How to View Open Orders

The **Open Orders Search** screen display the lists of active sites with an open order.

Here is how to use and view this report.

1. Open Consumption Site screen. Consumption Site Search screen will display focusing on the default tab - Site.
2. Navigate to **Open Order tab**. This tab will display all the sites with open call entries.
3. Opening a specific call order will automatically open the site focusing on **Order tab**.
4. Open Order details can be customized by right clicking any of the **Column Header > Columns**. Select/Deselect from the column lists the details you want to display on the search screen.
5. The search screen can be also filtered, exported and printed like a report. Click on the **Advanced Filter icon** (magnifying glass) and select/enter specific filters. Click the same icon to add more filters.
6. Hit the **Enter Key** to apply the filters and display the results.
7. The results can be exported via **Export button** on the following format - PDF, Excel, Text, CSV.
8. Exporting the records will download a file from the browser. Opening the downloaded exported file will open another browser tab if PDF file while the rest opens on the specific applications available on your computer.

   Here's the sample exported records on different format:

   PDF

   Text

   CSV

   Excel

9. **Print** the report.

The Open Call Entries Search screen display the lists of active sites with open call entries.

Here is how to use and view this report.

1. Open Consumption Site screen. Consumption Site Search screen will display focusing on the default tab - Site.
2. Navigate to **Open Call Entries tab**. This tab will display all the sites with open call entries.

3. Opening a specific call entry will automatically open the site focusing on **Call Entry tab**.

4. Open Call Entry details can be customized by right clicking any of the **Column Header > Columns**. Select/Deselect from the column lists the details you want to display on the search screen.

5. The search screen can be also filtered, exported and printed like a report. Click on the **Advanced Filter icon** (magnifying glass) and select/enter specific filters. Click the same icon to add more filters.
6. Hit the **Enter Key** to apply the filters and display the results.

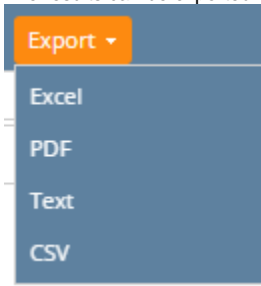7. The results can be exported via **Export button** on the following format:

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