## **Production/Client Order on Hold Feature**

Production and Client Orders in OPTO may be placed on hold – this will remove the allocation of materials and will stop the order from being despatched. The Employee will require permission and an internal employee password set-up in their employee record. (see below)

From the OPTO ribbon, select the 'Resources' tab and **click** on the 'New/Edit Employee' icon to open the 'Employee Details' window. Enter a password in the **Password** field then select the 'Security' tab and click in the **ON-HOLD (Clt)** and the **ON-HOLD (Prd)** boxes to tick (circled below).

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QA - NCR/ECR (Complete)

Release Client Orders

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Stock Take Restrict

 Point Of Sale Access
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 Change Due Date in Order Book
 Boss
 Rating:
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 Qualifications apply

Show Callup Amt

Budget:

## **To Place a Production Order On-Hold**

From the OPTO ribbon, select the 'Orders' tab and **click** on the 'Edit Factory Order' icon (1). In the **Order No** field **press <F2>** and select the order from the pop-up list then **click** on <u>OK</u>. **Press <TAB>** to generate the window, **click** on the 'Despatch' tab and **click** in the 'Order on Hold' box to tick (2). Enter the internal employee password, **click** on the <u>OK</u> button, and **press <F9>** to save.

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## **To Place a Client Order On-Hold**

From the OPTO ribbon, select the 'Orders' tab and **click** on the 'Edit Sales Order' icon (1). In the **Order No** field **press** <**F2**> and select the order from the pop-up list then **click** on <u>OK</u>. **Press** <**TAB**> to generate the window, ensure to **click** in the **OnHold** box to tick (2) then **press** <**F9**> to save.

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The message pane on the 'Details' tab of the orders alerts USERS that the order is on hold. (See below)

Edit Factory Order	
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Details       Sub Parts       More Info       Review       Desplatch       Desplatch	S/Notes Shipping Address ● Normal ○ Urgent □ Pickup □ Paid Badger Mining Pty Ltd 12 Old Quarry Road CLONCURRY QLD 4824
FULLY DESPATCHED         Deposit:         Total (           JOB TICKETS CREATED         Budget:         \$.0	Ex) Tax Total (Inc) Use Claim 0 S.00 S.00 Date Date

The Order cannot be despatched while it is On Hold.



## To Remove the On-Hold Feature on a Production Order

From the OPTO ribbon, select the 'Orders' tab and **click** on 'Edit Sales Order' or 'Edit Factory Order' then **click** in the **OnHold** box (Sales Order) or the **Order On Hold** box (Factory Order) to un-tick. Enter the internal employee password where required then **click** on <u>OK</u> and **press <F9>** to save. USERS can now despatch the orders as normal.