

2011-107 - Despatch Value Report

Open the **Management** tab in the Opto ribbon and **click** on the 'Despatch Value' icon.

Select the dates, **click** on any of the required drop-down list options and then **click** on the **Refresh** button. For this example the window will be arranged by 'Status'. **Click** on the 'Status' column header, hold the mouse button and drag to the column header to the Grouping field to sort the orders into their current status.

The screenshot shows the Opto software interface with the 'MANAGEMENT' tab selected. The 'Despatch Total' icon is highlighted in the ribbon. The 'Despatch Total' window is open, showing filters for Date From (01/01/2010) and Date To (01/01/2019). The 'Status' column header is highlighted, and a red box indicates the 'Status' column. A red arrow points to the 'Status' column header in the second window, which is sorted by status, showing 'Status: Transfer', 'Status: NO TRANS', and 'Status: IN STOCK'.

Desp No	Desp Date	F/S	C/H	Div	CatA	CatB	Client Code	Client Name	Cl Order No	Job Desc	Emp S ID	Desp Amt	Inv Amt	Inv No	Type	InStk	Trans	Inv Date	
-1	13/08/13	T	T	1	ACT	A1	ITMS	ITMS Software Services P...			1	\$31,499.75	\$0.00						
1106-1	03/09/13	F	H	1	ACT	A1	ITMS	ITMS Software Services P...		TEST BLOCKE...	32	\$0.00	\$0.00		PR	0	NO TRANS		
Status: Transfer																			
Status: NO TRANS																			
Status: IN STOCK																			
1010-1	26/01/10	F	H	1	FX_S...	A1	BEAVER	Beaver Manufacturing Co	2	Job 2	1	\$42.00	\$0.00						
1028-1	09/04/10	F	H	2	FX_S...	A1	BEAVER	Beaver Manufacturing Co	4	Part 4 INV ST...	1	\$154.00	\$0.00						
1028-1	09/04/10	F	H	2	FX_S...	A1	BEAVER	Beaver Manufacturing Co		Part 100 INV ...	1	\$21.78	\$0.00						1
1033-1	11/05/10	F	H	1	FX_S...	A1	BEAVER	Beaver Manufacturing Co	BM0021	Equipment T...	1	\$5,760.00	\$0.00						1
1032-1	02/06/10	F	H	1	FX_S...	A1	BEAVER	Beaver Manufacturing Co	BM0055	Keeper Plates	17	\$120.00	\$0.00						1
1036-1	29/06/10	F	H	1	FX_C...	A1	BEAVER	Beaver Manufacturing Co	RFA1234	Box Trailer	32	\$6,058.80	\$0.00						1

Dbi-click on a despatch number to open a Despatch Docket and then **click** on the "More Info" tab to view the Despatch Status – Or open the **Orders** tab in the Opto ribbon, select 'Edit Client/Production Order' and enter the order number. **Click** on the "Despatch" tab to view the status of the order