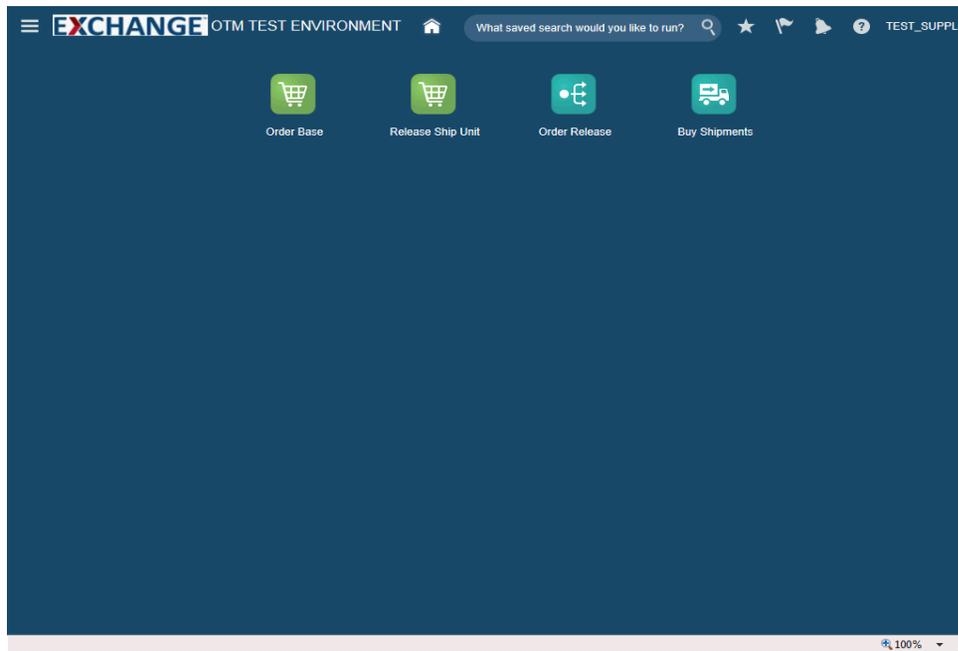


Search / View Order Release

Search / View Order Release



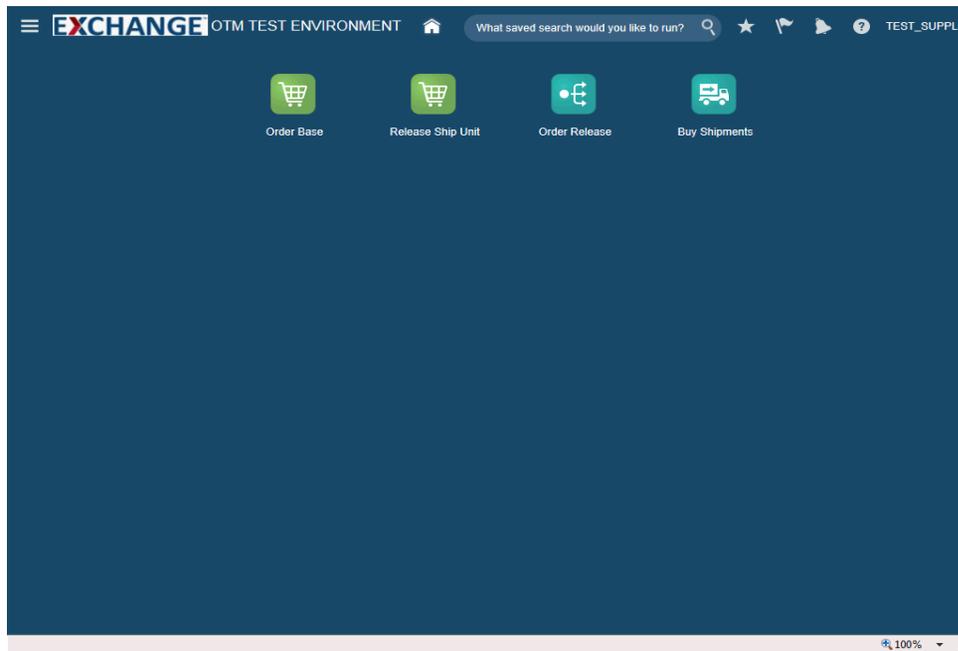
Upon completion of this topic, you will be able to:

- **Search order release**
- **View order release**

Search / View Order Release

Step 1

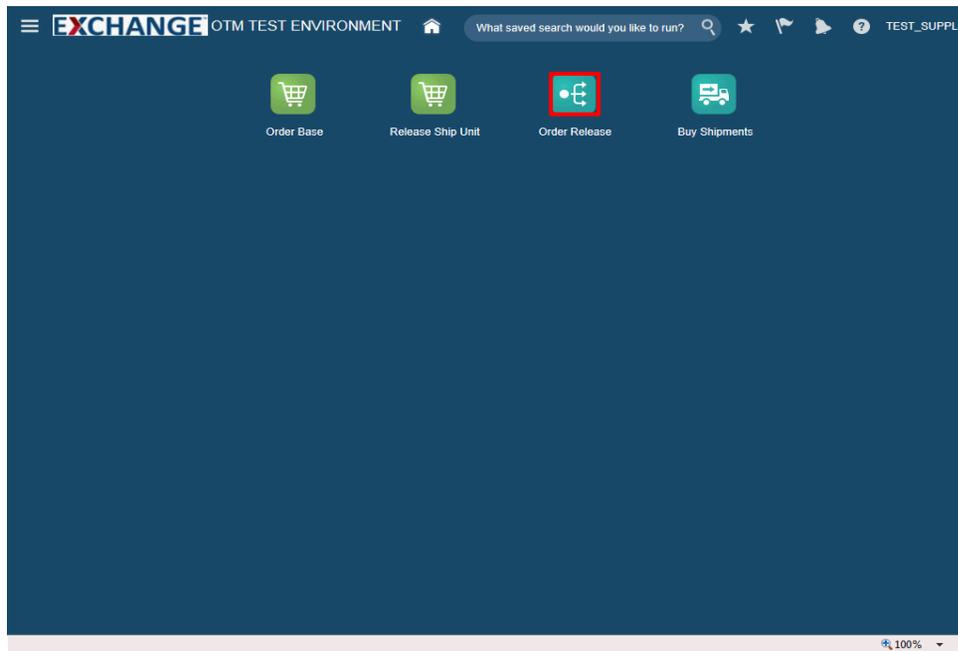
The next steps demonstrate how to search for an order release.



Search / View Order Release

Step 2

Click the **Order Release** button.



Search / View Order Release

Step 3

Enter search criteria into the appropriate field(s).

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

The screenshot shows the 'Order Release Finder' interface in the EXCHANGE OTM TEST ENVIRONMENT. The 'Order Release ID' field is highlighted with a red box. The interface includes various search filters and buttons at the bottom.

Order Release Finder

Order Release ID: Begins With

Quote ID: Begins With

Domain Name: Begins With

Indicator:

Order Release Attribute: CUSTOMER_ORDER DISTRIBUTION_ORDER

Insert Time: Same As

Priority: =

Early Pickup Date: Same As

Late Pickup Date: Same As

Early Delivery Date: Same As

Saved Query:

Search / View Order Release

Step 4

Click the **Search** button.

The screenshot shows the 'Order Release Finder' interface in the EXCHANGE OTM TEST ENVIRONMENT. The interface includes a search bar at the top with the text 'What saved search would you like to run?'. Below this, there are several tabs: 'Order Release', 'Release Lines', 'Scheduling', 'Locations', 'Order Base', 'Status', 'General', 'Advanced', and 'Audit'. The 'Order Release' tab is selected. The main area contains various search criteria fields:

- Order Release ID:** 90001494 (with a dropdown menu set to 'Begins With')
- Quote ID:** (with a dropdown menu set to 'Begins With')
- Domain Name:** (with a dropdown menu set to 'Begins With')
- Indicator:** (with a dropdown menu)
- Order Release Attribute:** CUSTOMER_ORDER, DISTRIBUTION_ORDER (with a dropdown menu)
- Insert Time:** (with a dropdown menu set to 'Same As')
- Priority:** (with a dropdown menu)
- Early Pickup Date:** (with a dropdown menu set to 'Same As')
- Late Pickup Date:** (with a dropdown menu set to 'Same As')
- Early Delivery Date:** (with a dropdown menu set to 'Same As')

At the bottom of the form, there are several buttons: 'Search' (highlighted with a red box), 'Sort Order', 'Export', 'Saved Query:' (with a dropdown menu), 'Execute Query', 'Edit', and 'Save'. The bottom right corner of the window shows a zoom level of 100%.

Search / View Order Release

Step 5

The next steps demonstrate how to view an order release.

The screenshot displays the EXCHANGE OTM TEST ENVIRONMENT interface. At the top, there is a search bar with the text "What saved search would you like to run?". Below the search bar, the page title is "Order Release" and it indicates "Total Found: 2". The interface includes a table with the following columns: ID, Order Release ID, Indicator, Order Base ID, Early Pickup Date, and Late f. There are two rows of data in the table. Below the table, there are buttons for "New Query", "Refine Query", "Export", "Saved Query:" (with a dropdown arrow), and "Execute Query".

<input checked="" type="checkbox"/>	ID	Order Release ID	Indicator	Order Base ID	Early Pickup Date	Late f
<input type="checkbox"/>	★ AAFES.90001494-001	90001494-001	○	90001494	2017-04-30 11:00 America/Chica...	
<input type="checkbox"/>	★ AAFES.90001494-002	90001494-002	○	90001494	2017-04-30 11:00 America/Chica...	

Search / View Order Release

Step 6

Click the checkbox to the left of the ID.

Example: **AAFES.90001494-002**

The screenshot shows a web application interface for 'EXCHANGE OTM TEST ENVIRONMENT'. The main content area displays a table titled 'Order Release' with 'Total Found: 2'. The table has columns for 'ID', 'Order Release ID', 'Indicator', 'Order Base ID', 'Early Pickup Date', and 'Late f'. Two records are listed. The second record, 'AAFES.90001494-002', has its checkbox highlighted with a red box. The interface also includes a search bar at the top, a 'Replace Current Window' dropdown, and a footer with 'New Query', 'Refine Query', 'Export', 'Saved Query', and 'Execute Query' buttons.

<input checked="" type="checkbox"/>	ID	Order Release ID	Indicator	Order Base ID	Early Pickup Date	Late f
<input type="checkbox"/>	☆ AAFES.90001494-001	90001494-001	○	90001494	2017-04-30 11:00 America/Chica...	
<input type="checkbox"/>	☆ AAFES.90001494-002	90001494-002	○	90001494	2017-04-30 11:00 America/Chica...	

Search / View Order Release

Step 7

Click the **Glasses** graphic.

The screenshot displays the EXCHANGE OTM TEST ENVIRONMENT interface. At the top, there is a navigation bar with the EXCHANGE logo, a search bar, and a 'TEST_SUPPLI' label. Below the navigation bar, the main content area is titled 'Order Release' and shows 'Total Found: 2'. A 'Replace Current Window' dropdown is visible in the top right. The table below has columns for 'ID', 'Order Release ID', 'Indicator', 'Order Base ID', 'Early Pickup Date', and 'Late f'. Two records are listed, both with 'Indicator' set to 'O'. A red box highlights the '50' icon in the top left corner of the table area. At the bottom of the interface, there are buttons for 'New Query', 'Refine Query', 'Export', 'Saved Query:' (with a dropdown), and 'Execute Query'. The browser status bar at the bottom shows 'javascript:void(0);' and '100%' zoom.

ID	Order Release ID	Indicator	Order Base ID	Early Pickup Date	Late f
AAFES.90001494-001	90001494-001	O	90001494	2017-04-30 11:00 America/Chica...	
AAFES.90001494-002	90001494-002	O	90001494	2017-04-30 11:00 America/Chica...	

Search / View Order Release

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**.

The screenshot displays the 'Order Release' page in the EXCHANGE OTM TEST ENVIRONMENT. The page shows the following details:

- Order Release ID:** 90001494-002
- Order Release Name:** 1 of 1
- Release Attribute:** 1
- Priority:** 1
- OTM Version:** 6.0
- Status:** (button)
- Source Location:** 09269301000000000001 (highlighted in red), UNION MO 63084
- Destination Location:** 1371001, STUTTGART 70376
- Total Weight:** 100.00 LB
- Total Volume:** 100.00 CUFT
- Total Ship Unit Count:** 10
- Bundling Type:** Automatic

Below these details are sections for 'More', 'Equipment', and 'Ship Unit Data'. The 'Ship Unit Data' table is highlighted in red and contains the following data:

Ship Unit ID	Transport Handling Unit	Flexible Commodity Qualifier	Commodity Code	Order Release Equipment ID	Ship Unit Count	Total Gross Weight	Total Gross Volume	Gross Weight per Ship Unit	Gross Volume per Ship Unit	Net Weight per Ship Unit	Net Volume per Ship Unit	Length
11561	PALLET				10.00	100.00 LB	100.00 CUFT	10.00 LB	10.00 CUFT	10.00 LB	10.00 CUFT	

Below the 'Ship Unit Data' table are sections for 'Loading Split' and 'Line Item Data'. The 'Loading Split' table is empty. The 'Line Item Data' section has a scroll bar and 'Top' and 'Refresh' buttons.

Search / View Order Release

Step 9

Click the **Status** button.

The screenshot displays the 'EXCHANGE OTM TEST ENVIRONMENT' interface. At the top, there is a search bar with the text 'What saved search would you like to run?' and a search icon. The main content area is titled 'Order Release' and shows a summary of the release details. A red box highlights the 'Status' button in the top right corner of the summary section.

Order Release Summary:

Order Release ID	Order Release Name	Release Attribute	Priority	OTM Version	Status
90001494-002			1	6.0	
Source Location	Destination Location	Total Weight	Total Volume	Total Ship Unit Count	Bundling Type
09269301000000000001 UNION MO 63084	1371001 STUTT GART 70376	100.00 LB	100.00 CUFT	10	Automatic

Equipment Table:

Sequence	Equipment Group ID	Equipment Type ID	Equipment Initial	Equipment Number	Equipment Initial/Number

Ship Unit Data Table:

Ship Unit ID	Transport Handling Unit	Flexible Commodity Qualifier	Commodity Code	Order Release Equipment ID	Ship Unit Count	Total Gross Weight	Total Gross Volume	Gross Weight per Ship Unit	Gross Volume per Ship Unit	Net Weight per Ship Unit	Net Volume per Ship Unit	Length
11561	PALLET				10.00	100.00 LB	100.00 CUFT	10.00 LB	10.00 CUFT	10.00 LB	10.00 CUFT	

Loading Split Table:

Ship Unit	Split Number	Weight	Volume	Length	Width	Height

Line Item Data:

Top Refresh

Search / View Order Release

Step 10

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

The screenshot displays the EXCHANGE OTM TEST ENVIRONMENT interface. A 'Statuses' pop-up window is open, listing various status types and their corresponding values. The 'PLANNING_NEW' status is highlighted in red. The background shows a table with columns for Split Number, Weight, Volume, Length, Width, and Height. The table contains data for a split with a weight of 10.00 LB and a volume of 10.00 CUFT.

Status Type	Status Value
BILLED	BILLED_NOT_BILLED
CANCELLED	CANCELLED_NOT_CANCELLED
FLEET ASSIGNMENT OR	FLEET ASSIGNMENT OR_NOT ASSIGNED
OR_HD_LOAD_STATUS	OR_NOT_READY_TO_LOAD
ORDER_RELEASE GUARANTEED DELIVERY	ORDER_RELEASE GUARANTEED DELIVERY_NOT STARTED
ORDER DELIVERED	ORDER DELIVERED_NOT STARTED
ORDER MODIFIED	ORDER MODIFIED_NO MODIFICATION
ORDER_RELEASE SKU LINK	ORDER_RELEASE SKU LINK_INACTIVE
PLANNING	PLANNING_NEW
PLANNING_SELL	PLANNING_SELL_NEW
QUANTITY VALIDATION DESTINATION	QUANTITY VALIDATION DESTINATION_NOT STARTED
QUANTITY VALIDATION SOURCE	QUANTITY VALIDATION SOURCE_NOT STARTED
READY_TO_SHIP	READY_TO_SHIP_NEW

Split Number	Weight	Volume	Length	Width	Height
	10.00 LB	10.00 CUFT	10.00 LB	10.00 CUFT	

Search / View Order Release

Step 11

Click the **Close** button.

The screenshot shows the EXCHANGE OTM TEST ENVIRONMENT interface. A modal window titled "Statuses" is open, displaying a table of status types and values. The table has two columns: "Status Type" and "Status Value".

Status Type	Status Value
BILLED	BILLED_NOT_BILLED
CANCELLED	CANCELLED_NOT_CANCELLED
FLEET ASSIGNMENT OR	FLEET ASSIGNMENT OR_NOT ASSIGNED
OR_HD_LOAD_STATUS	OR_NOT_READY_TO_LOAD
ORDER_RELEASE GUARANTEED DELIVERY	ORDER_RELEASE GUARANTEED DELIVERY_NOT STARTED
ORDER DELIVERED	ORDER DELIVERED_NOT STARTED
ORDER MODIFIED	ORDER MODIFIED_NO MODIFICATION
ORDER RELEASE SKU LINK	ORDER RELEASE SKU LINK_INACTIVE
PLANNING	PLANNING_NEW
PLANNING_SELL	PLANNING_SELL_NEW
QUANTITY VALIDATION DESTINATION	QUANTITY VALIDATION DESTINATION_NOT STARTED
QUANTITY VALIDATION SOURCE	QUANTITY VALIDATION SOURCE_NOT STARTED
READY_TO_SHIP	READY_TO_SHIP_NEW

The background interface shows a search bar with the text "What saved search would you like to run?", a "Status" dropdown menu, and a table with columns for "Split Number", "Weight", "Volume", "Length", "Width", and "Height". The table contains one row of data: "10.00 LB", "10.00 CUFT", "10.00 LB", "10.00 CUFT".

Search / View Order Release

Step 12

Click the **Home** link.

The screenshot shows the EXCHANGE OTM TEST ENVIRONMENT interface. The top navigation bar includes a Home icon (a house symbol) highlighted with a red box. Below the navigation bar, the page title is "Order Release Result > Order Release". The main content area displays "Order Release" with a star icon and "1 of 1". A table lists the order release details:

ID	Order Release Name	Release Attribute	Priority	OTM Version	Status
n 000001 84	Destination Location 1371001 STUTT GART 70376	Total Weight 100.00 LB	Total Volume 100.00 CUFT	Total Ship Unit Count 10	Bundling Type Automatic

Below this table is a section for "Equipment Group ID", "Equipment Type ID", "Equipment Initial", "Equipment Number", and "Equipment Initial/Number".

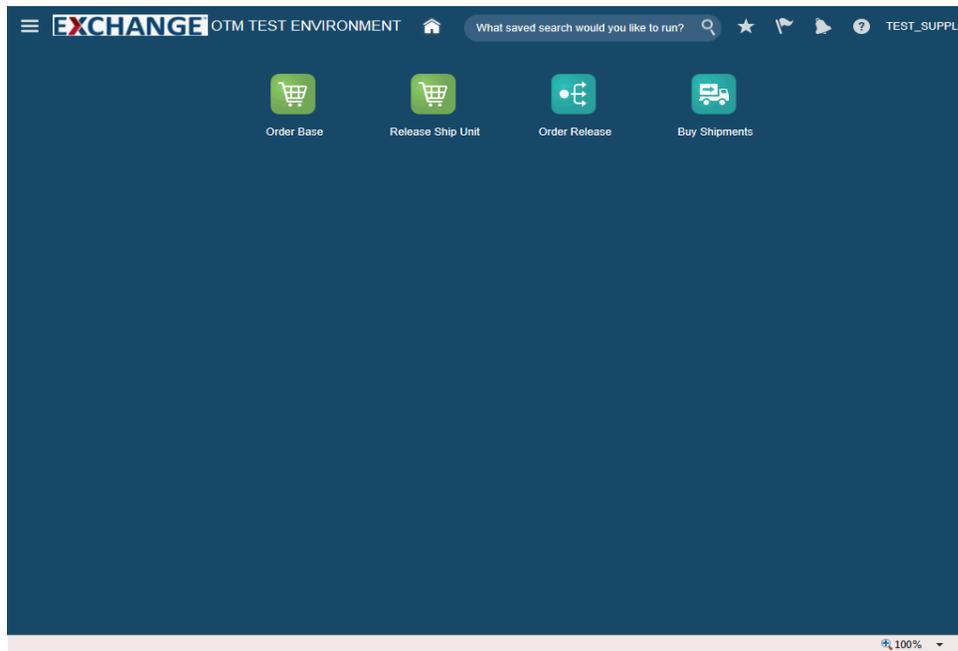
Next is a "Data" section with a table showing various metrics:

Reporting	Flexible Commodity Qualifier	Commodity Code	Order Release Equipment ID	Ship Unit Count	Total Gross Weight	Total Gross Volume	Gross Weight per Ship Unit	Gross Volume per Ship Unit	Net Weight per Ship Unit	Net Volume per Ship Unit	Length
				10.00	100.00 LB	100.00 CUFT	10.00 LB	10.00 CUFT	10.00 LB	10.00 CUFT	

Below this is a "Split" section with a table showing "Split Number", "Weight", "Volume", "Length", "Width", and "Height".

At the bottom, there is a "Data" section with a scroll bar and "Top" and "Refresh" buttons. The browser zoom level is set to 100%.

Search / View Order Release



Step 13

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

End of Procedure.