Fill order
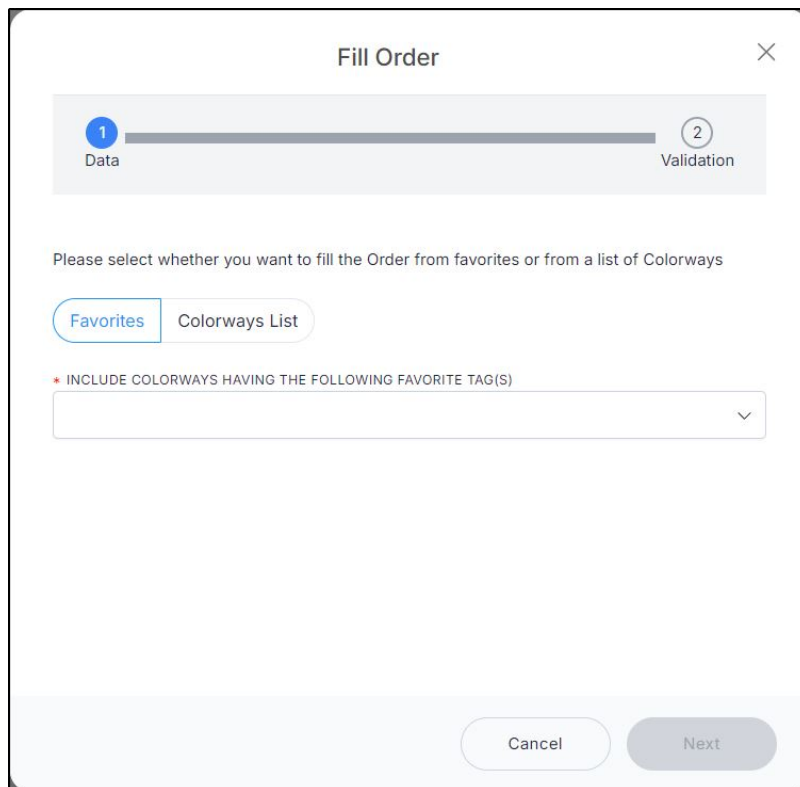
To add orderlines to an order, follow these steps:

1. Select the order you want, then click **Fill order**, the following window appears:

2. Select the favorite tags you want their colorways to be added to the order, or click Colorways list if you want to paste the colorway numbers as shown below:

3. Paste the list of colorway numbers, then click **Next**, the following window appears:

If any of the colorway numbers is invalid or unavailable, a message appears on the window informing you that orderlines will not be created. Only colorways assigned to the customer's segmentation can be added to the order.

4. Click **Fill**, the orderline(s) are added to your order as shown below:

Every delivery date has a separate column as shown above. If the delivery date is not available or inactive, or the colorway does not have sizes, a tooltip appears as shown in the above example, and quantities cannot be entered. To remove any of the orderlines, click the checkbox next to it, then click **Remove orderlines**.

5. Click the delivery date you want next to the colorway, the following window appears:

The window shows the sizes of the selected orderline.

6. Enter the quantity you want to order of each size, you can move between sizes by pressing the **Tab** key,
7. Click **Apply**, the quantity and total price are updated,
8. Repeat the above steps to add more orderlines and add their quantities.
9. Click **Save** to save the changes done to the order and the order is synchronized with T1.

The order status is still "Draft". You can send it to T1 as mentioned next.