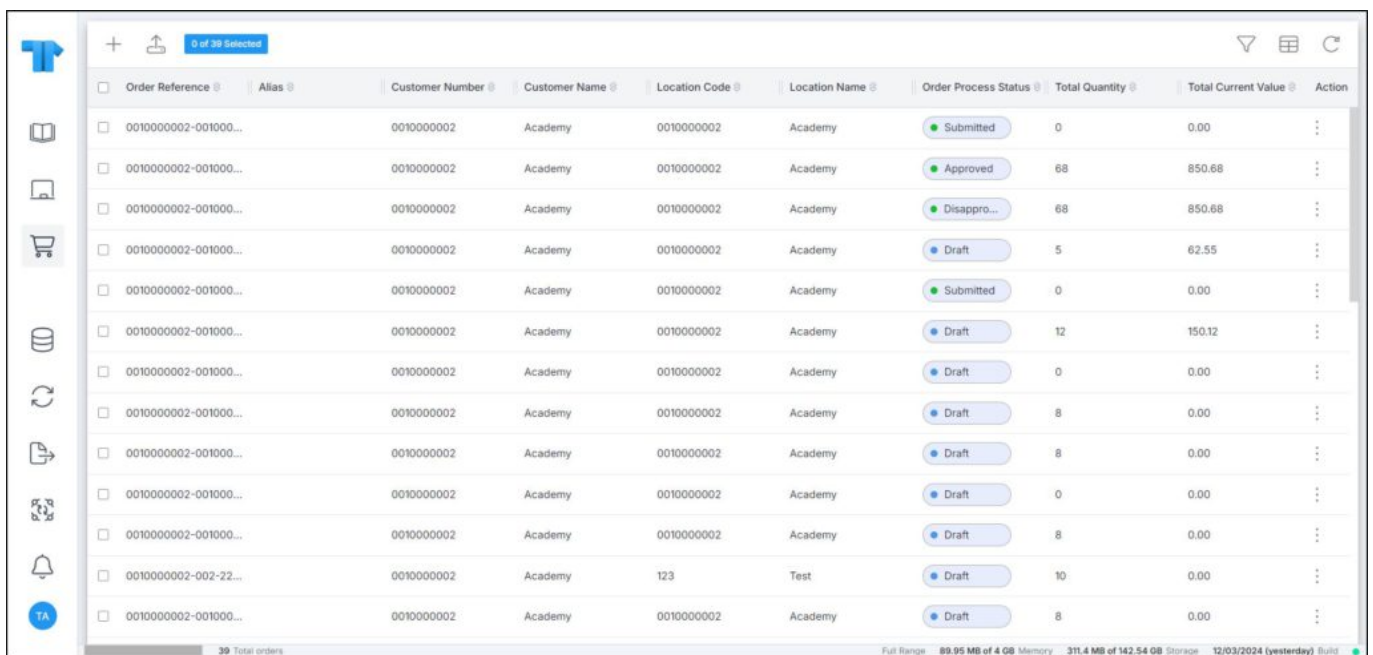


Orders

Through the Orders module you can create orders, import orders, fill orders with orderlines and specify their quantities, and send those orders to T1 for processing, among other actions.

Orders are automatically synchronized with T1, so if an order is in T1 and not in T1 Studio web, it is automatically created on T1 Studio Web, and if the order exists in both T1 and T1 Studio Web, the older order is overwritten.

Go to **Orders**, the following window appears:



Order Reference	Alias	Customer Number	Customer Name	Location Code	Location Name	Order Process Status	Total Quantity	Total Current Value	Action
0010000002-001000...		0010000002	Academy	0010000002	Academy	Submitted	0	0.00	⋮
0010000002-001000...		0010000002	Academy	0010000002	Academy	Approved	68	850.68	⋮
0010000002-001000...		0010000002	Academy	0010000002	Academy	Disappro...	68	850.68	⋮
0010000002-001000...		0010000002	Academy	0010000002	Academy	Draft	5	62.55	⋮
0010000002-001000...		0010000002	Academy	0010000002	Academy	Submitted	0	0.00	⋮
0010000002-001000...		0010000002	Academy	0010000002	Academy	Draft	12	150.12	⋮
0010000002-001000...		0010000002	Academy	0010000002	Academy	Draft	0	0.00	⋮
0010000002-001000...		0010000002	Academy	0010000002	Academy	Draft	8	0.00	⋮
0010000002-001000...		0010000002	Academy	0010000002	Academy	Draft	8	0.00	⋮
0010000002-001000...		0010000002	Academy	0010000002	Academy	Draft	0	0.00	⋮
0010000002-001000...		0010000002	Academy	0010000002	Academy	Draft	8	0.00	⋮
0010000002-002-22...		0010000002	Academy	123	Test	Draft	10	0.00	⋮
0010000002-001000...		0010000002	Academy	0010000002	Academy	Draft	8	0.00	⋮

Orders are listed. For each one, the order reference, customer number, customer name, location code, location name, order status, order quantity and value, are displayed. You can use the filter function to search for specific orders using any of the columns and update columns and their sequence using the column chooser.

Orders can have one of the following statuses:

- **Draft:** the order is created and not yet sent to T1 for processing.
- **Submitted:** the order is sent to T1 to be processed by the authorized users, e.g. approved, rejected, confirmed, etc.

- **Approved:** the order is approved by authorized users.
- **Disapproved:** the order is approved by authorized users.
- **Reopened:** the order is open, and can be updated then submitted again to T1.

The following sections discuss how to create a new order, fill orders, import an order and send it, etc.