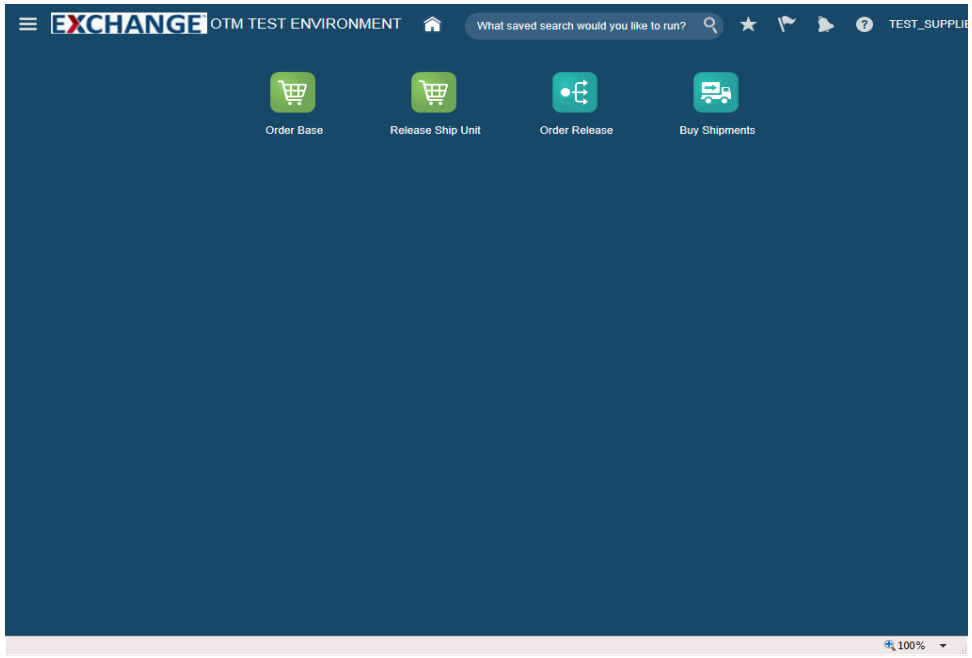
Search / View Order Base

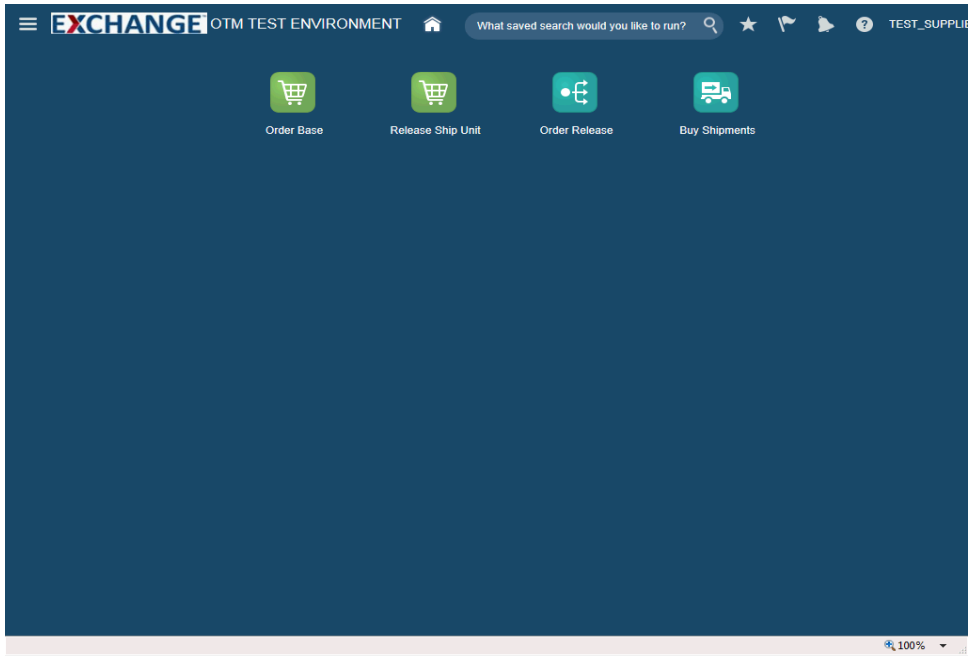
Search / View Order Base



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

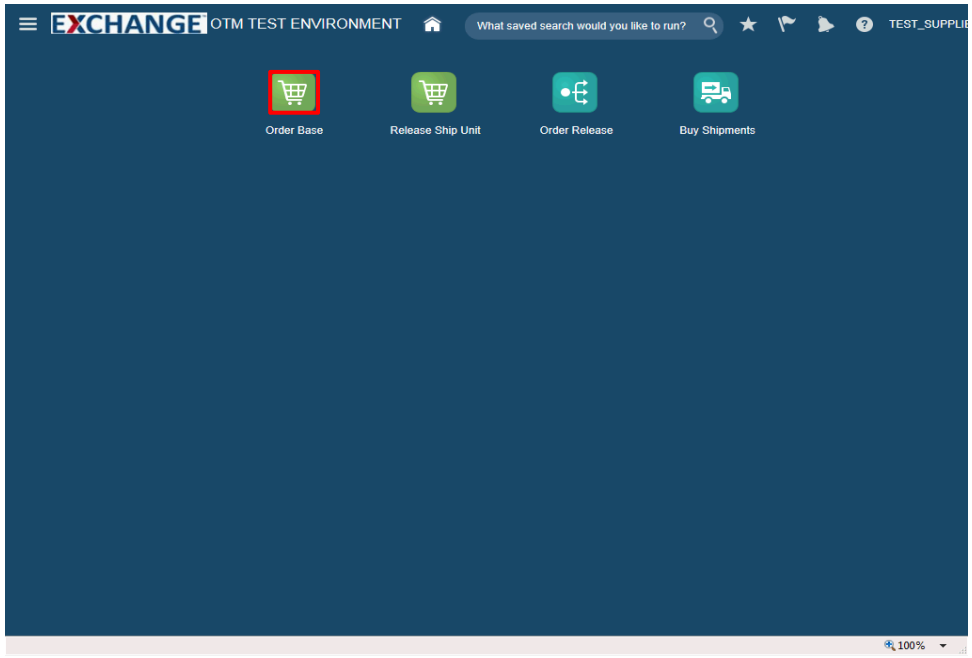
- Search for orders
- View orders

Search / View Order Base



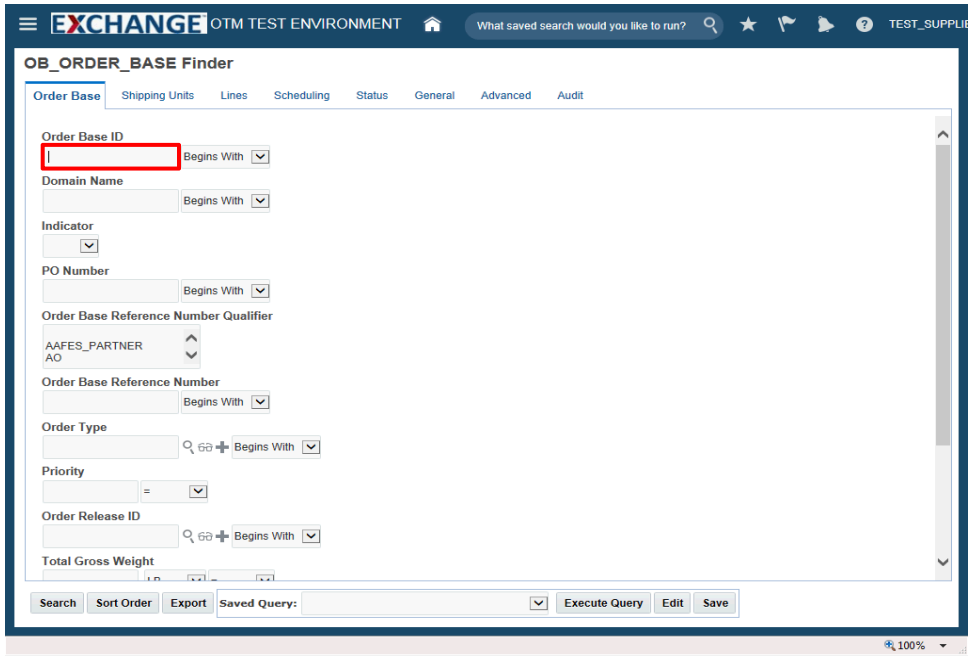
Step 1

The next steps demonstrate how to search and review Order Base for an existing order.



Step 2

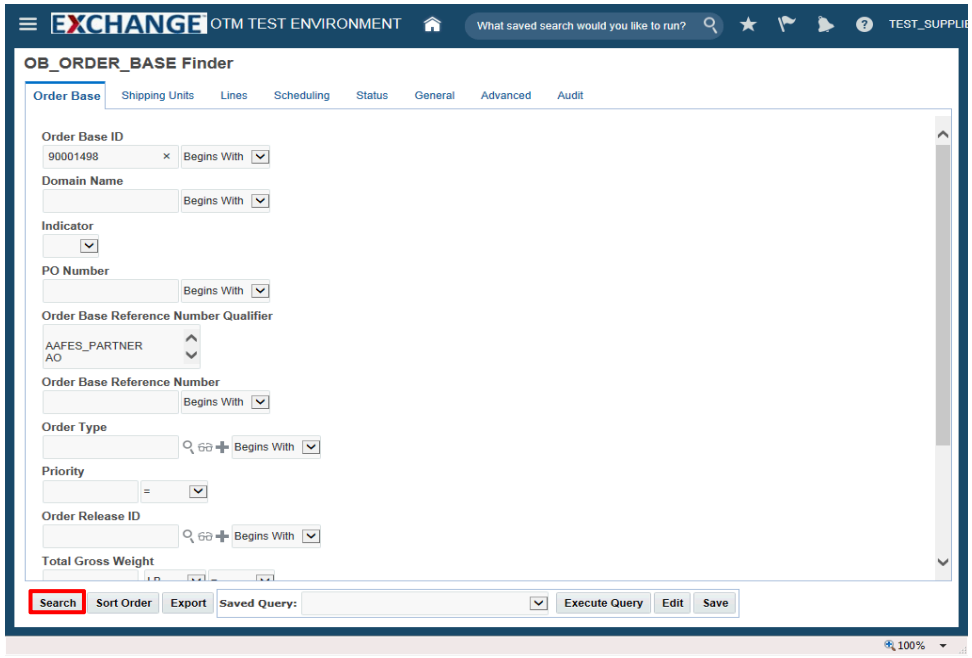
Click the **Order Base** button.



Step 3

Enter search criteria into the appropriate field(s).

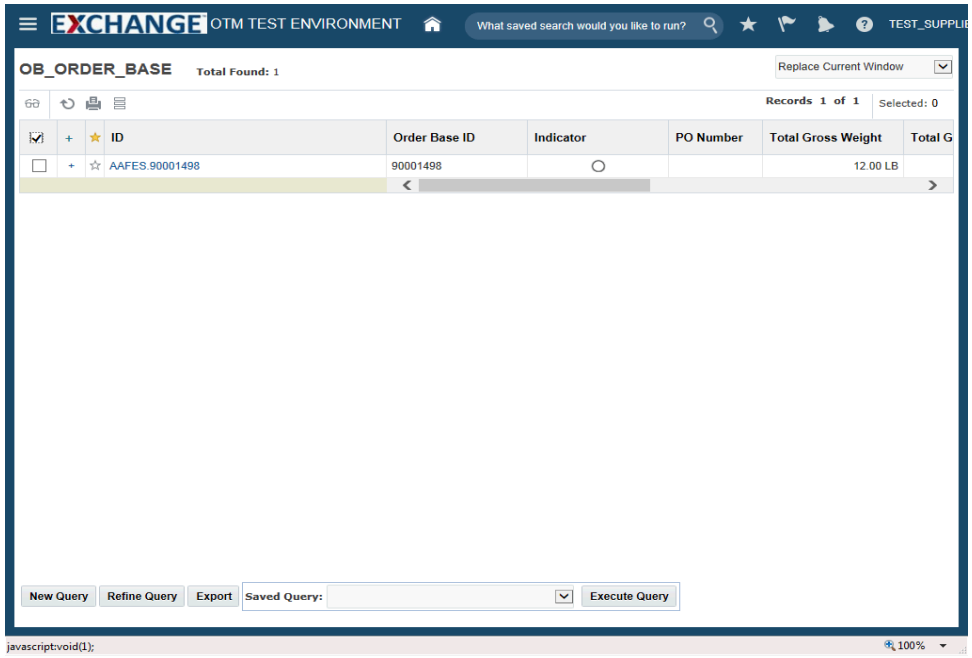
Example: **Order Base ID** field, enter a valid order number, **90001498**



Step 4

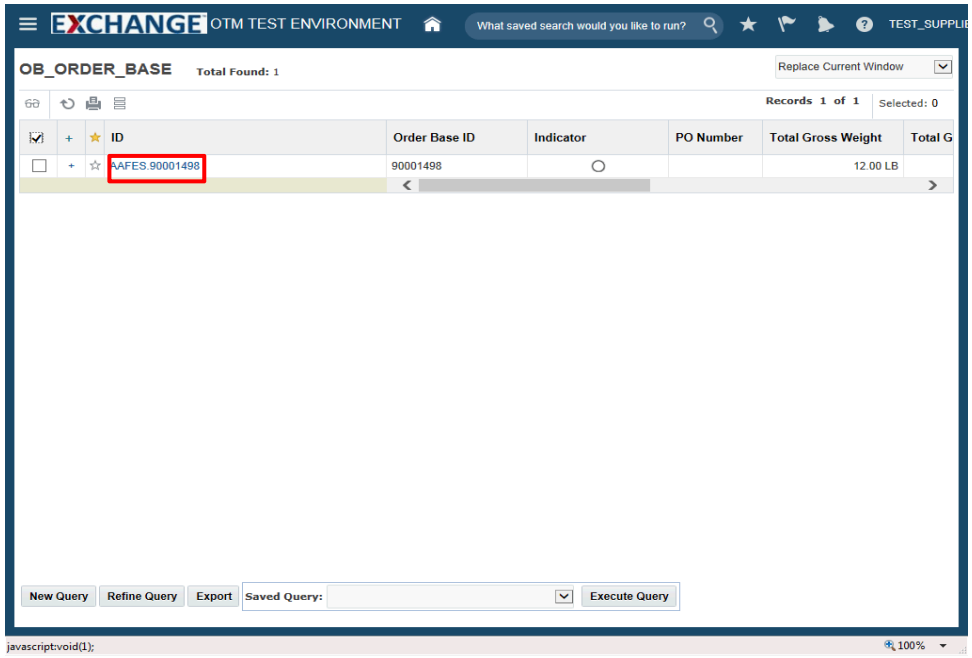
Click the **Search** button.

Search / View Order Base



Step 5

The next steps demonstrate how to view order information.

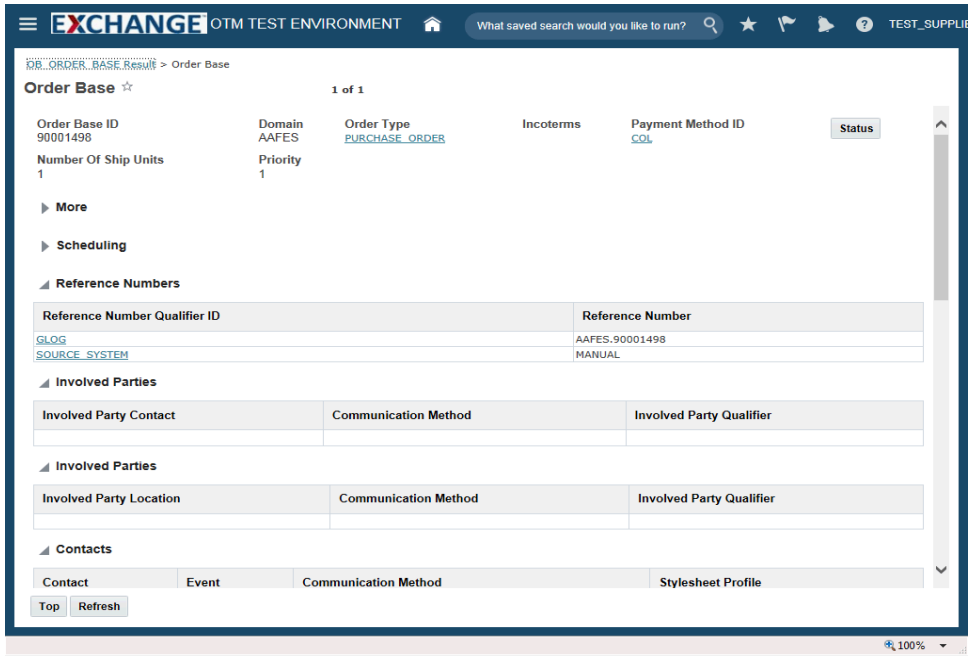


Step 6

Click the checkbox to the left of the ID.

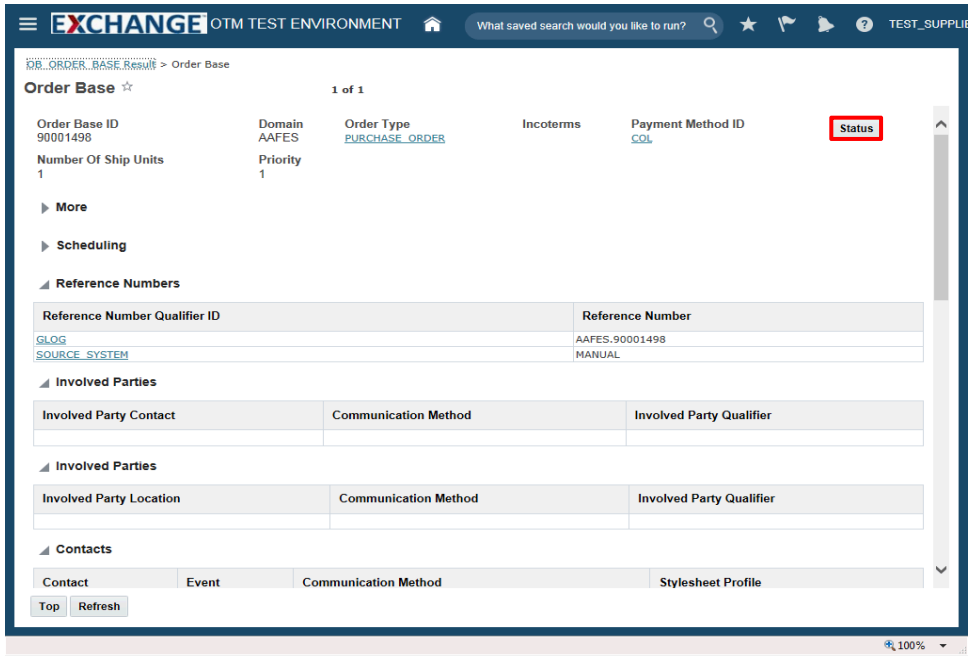
Example: **AAFES.90001498**

Search / View Order Base



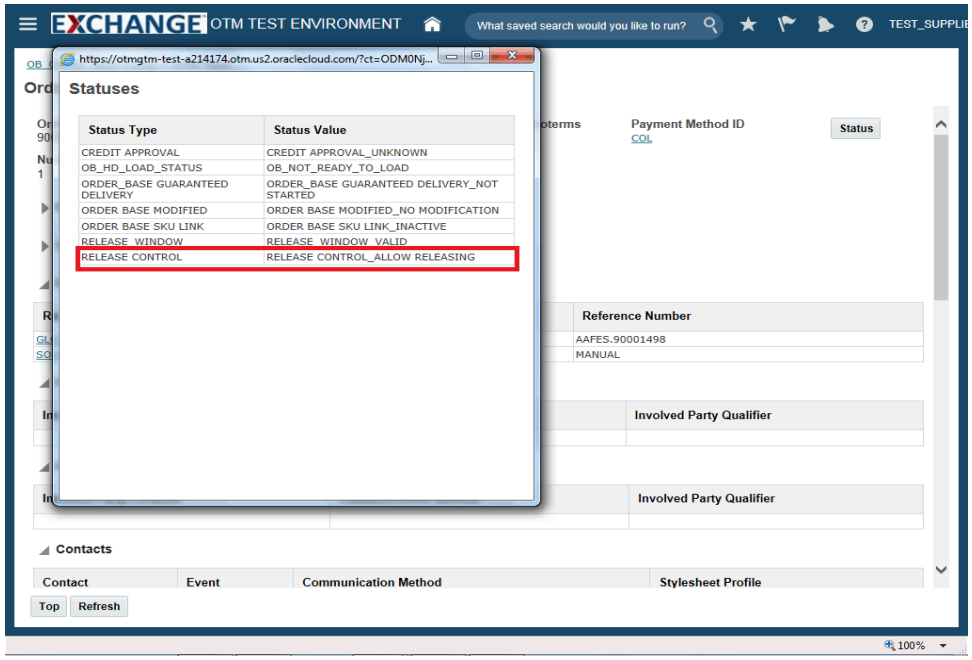
Step 7

Order details are displayed. Use the scrollbars to view additional details about the order.



Step 8

Click the **Status** button.



Step 9

Statuses pop up is displayed. Details of the order's status within the process is shown.

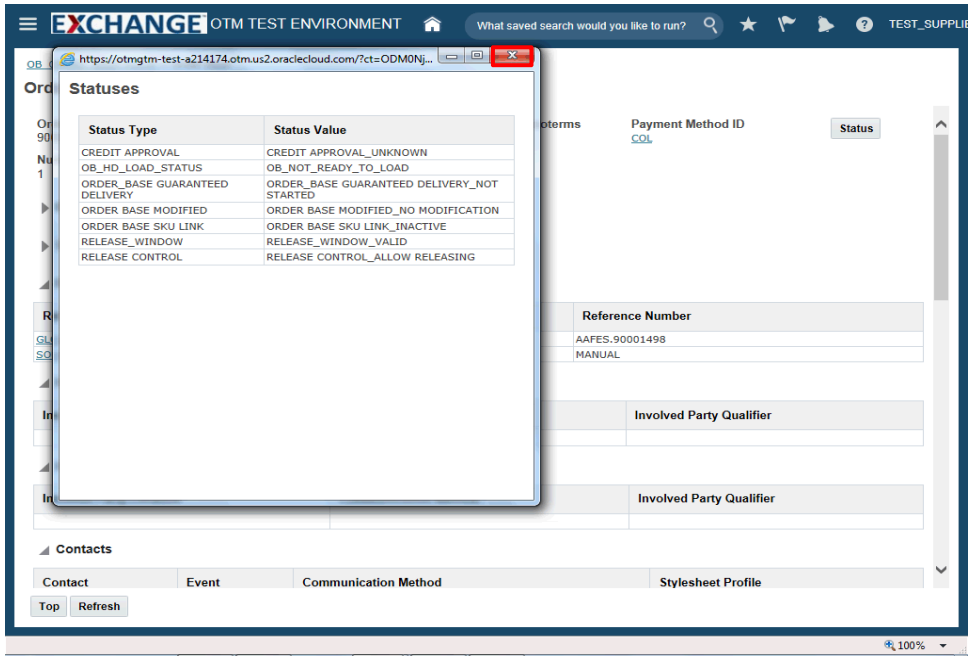
Status Type of **RELEASE CONTROL** determines if order is eligible for release.

RELEASE CONTROL_ALLOW RELEASING: Open for release.

RELEASE CONTROL_HOLD RELEASING: Cannot be released.

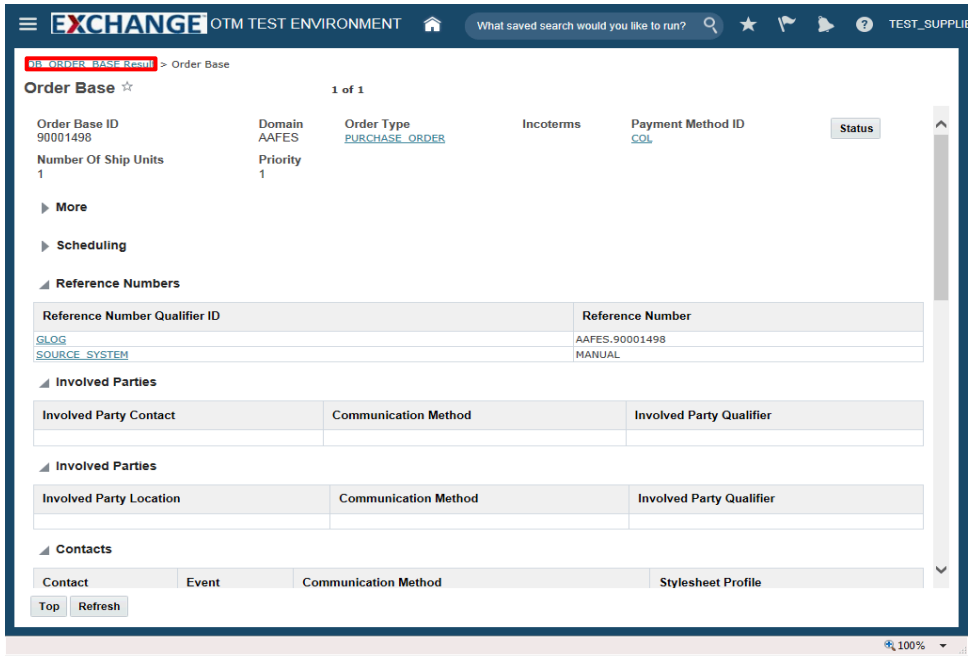
RELEASE CONTROL_CLOSED: Cannot be released.

RELEASE CONTROL_CANCELED: Cannot be released.



Step 10

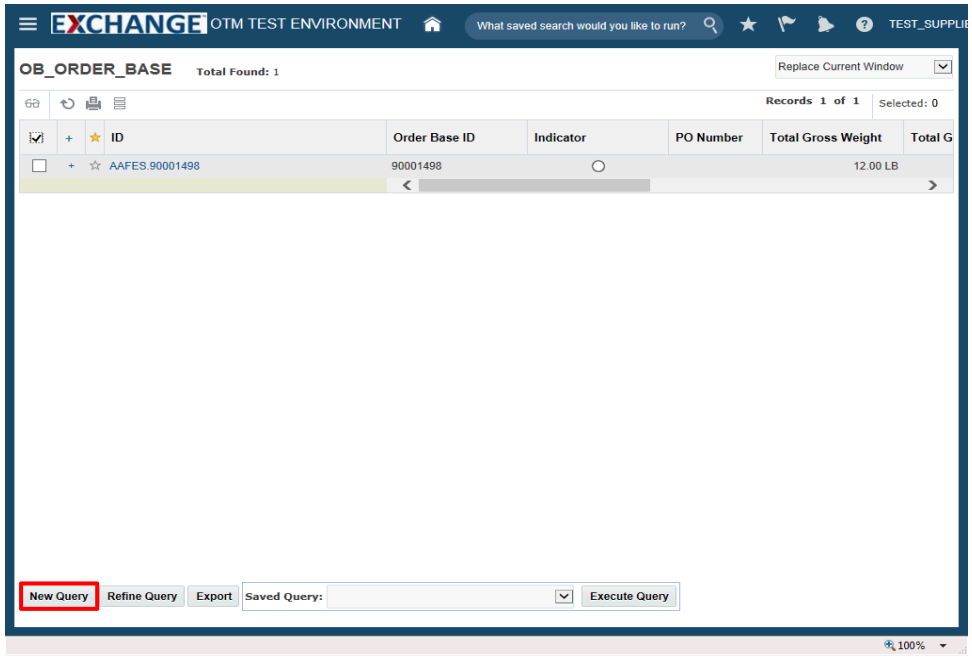
Click the **Close** button.



Step 11

Navigate to the **Order Base Result** page to execute a new query**.**

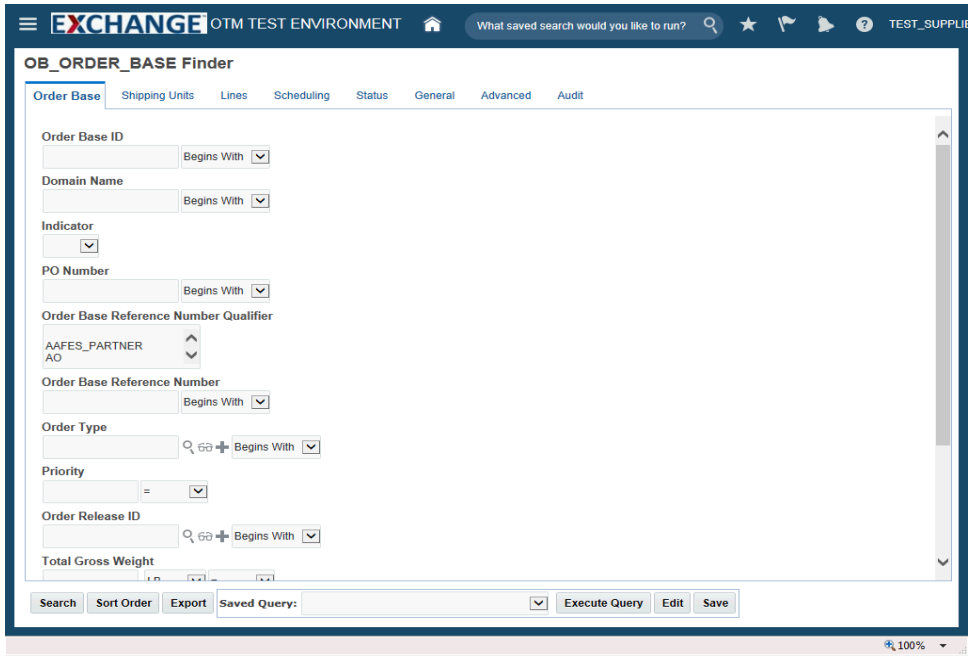
Click the **OB_ORDER_BASE Result** link.



Step 12

Click the **New Query** button.

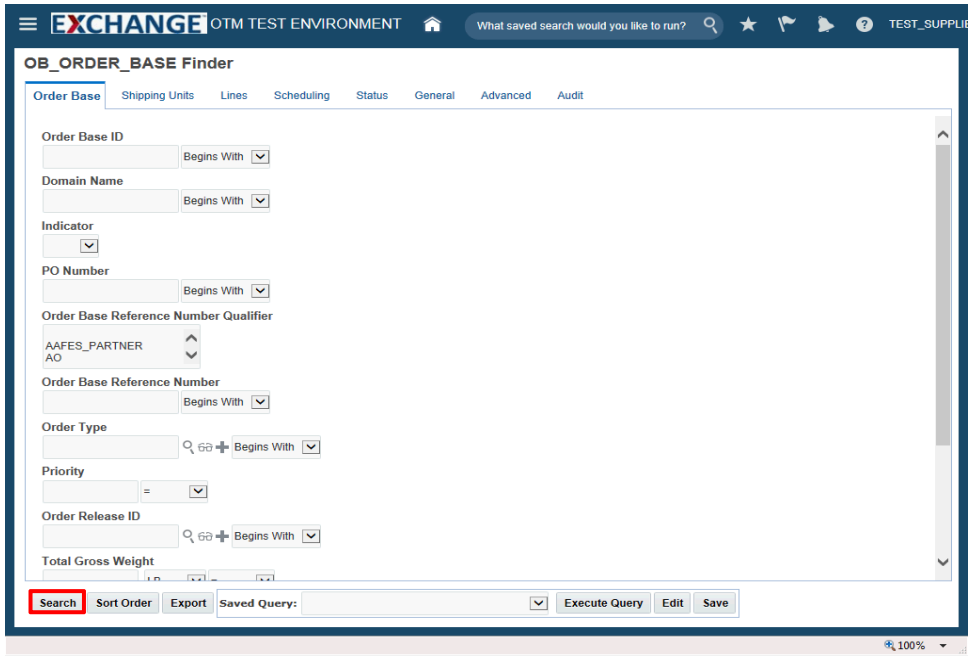
Search / View Order Base



Step 13

Enter search criteria into the appropriate field(s).

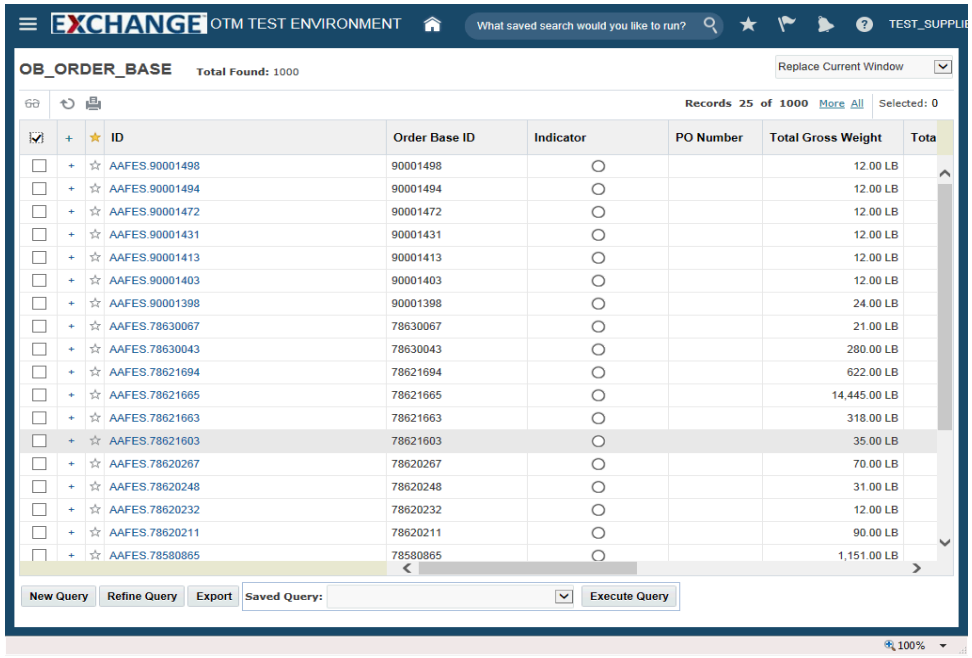
Example: A blind query which will return all of the supplier's orders.



Step 14

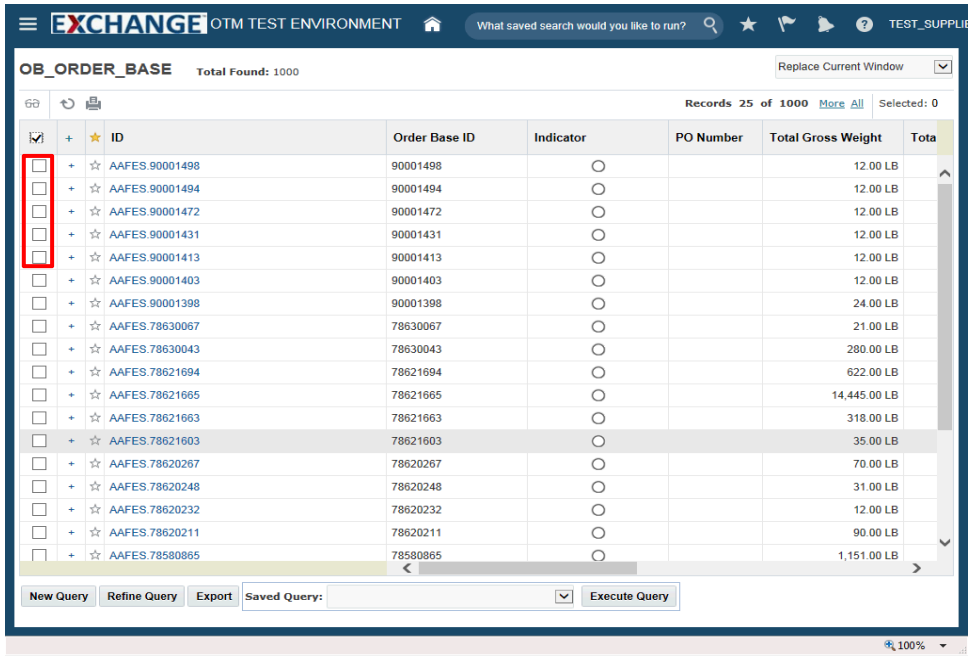
Click the **Search** button.

Search / View Order Base



Step 15

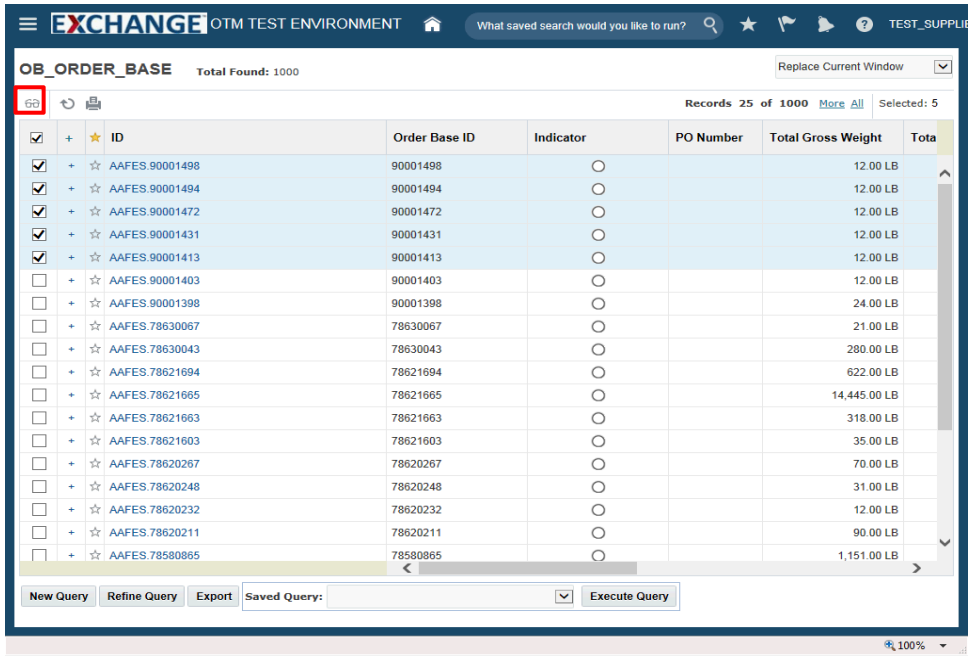
The next steps demonstrate how to select multiple orders for review.



Step 16

Click the checkbox to the left of the ID.

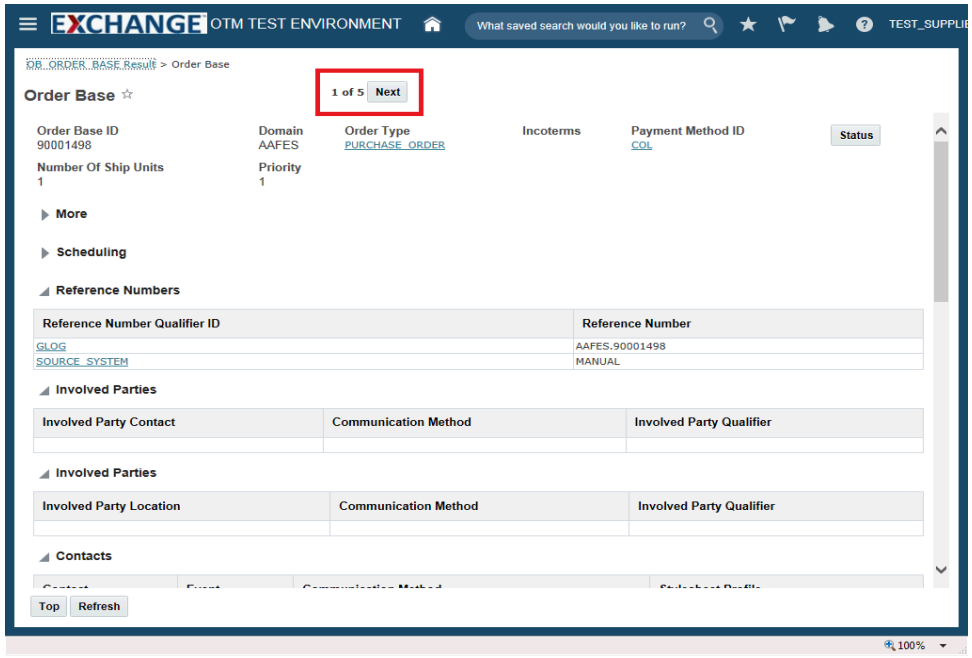
Example: **AAFES.90001498**, **AAFES.90001494**, **AAFES.90001472**, **AAFES.90001431** and **AAFES.90001413**



Step 17

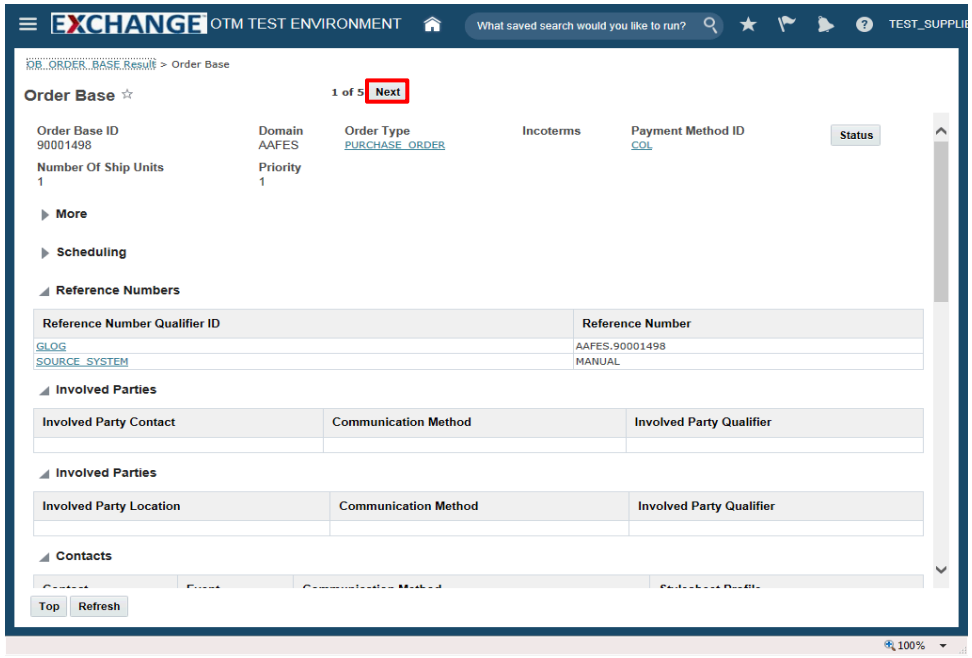
Click the **Glasses** graphic.

Search / View Order Base



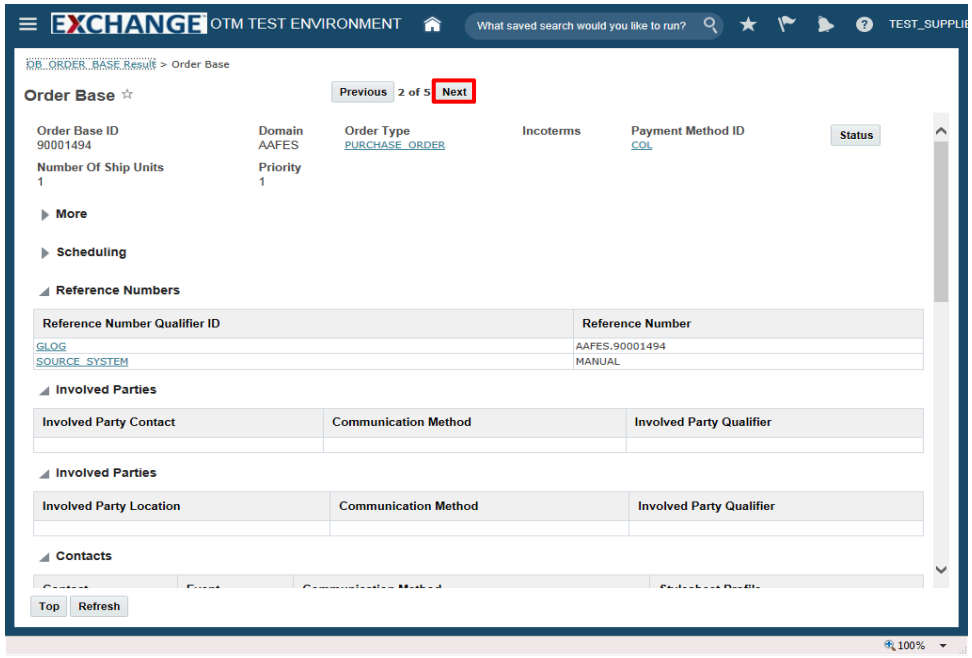
Step 18

The orders of interest are grouped and can now be viewed individually.



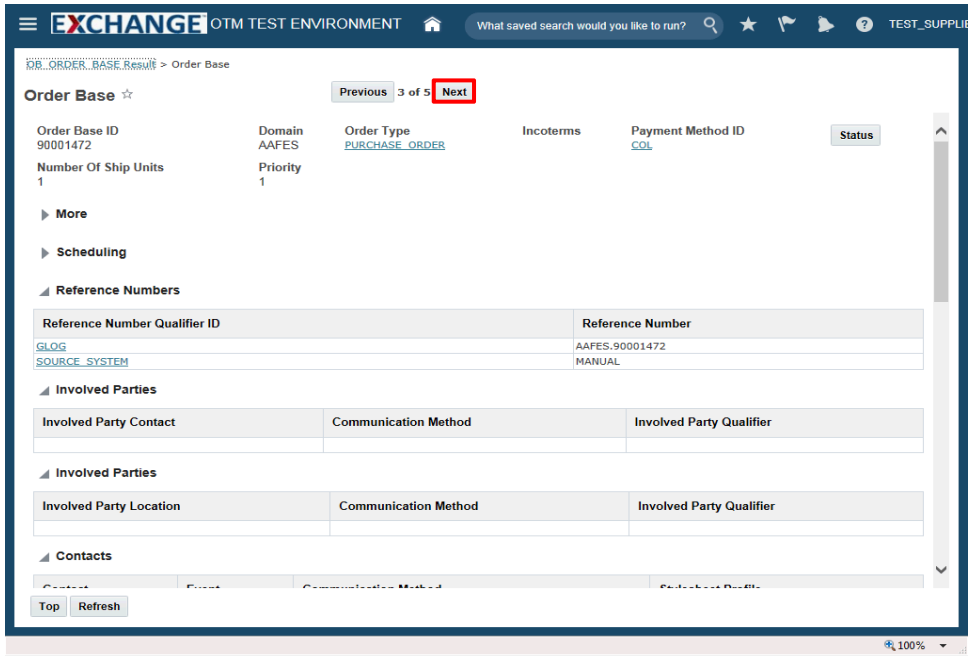
Step 19

Click the **Next** button.



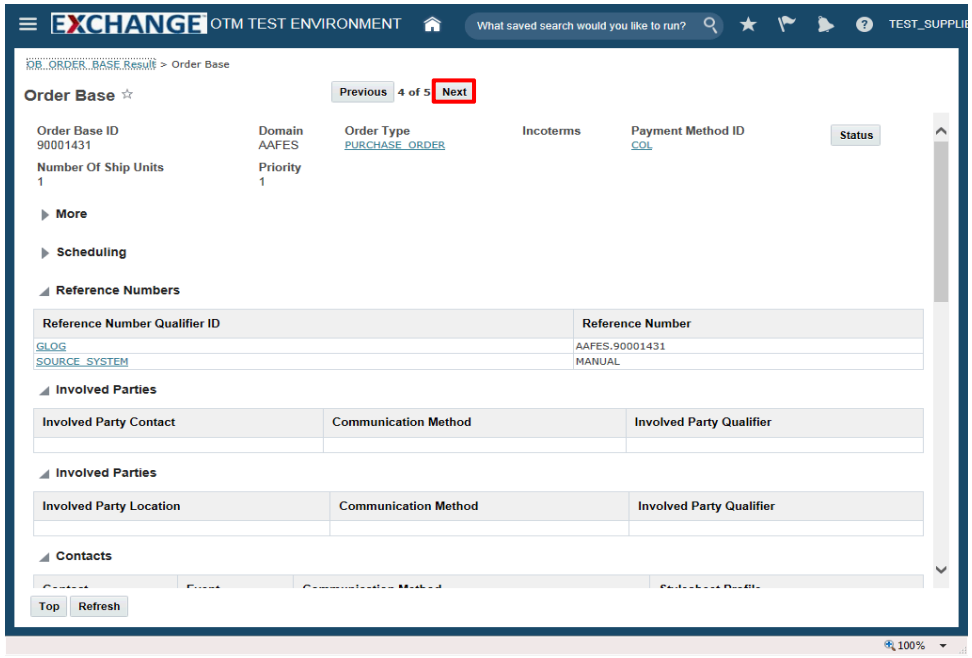
Step 20

Click the **Next** button.



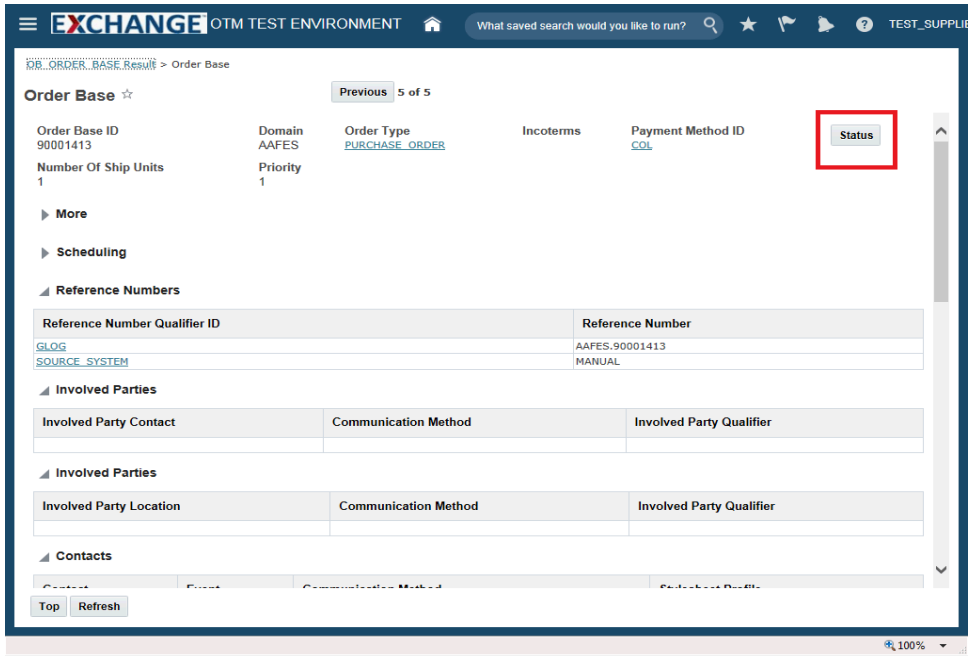
Step 21

Click the **Next** button.



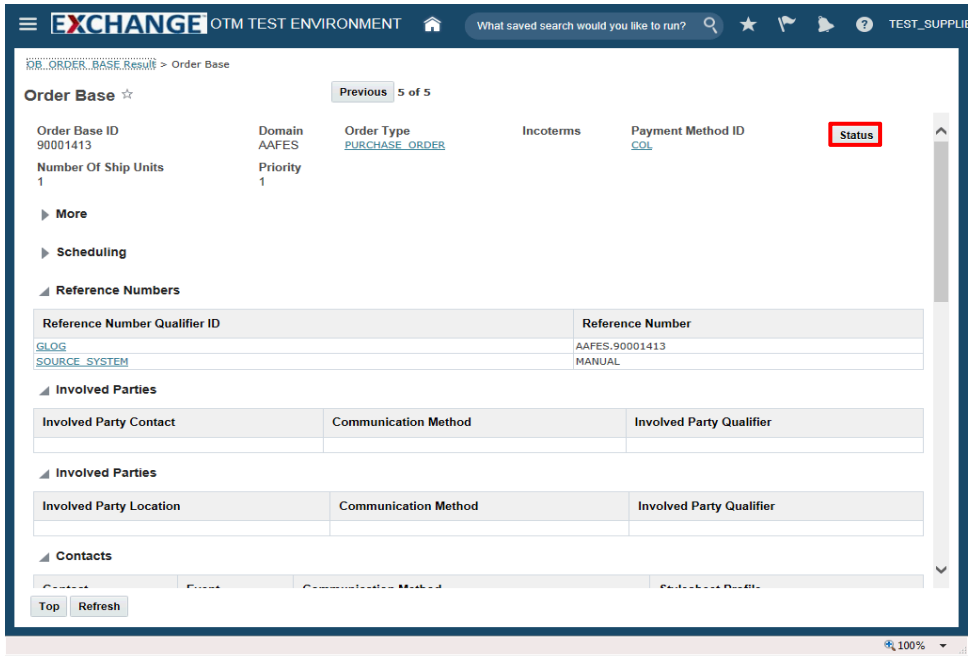
Step 22

Click the **Next** button.



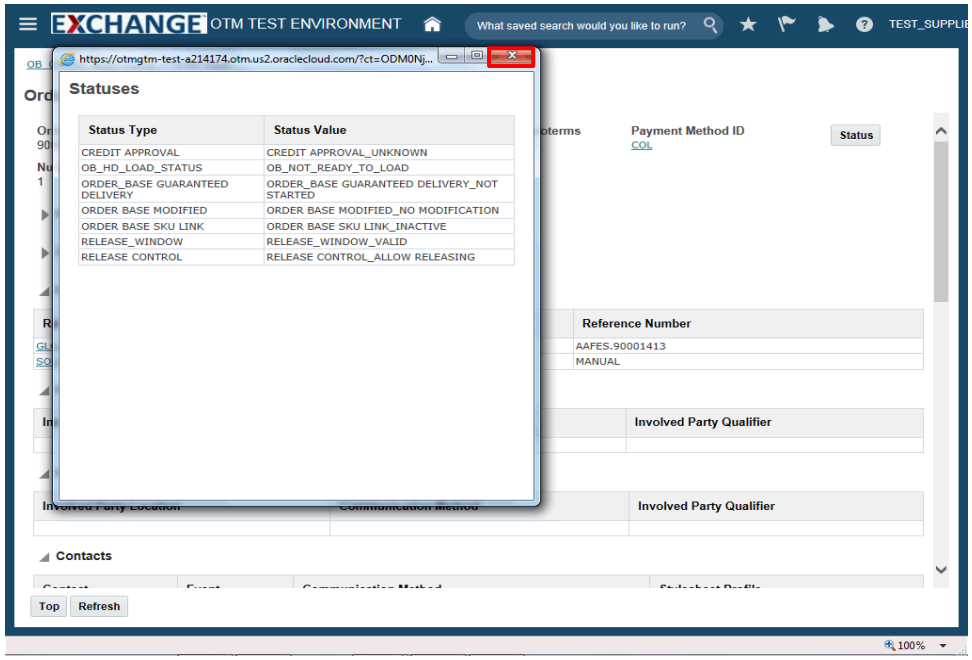
Step 23

You can view the status of any order of interest by clicking the **Status** button.



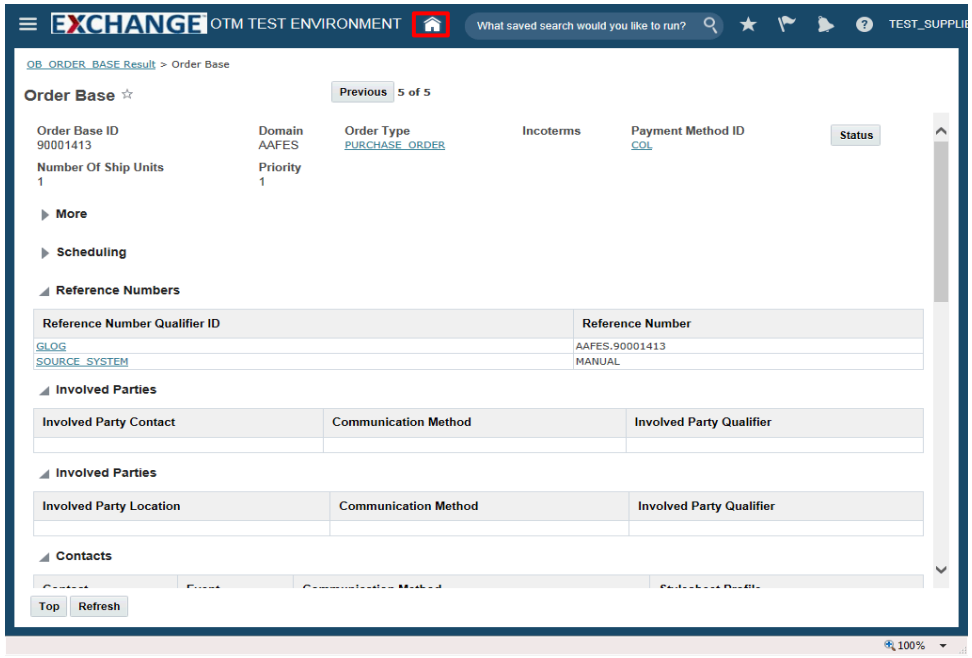
Step 24

Click the **Status** button.



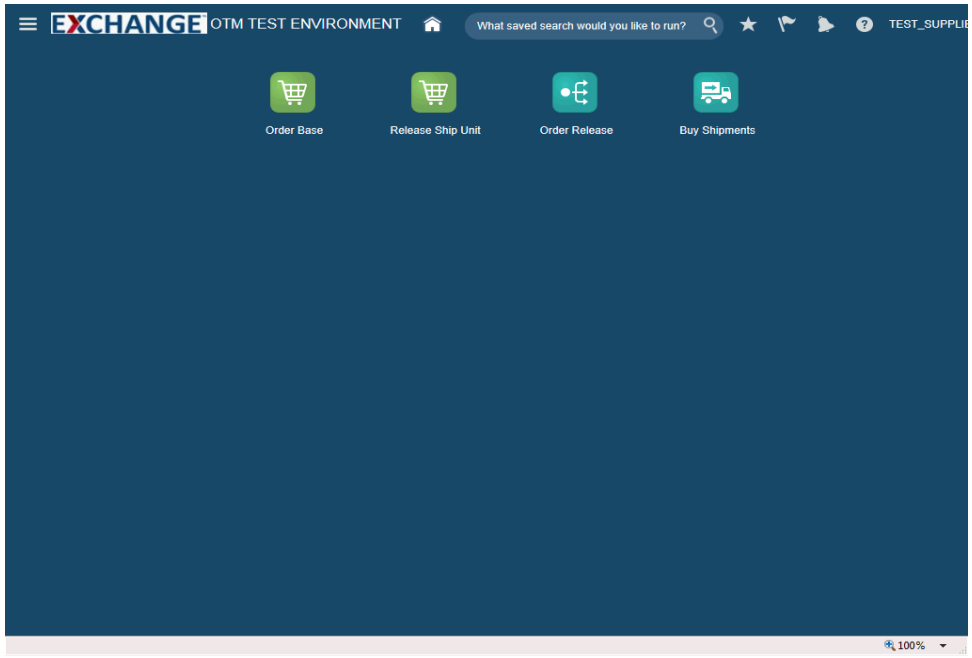
Step 25

Click the **Close** button.



Step 26

Click the **Home** link.



Step 27

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

End of Procedure.