



# Global 3000 Service Pack Note

## Updated Options for Sales Order Reporting

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<b>Project</b>	zs60_000187.doc	
<b>Version</b>	1.0	1 of 2

## INTRODUCTION

This service pack extends the selection criteria used when printing orders to provide an option to print for a range of products.

The changes extend the selection criteria for order reporting to provide the ability to print the reports for a range of products.

## DOCUMENTATION CHANGES

### Order Reporting – Selection Criteria Window

The screenshot shows a software window titled "global-dev:23 - P2 - Sales Order Reporting". Inside, there is a "Selection Criteria" dialog box with a "Details" section. The "Details" section contains several filter fields: "Location" (a dropdown menu), "Customer" (two dropdown menus labeled "From" and "To" with text boxes containing "First" and "Last" respectively), "Delivery address" (a dropdown menu), "Sales Rep." (a dropdown menu), "Territory" (a dropdown menu), "Product" (two dropdown menus labeled "From" and "To" with text boxes containing "First" and "Last" respectively), "Class" (two dropdown menus labeled "From" and "To"), "Order date" (two date pickers labeled "From" and "To"), "Required date" (two date pickers labeled "From" and "To"), and "Order number" (two dropdown menus labeled "From" and "To"). Below these fields is a checkbox labeled "Include orders with no required date?". At the bottom of the dialog are three buttons: "Search", "< Back", and "Next >". The taskbar at the bottom of the window shows "Partition 2 Computer 1D", "10:08:21", "DCP", "SO241A/LC", and "EDT".

**Product from...to** Set these to limit the orders included based on the product. These can be left blank to include orders either the 'first' or 'last' product on file. To restrict the report to a single product enter the same product in each prompt A search is available.

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