2007-104 - Retrieve a Sales/Factory Orders from History

Overview:

Orders that have been sent to history or cancelled in OPTO can be transferred back if needed. This function is password protected so the user will need to be set-up with the appropriate permission and internal password.

From the **Orders** tab in the Opto Ribbon click on the 'Utilities' dropdown, then select 'Transfer Factory/Sales Back' to open the corresponding window.

CHASING	ORDERS	JOBS/SCHEDUL	ING INVOICING	QUALITY	MANAGEMENT	WORKSHOP	ADMINISTR/	ATOR OP	тот	OOLS		
Orders Order	Callup Sheet (Sales)	New Factory Order	Edit Factory Order Despatch (Factory)	Chec Hist (Canc	k Allocations Factory Orders el Factory Order Factory Order	Callup Sheet (Factory)	Parts Auto Order	Point of Sale	Fa .	Data Se	t • • sfer Fact sfer Fact	ory tory Back
										Tran	sfer Sale <mark>sfer Sale</mark>	s s Back

Enter the employee password and **press** <TAB> to move to the "Job No" field. Type in the Job number or **press** <F2> and select from the drop-down menu and **click** on <u>OK</u>. **Press** <TAB> again to activate the window. **Click** on the **Back** icon to send the Order back to current.

History -	Prod Order							
Employee Password								
	•							
Job No	1159 👻							
\varTheta Back		📀 Finish						
Please Enter Job No!								

The orders and associated processes have been moved back to Current - Click on Finish.

History -	Prod Order	- • ×						
Employee Password								
	•							
Job No								
	1159	·						
🕑 Back		Sinish						
	Done							