

# Order Register Report

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## Order Register

Purpose:

This report allows you to find orders based on many different filtering options. It is a great report to use for auditing your outstanding orders or get a list of all closed orders for a specific client or branch.

The screenshot shows the Order Register Report interface. At the top, there are several filter fields: Branch Name (Canada Test, CardiffUK, Eag), Order Status (Unfilled), Start Date (11/1/2017), Customer Filter, Date Filter (Start Date), Group By (Start Date), End Date (11/16/2017), and Department Filter. A View Report button is located on the right. Below the filters is a navigation bar with a search icon and the text 'Find | Next'. The main content area is titled 'Order Register' and includes the text 'High Tech Staffing' and 'tempworks SOFTWARE'. It states: 'Orders with a Start Date between 11/1/2017 and 11/16/2017 grouped by Start Date, from the following selected branches: (All Branches Selected)'. The data is presented in a table with columns: Customer, Department, Order ID, Order Status, Start Date, End Date, Rep Name, Job Title, Shift, Bill Rate, Pay Rate, Required, and Assigned. The table is grouped by start date into three sections: 11/01/2017 (3 Orders), 11/02/2017 (3 Orders), and 11/06/2017 (1 Order).

Customer	Department	Order ID	Order Status	Start Date	End Date	Rep Name	Job Title	Shift	Bill Rate	Pay Rate	Required	Assigned
<b>START DATE: 11/01/2017</b>												
Cross Lake	Primary	4295077918	Unfilled	11/1/2017		erika.winberg	Welder	1	\$18.00	\$12.00	7	0
Murphy Construction	Warehouse	4295078071	Unfilled	11/1/2017		ejames	Forklift	1	\$21.00	\$15.00	2	0
Murphy Construction	Receiving	4295078070	Unfilled	11/1/2017	11/1/2017	ejames	Laborer	Evening	\$23.00	\$15.00	3	0
												<b>3 Orders</b>
<b>START DATE: 11/02/2017</b>												
Murphy Construction	Receiving	4295078072	Unfilled	11/2/2017	11/1/2017	ejames	Laborer	Evening	\$23.00	\$15.00	3	0
Beta Electric	Primary	4295078077	Unfilled	11/2/2017	12/2/2017	alexander.swanson	Bar Staff	1	\$18.12	\$12.00	5	4
Beta Copies	Primary	4295078082	Unfilled	11/2/2017		HostEva5	Unknown	1	\$16.80	\$12.00	1	0
												<b>3 Orders</b>
<b>START DATE: 11/06/2017</b>												
Willie's Welding	Primary	4295078057	Unfilled	11/6/2017	11/10/2017	HostEva2	Welder	1	\$33.00	\$22.00	6	2

Parameters:

1. Branch: A drop down list of all branches in the user's current hierarchy. Is a multi-value parameter so they can select all branches, just one specific branch or any combination of different branches in the list.
2. Date Filter: A drop down determining what field your date range filters on.
  - a. Start Date of order
  - b. End Date of order
  - c. Date Opened of order

3. Order Status: A drop down list of all order statuses in the user's current hierarchy. Is a multi-value parameter so they can select all order statuses, just one specific order status or any combination of different order statuses in the list.

4. Group By: A list of different fields to group the data into on the report. Has the following options:

- a. Branch
- b. Customer
- c. Department
- d. Start Date
- e. Shift
- F. Job Title

5. Start Date: Starting date of your desired date range.

6. End Date: Ending creation date of your desired date range.

7. Customer Name: The customer name on the order that the assignment is tied to.

8. Department Name: The department name on the order that the assignment is tied to.

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