

Order Change Log Report


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Order Change Log

Purpose: This report is designed to show you all of the logged changes made to orders. This is a great report to see who changed the start date, worker comp code, worksite, etc. in order for you to follow up with them to see why they made the given change.

Start Date: 9/1/2017 End Date: 10/16/2017
Order ID: Group By: Order
Customer ID: Updated by Rep:
Customer - Department Name: alpha

1 of 1 100% Find | Next

Order Change Log
High Tech Staffing Entity Level (Hierid 2) 
Changes made to order records between 9/1/2017 and 10/16/2017

Customer - Department	Customer Id	Order ID	Date Updated	Updated by Rep	Confirmed	Date Time Order Taken	Note	Job Description
Order ID: 4295067710								
Alpha Electric - Primary	4295012462	4295067710	10/13/2017 10:12 AM	shawna.bradt	False	8/31/2017 12:47 PM		
Alpha Electric - Primary	4295012462	4295067710	10/13/2017 10:12 AM	shawna.bradt	False	8/31/2017 12:47 PM		
Order ID: 4295067760								
AlphaControl - Shipping	2284	4295067760	9/12/2017 5:19 PM	alongnecker	False	9/12/2017 5:19 PM		
AlphaControl - Shipping	2284	4295067760	9/12/2017 5:19 PM	alongnecker	False	9/12/2017 5:19 PM		
AlphaControl - Shipping	2284	4295067760	9/12/2017 5:19 PM	alongnecker	False	9/12/2017 5:19 PM		

Parameters:

1. Start Date: The starting date updated of your desired date range.
2. End Date: The ending date updated of your desired date range.
3. Customer – Department Name: Filters by a given customer based upon the customer name – department name.
4. Group By: A list of different fields to group the data into on the report. Has the following options:
 - a. (no grouping)
 - b. Customer – Department

c. Order

d. Updated by Rep

5. Customer ID: Allows you to filter by a specified customer ID.

6. Order ID: Allows you to filter by a specified order ID.

7. Updated by Rep: Allows you to filter by a specific rep name to see what changes they've made.

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