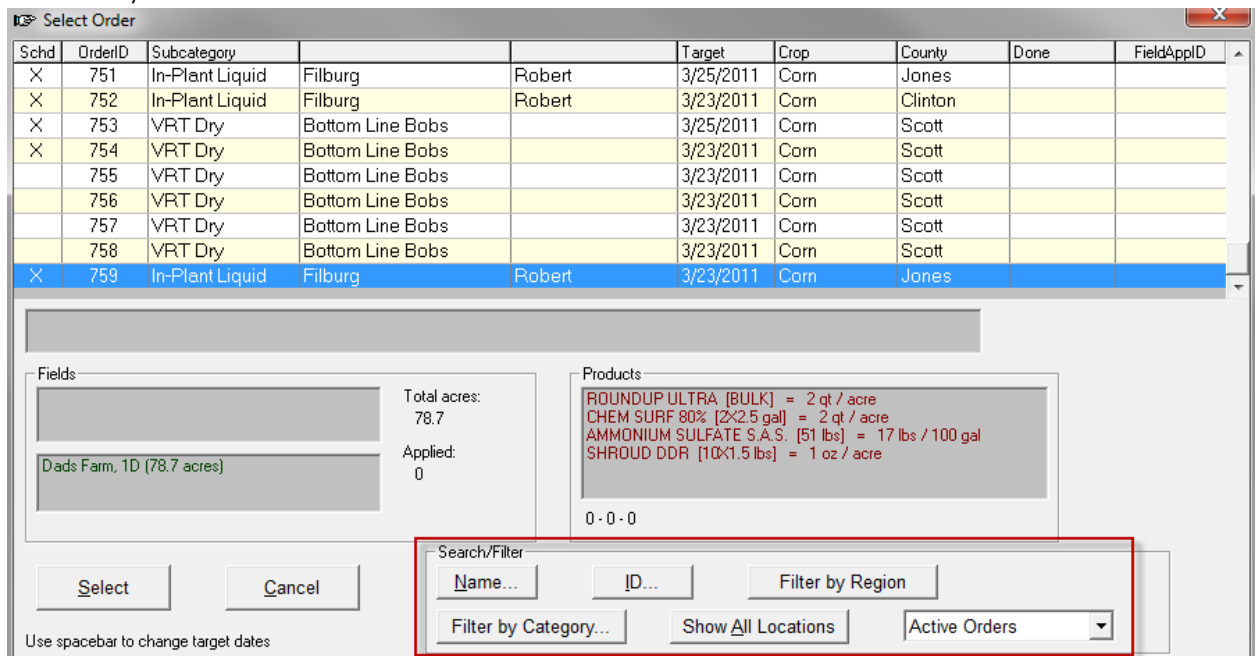
This document assumes desired Order had not been canceled or deleted from database.

Procedures for Searching Document:

1. Within Delivery Doc navigate to edit Order
 - Navigate under Orders> Edit Order



- On keyboard select Ctrl+O
2. Use Search/Filter to find desired Order



- a. Name: filter searches name under From/To column
- b. ID: filter searches document ID number under TicketID column
- c. Filter by Region: filters list by Region

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- d. 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. Application
 - 1. In-Field
 - 2. In-Plant Liquid
 - 3. In-Plant Dry
 - 4. NH3
 - 5. Crop planting
 - 6. In-Plant Dry Buggy
 - 7. NH3 with tillage
 - 8. VRT Dry
 - 9. Ag Lime
 - 10. Aerial (In-Field)
 - ii. Service
 - 1. Scouting
 - 2. Delivery
 - 3. Repair
 - 4. Soil sampling
 - 5. Other services
 - 6. Grid Soil Sampling
 - 7. Custom Soil Sampling
- e. Show All Locations: filter defaults to show location user logged into. If user has admin rights selecting *Show All Locations* allows user to search companywide rather than location-wide.
- f. Drop down box: filter defaults to *Active Orders*
 - i. Show All
 - ii. Done Orders
 - iii. Active Orders
 - iv. Canceled Orders
 - v. Orders in progress