

## Transfer Arc. Orders To Live

**PROGRAM NAME:** OEUNARCH

**MENU OPTION TITLE:** Transfer Arc. Orders To Live

**MAIN MODULE:** ORDER VIEWING/MAINT

**HELP KEY ACTIVE:** Yes

### PROGRAM OVERVIEW

This program will allow the user to transfer orders, one at a time, from the archive file back into the active file.

### PROGRAM OPERATION

This program is almost identical to the Order Viewing/Current, and Order Viewing/History programs.

**ORDER #:** Remember, if you don't know the order number, you may use <IFF> to find it.

Once you enter the order number that you want to view, hit the <ENTER> key. This will bring up all information pertaining to that order. In order to get to the options in this program, you will need to press <ENTER> until your cursor is at the bottom of the page. Then the system will display an options line on the bottom of the screen. The options on the bottom of the screen are: (S)ee More, (F)edbook, (U)narchive, (N)ext Order, (P)revious Order, (Q)uit.

**(S)ee More:** If the order has more line items than will display on the screen, use this option to see them. The system will refill the line item portion of the screen, so, you will be seeing 5 new items.

**(F)edbook:** Using this option will allow you to view all, if any, serial number information that exists within this order. If there is no serial number information, the system will display an error message. "NO SERIAL NUMBER ENTRIES FOR THIS ORDER".

**(U)narchive:** This option will allow you to transfer the order from archived, to active. Type in a letter 'U', and press <ENTER>. The system will prompt you "Are you sure you want to unarchive this order (Y/N)?". If you want to continue, type in the letter 'Y' and press <ENTER>. If you do not want to continue, type in the letter 'N' and press <ENTER>.

**(N)ext Order:** This option provides another way of looking through the orders in ascending numeric order. (1-10)

**(P)revious Order:** This option provides another way of looking through the order in descending numeric order. (10-1)

**(Q)uit:** Use this option when you are finished viewing orders. Using this option will

return you to the menu system.

## **<F7> OPTIONS MENU**

This program is equipped with an <F7> Options Menu. By pressing <F7>, the system will display an options menu, consisting of 7 options.

**OPTION 1: Review Refund Check Info:** If this order contains any refund information, the system will display information such as refund amount, check number, date of refund, etc.

**OPTION 2: Review Manifest Information:** Using this option will allow the user to review any shipping information pertaining to this order. Please see documentation "Review Orders In History Manifest: SAHENTMN" for more information on viewing manifest information.

**OPTION 3: Review RMA's:** This option will allow you to view any RMA information for this order. Please see documentation "View RMA Numbers: RAENTER3" for more information on viewing RMA information.

**OPTION 4: Review Inventory Items:** This option will display yet another options consisting of two choices:

**OPTION 1: View Individual Part Information:** This option will allow you to enter and view one specific part number at a time. If you do not know the part number you may use the IFF functions.

**OPTION 2: List Part Alphabetically:** Enter the part number you wish to start from and the system will display a screen full of part numbers in alphabetical order, starting with the number you entered. You may use the IFF functions to scroll up or down to view parts or just press <ENTER> and the system will start from the beginning of the parts file. You will see the following on the bottom of the screen:

**(S)ee more:** If there are more part numbers this option will display them on screen. The system will refill the line item portions of the screen until you come to the end of the parts.

**(R)estart:** This option will bring you back to the beginning to start again. You may retype a part number, use your IFF functions, or press <ENTER>.

**(Q)uit:** Use this option when you are finished viewing part numbers. You will return to the options menu.

**OPTION 5: Review Active Orders:** Please see documentation "Review Orders: SAORVIEW" for information on this option.

## **GENERAL FUNCTION KEY ASSIGNMENTS:**

<F3> Key: This key is defined in the <IFF> documentation.

<F4> Key: Once you have an order up on the screen, pressing this key will allow the user to view any payment information for this order.

<F7> Key: This key will display an options menu. Please see the options listing above.

<F8> Key: If you press the <F8> key, the system will ask you to input a part number. With this option you can see a list of orders that contain a certain part number. Then you may scroll through the list using the IFF functions and pull up an order by pressing <ENTER>.

<F10> Key: Once you have an order up on the screen, pressing this key will allow the user to view any notes that were typed into this order.