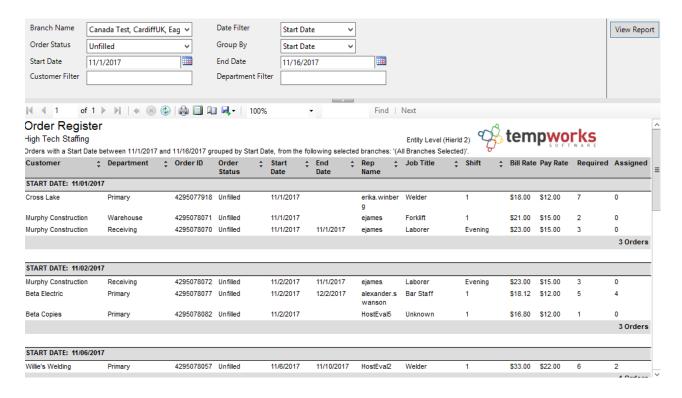
# **Order Register Report**

Last Modified on 05/22/2018 1:47 pm CDT

### **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.



#### 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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