

Order Enquiry

Aptean Ltd
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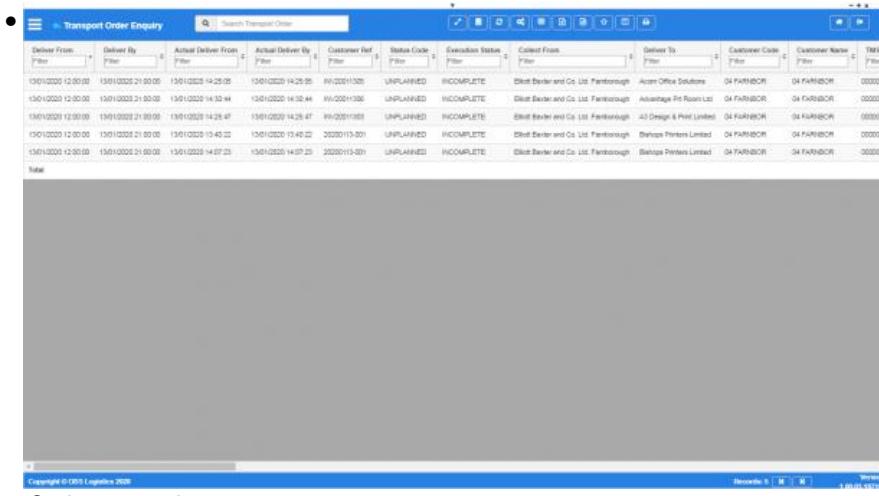
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1 Order Enquiry

This screen allows you to query and print orders in the system.

The screen has a more complex query filter than normal, due to the amount of data available to be entered for orders.

In this case, you select the field to be filtered from a drop-down list of all fields, then the operator, and then the value.



The screenshot shows a software interface titled 'Transport Order Enquiry'. The main area is a grid of data rows. Each row contains the following columns: Deliver From, Deliver By, Actual Deliver From, Actual Deliver By, Customer Ref, Status Code, Execution Status, Collect From, Deliver To, Customer Code, Customer Name, and TMS Ref. The data in the grid is as follows:

Deliver From	Deliver By	Actual Deliver From	Actual Deliver By	Customer Ref	Status Code	Execution Status	Collect From	Deliver To	Customer Code	Customer Name	TMS Ref
13/01/2020 12:00:00	13/01/2020 21:00:00	13/01/2020 14:25:59	13/01/2020 14:25:59	WV/20011020	UNPLANNED	INCOMPLETE	Elliott Bawler and Co. Ltd, Farnborough	Acorn Office Solutions	04 FARNBOR	04 FARNBOR	0000000
13/01/2020 12:00:00	13/01/2020 21:00:00	13/01/2020 14:32:44	13/01/2020 14:32:44	WV/20011020	UNPLANNED	INCOMPLETE	Elliott Bawler and Co. Ltd, Farnborough	Advantage Fit Rooms Ltd	04 FARNBOR	04 FARNBOR	0000000
13/01/2020 12:00:00	13/01/2020 21:00:00	13/01/2020 14:28:47	13/01/2020 14:28:47	WV/20011020	UNPLANNED	INCOMPLETE	Elliott Bawler and Co. Ltd, Farnborough	A3 Design & Print Limited	04 FARNBOR	04 FARNBOR	0000000
13/01/2020 12:00:00	13/01/2020 21:00:00	13/01/2020 14:49:22	13/01/2020 14:49:22	202001113-201	UNPLANNED	INCOMPLETE	Elliott Bawler and Co. Ltd, Farnborough	Bulwaps Printers Limited	04 FARNBOR	04 FARNBOR	0000000
13/01/2020 12:00:00	13/01/2020 21:00:00	13/01/2020 14:27:23	13/01/2020 14:27:23	202001113-001	UNPLANNED	INCOMPLETE	Elliott Bawler and Co. Ltd, Farnborough	Bulwaps Printers Limited	04 FARNBOR	04 FARNBOR	0000000

Orders enquiry

The list of fields are:

- Deliver From.
- Deliver By.
- Customer Ref.
- Status Code.
- Execution Status.
- Collect From.
- Deliver To.
- Customer Code.
- TMS Ref.
- Order Entry Date.
- Booking Ref.
- Collection Booking Ref.
- Organisation Code.
- Collect From Code.
- Collect Address Line 1.
- Collect Address Line 2.
- Collect Address Line 3.
- Collect Town.
- Collect Country Code.
- Collect PostCode.
- Collect Postal Region.
- Deliver To Code.
- Deliver Address Line 1.
- Deliver Address Line 2.
- Deliver Address Line 3.
- Deliver Town.
- Deliver Country Code.
- Deliver PostCode.
- Deliver Postal Region.
- Collect From.
- Collect By.
- Owner Location Name.
- Owner Address Line 1.



- Owner Address Line 2.
- Owner Address Line 3.
- Owner PostCode.
- Owner Postal Region.
- Total Quantity.
- Total Volume (m³).
- Total Weight (KG).
- Total BaseUE.
- Revenue.
- Cost.
- Margin.
- Active.
- Created By.
- Created Date.
- Last Updated By.
- Last Updated Date.
- Last Active Change By.
- Last Active Change Date.
- Last Process Id.
- Update Counter.

The operators are:

- *Is Equal To* - the orders' data must match your entered criteria exactly.
- *Is Not Equal To* - the orders' data must not match your entered criteria exactly.
- *Is Greater Than* - the orders' data must be greater, alphabetically or numerically, than your entered criteria. Note that symbols and a space are considered "less than" alphabetic or numeric data.
- *Is Less Than* - the orders' data must be less than, alphabetically or numerically, than your entered criteria. Note that symbols and a space are considered "less than" alphabetic or numeric data.
- *Is Greater or Equal To* - the orders' data must be greater than or exactly equal to, alphabetically or numerically, than your entered criteria. Note that symbols and a space are considered "less than" alphabetic or numeric data.
- *Is Less Than or Equal To* - the orders' data must be less than or exactly equal to, alphabetically or numerically, than your entered criteria. Note that symbols and a space are considered "less than" alphabetic or numeric data.
- *Is In* - the orders' data must be one of the values you listed in your criteria.
- *Is Not In* - the orders' data must not be one of the values you listed in your criteria.
- *Is Like* - the orders' data must be similar to your entered criteria. Note that you must use a percentage symbol as a wildcard e.g. to find anything with the word "PLAN" anywhere, enter %PLAN%, but find only things that start with "PLAN", enter PLAN%.
- *Is Not Like* - the orders' data must not be similar to your entered criteria. The percentage wildcard can also be used here.

When you have entered your query criteria, you can run the query using the **Submit** button.

You can clear the criteria entered by clicking the **Reset** button. This will display the Results Table, as seen below.

The pop-up can be closed with the **Cancel** button or by closing the pop-up window.

You can choose to display data as follows:

- Deliver From.
- Deliver By.
- Customer Ref.
- Status Code.
- Execution Status.
- Collect From.
- Deliver To.
- Customer Code.
- TMS Ref.
- Order Entry Date.
- Booking Ref.
- Collection Booking Ref.
- Organisation Code.
- Collect From Code.
- Collect Address Line 1.



- *Collect Address Line 2.*
- *Collect Address Line 3.*
- *Collect Town.*
- *Collect Country Code.*
- *Collect PostCode.*
- *Collect Postal Region.*
- *Deliver To Code.*
- *Deliver Address Line 1.*
- *Deliver Address Line 2.*
- *Deliver Address Line 3.*
- *Deliver Town.*
- *Deliver Country Code.*
- *Deliver PostCode.*
- *Deliver Postal Region.*
- *Collect From.*
- *Collect By.*
- *Owner Location Name.*
- *Owner Address Line 1.*
- *Owner Address Line 2.*
- *Owner Address Line 3.*
- *Owner PostCode.*
- *Owner Postal Region.*
- *Total Quantity.*
- *Total Volume (m³).*
- *Total Weight (KG).*
- *Total BaseUE.*
- *Revenue.*
- *Cost.*
- *Margin.*
- *Active.*
- *Created By.*
- *Created Date.*
- *Last Updated By.*
- *Last Updated Date.*
- *Last Active Change By.*
- *Last Active Change Date.*
- *Last Process Id.*
- *Update Counter.*

The screen has the following additional actions on the screen header:

-  **Print** - you can print the order with this button.

