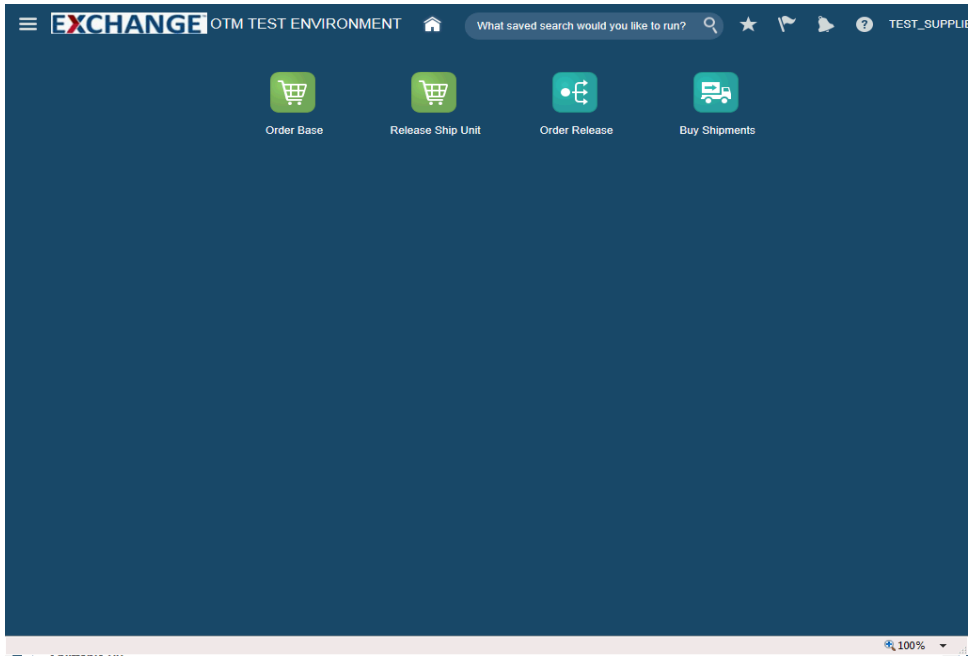
Search / View Order Release

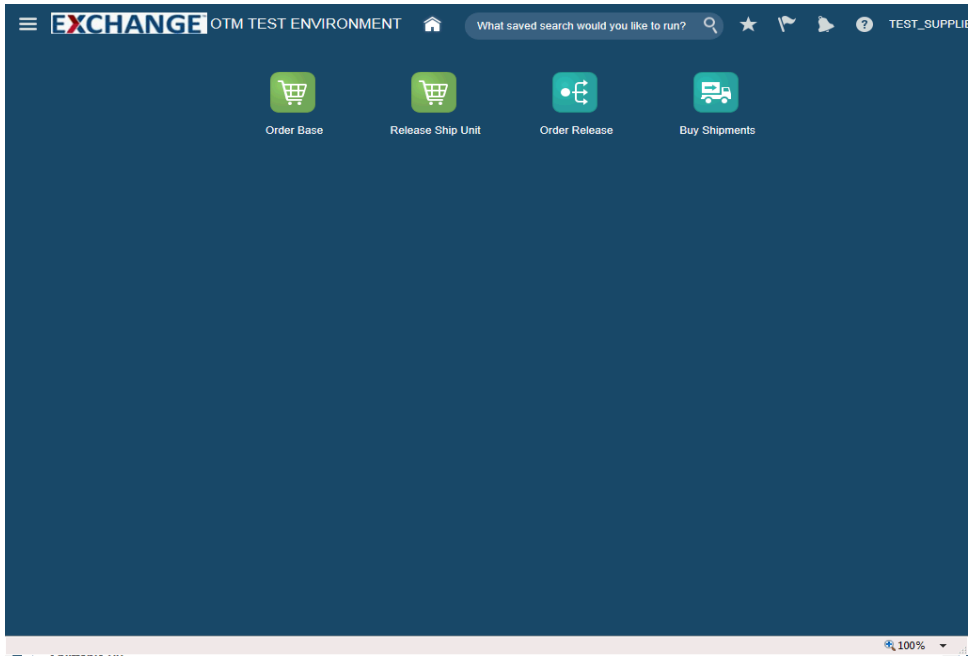
Search / View Order Release



Upon completion of this topic, you will be able to:

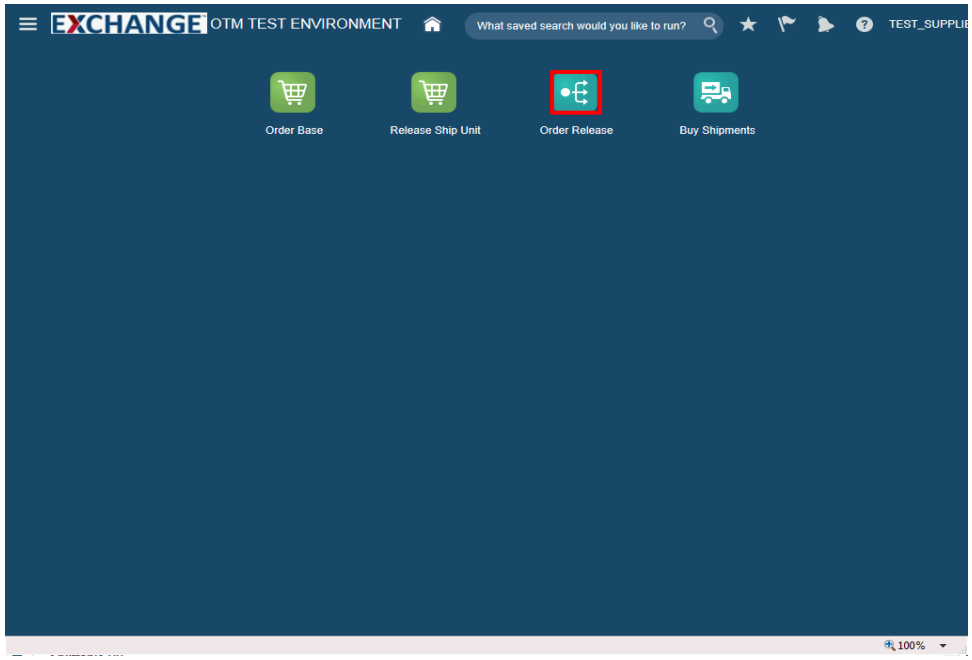
- Search order release
- View order release

Search / View Order Release



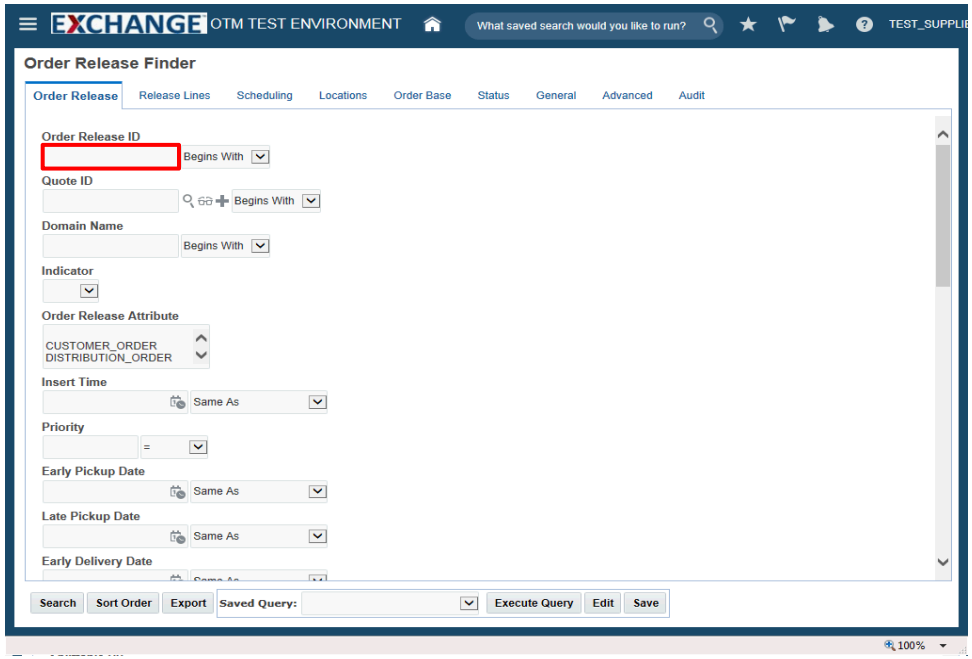
Step 1

The next steps demonstrate how to search for an order release.



Step 2

Click the **Order Release** button.

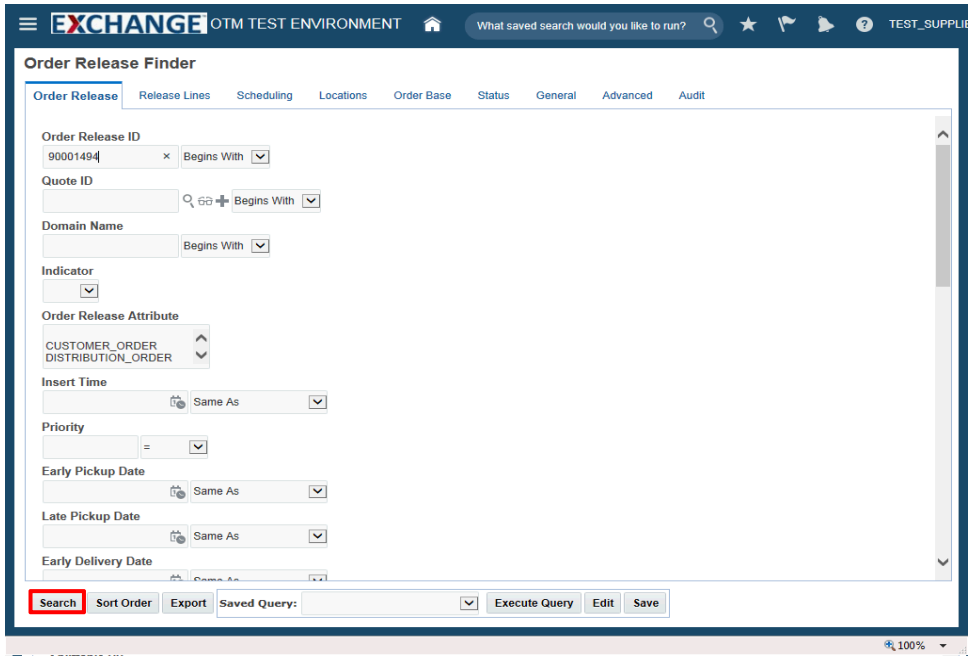


Step 3

Enter search criteria into the appropriate field(s).

Example: **Order Release ID** field, enter a valid order number, **90001494**

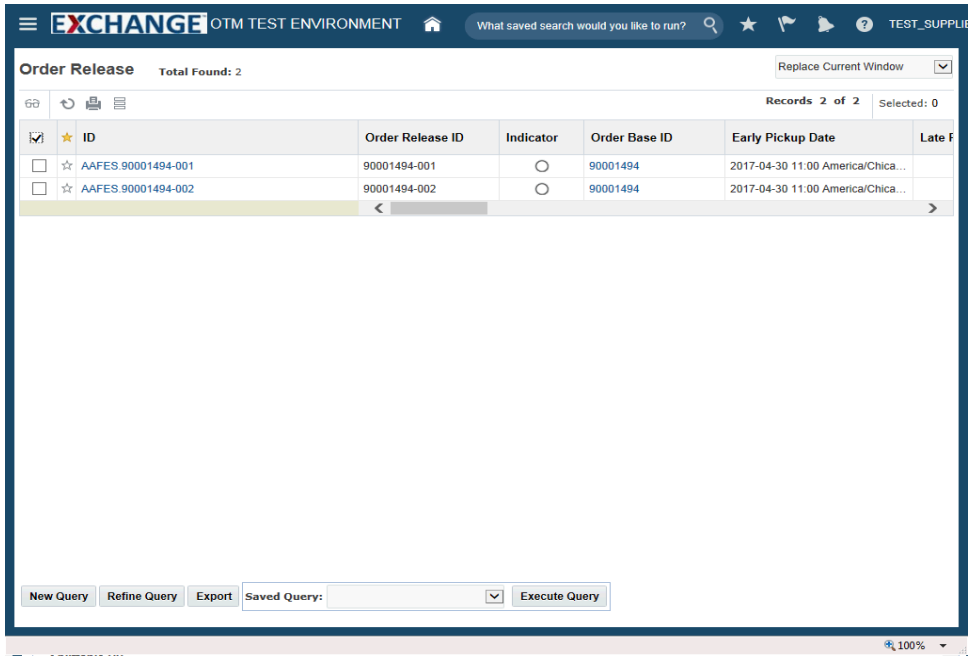
Search / View Order Release



Step 4

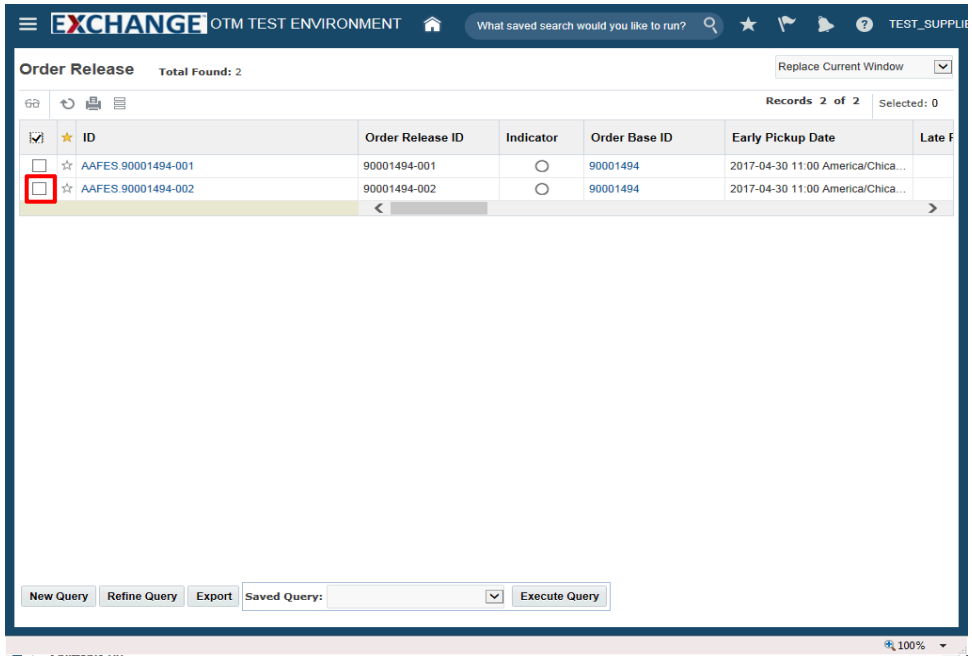
Click the **Search** button.

Search / View Order Release



Step 5

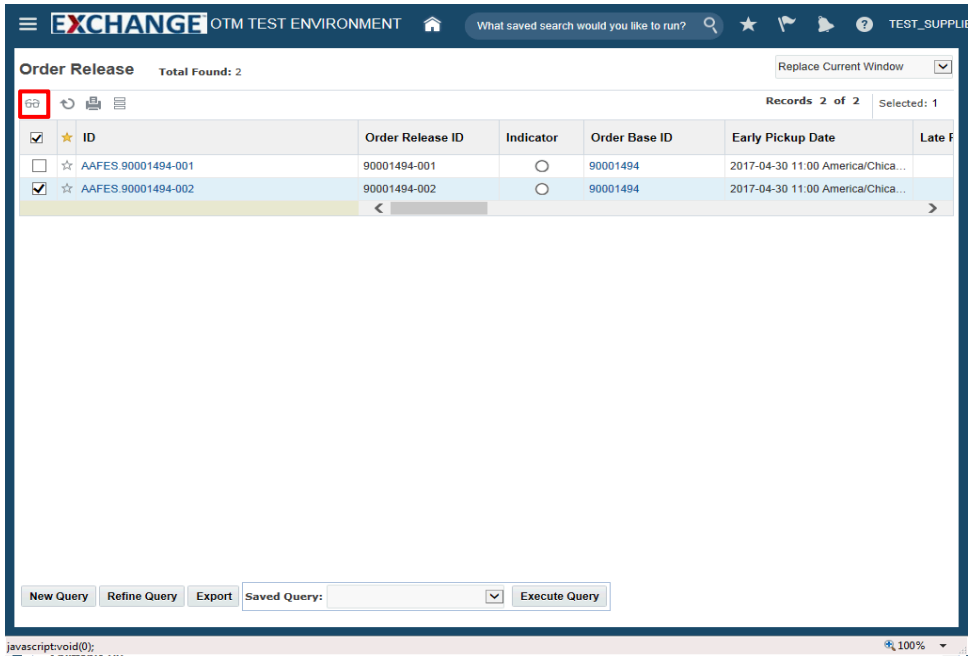
The next steps demonstrate how to view an order release.



Step 6

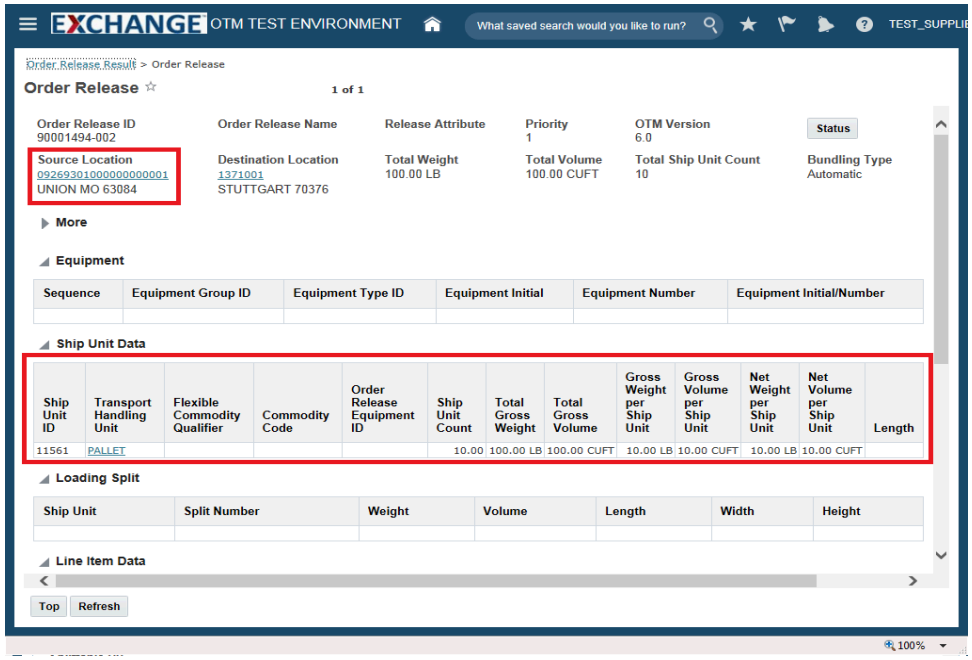
Click the checkbox to the left of the ID.

Example: **AAFES.90001494-002**



Step 7

Click the **Glasses** graphic.



Step 8

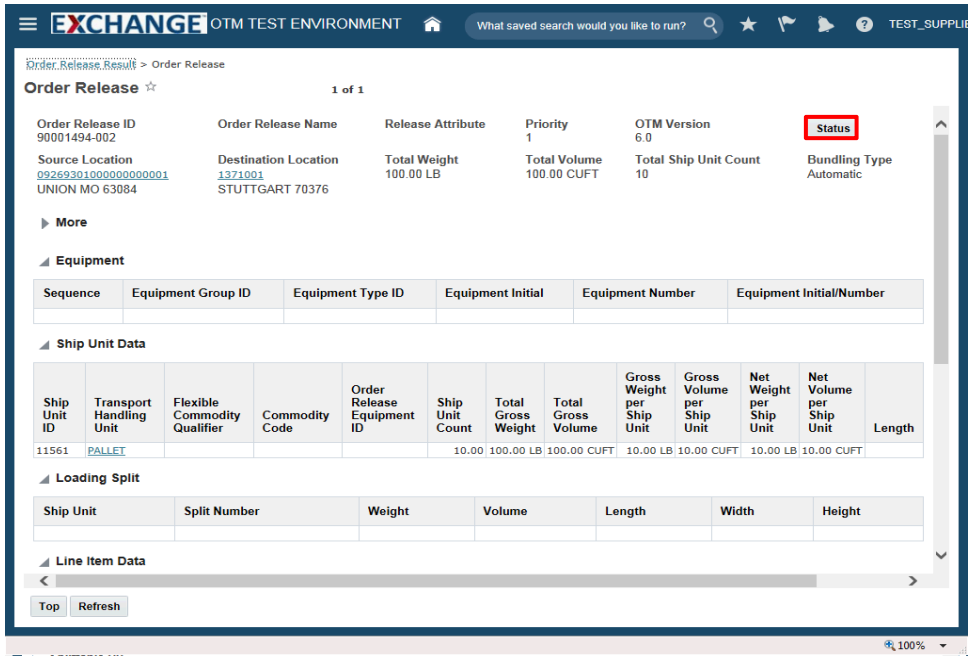
Information related to the order release is displayed.

Unit Amount on the Release Instruction page translates to **Ship Unit Count**.

Net Weight per Ship Unit and **Net Volume per Ship Unit** are auto-populated and equal to **Gross Weight per Ship Unit** and **Gross Volume per Ship Unit** respectively.

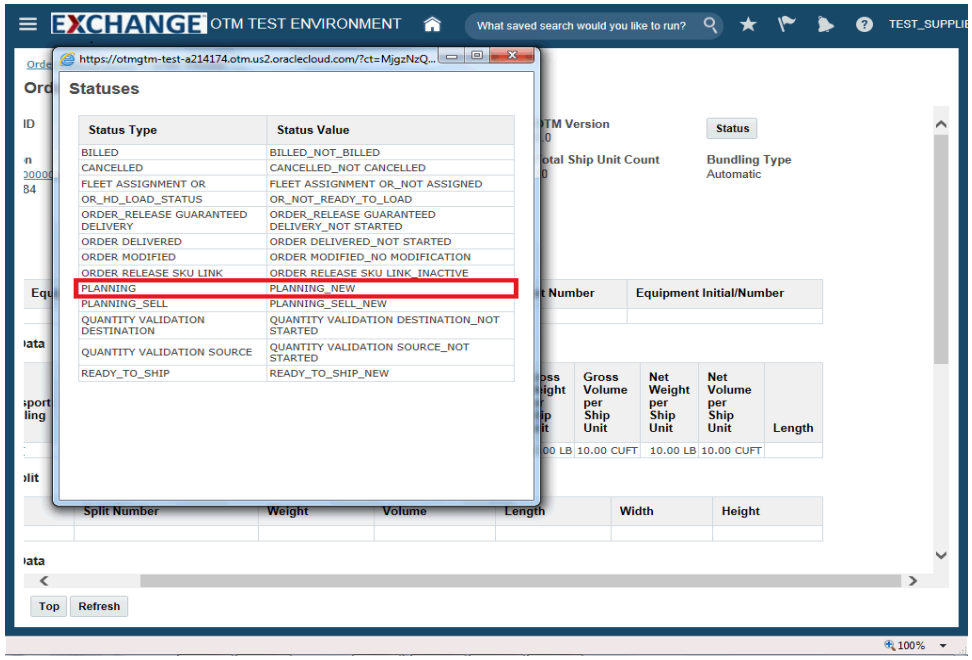
Total Gross Weight is auto-calculated and equals the product of **Ship Unit Count** and **Gross Weight per Ship Unit**.

Total Gross Volume is auto-calculated and equals the product of **Ship Unit Count** and **Gross Volume per Ship Unit**.



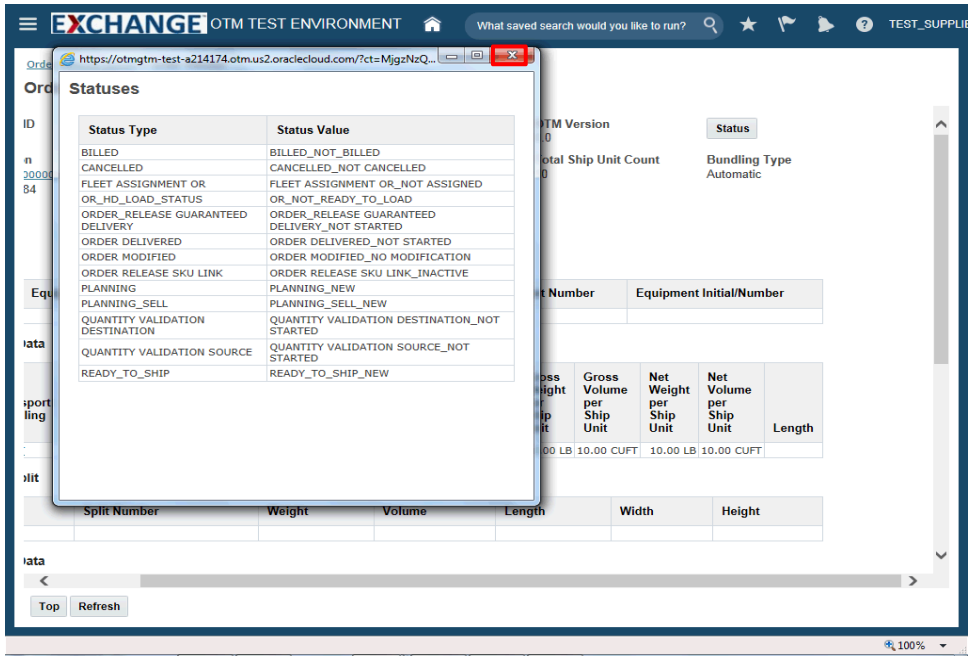
Step 9

Click the **Status** button.



Step 10

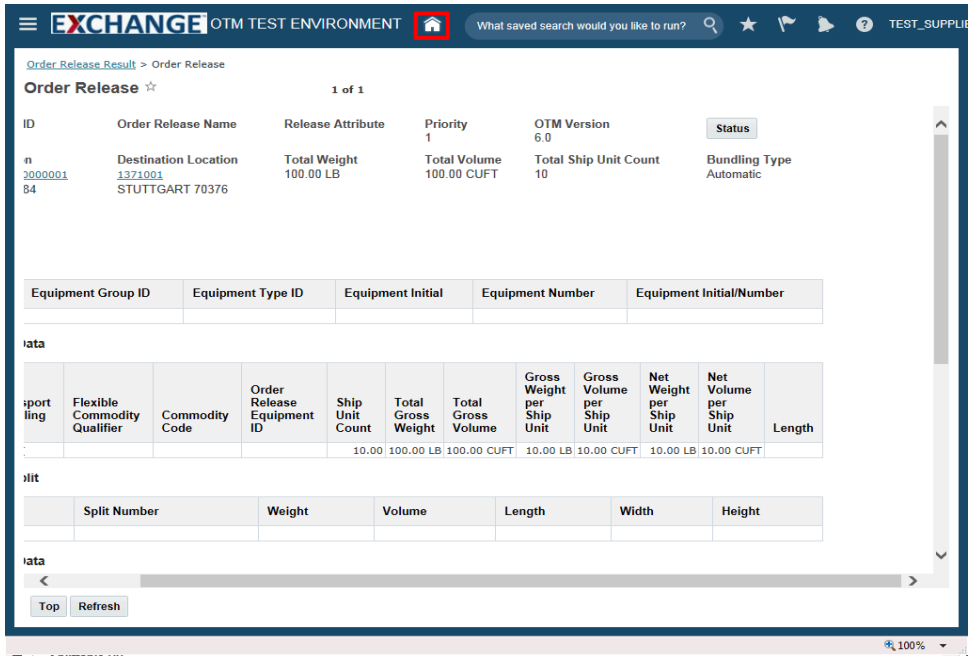
Statuses pop up is displayed. Statuses related to the order release are shown.



Step 11

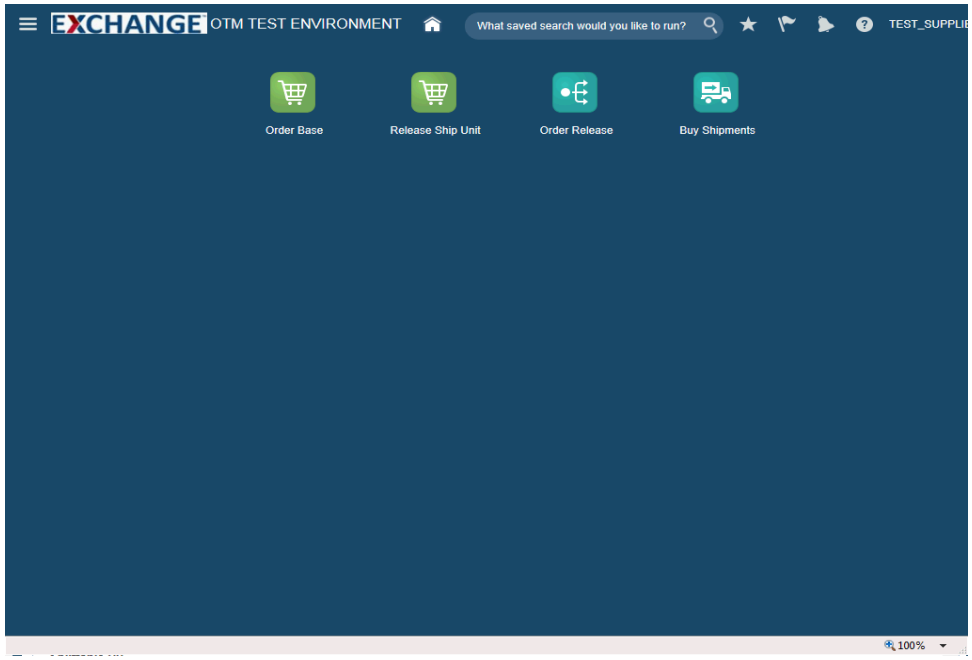
Click the **Close** button.

Search / View Order Release



Step 12

Click the **Home** link.



Step 13

Congratulations, you have successfully completed **Search / View Order Release**.

End of Procedure.