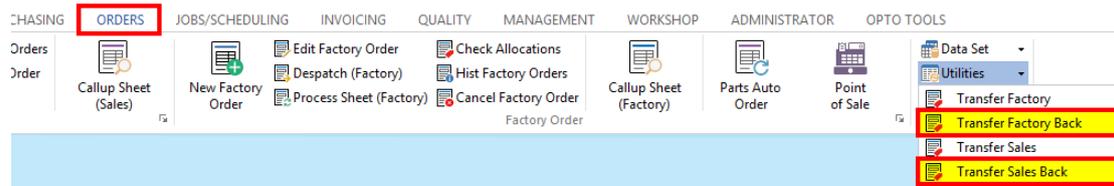


2007-104 - Retrieve a Sales/Factory Orders from History

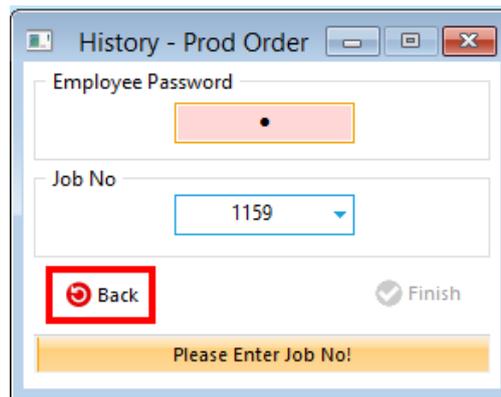
Overview:

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.



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 OK. **Press** <TAB> again to activate the window. **Click** on the **Back** icon to send the Order back to current.



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

