

Slide notes: We will now look at how to delete an Order.

Hal	IES Client(Q) v8.24 : My IES	ande								_ 🗆 🗙
	• (?) Q	101103	• 0	« »	iΤ		_	\$	(v)	×
	Distributic	Selection Dialog								
		Select -					Duplicate Order Delete Order Amend Order Re-Assign Order) 	, I	
	File Maintenance <u>M</u> a						Quit	•		
	Custom Options									
		Local		New Order Allocation Delete Contact Order New Order Report			<u>0</u> 0D	redit Note P Reports		
	Administration	٠	Sari Sa	ri Orders		V	Varehouse Inde	nt Orders		
	<u>Tasks: Su</u> Tasks -	Diary Ibmit New s: Perform		Dispatch Deliveries Other Order Functions Account Functions			<u>New De</u> Open De Invoice P	livery Note livery Note rocessing		
Se	li Tasks: I Tasks: Check	asks: Edit List Active Progress		<u>San San Reports</u>			Man Ord <u>Inde</u> i	lage Order ler Enguiny Credit Note nt Reports		

Slide 2 Slide notes:



Slide notes: If the Order is still at the Contact queue, then it can be deleted, otherwise not. Therefore, if it is on a Dispatch, we must release it from the Dispatch. When it is in the Sari Sari queue, then we must "re-assign" it back to the Contact queue, and then it can be deleted.



Slide 4 Slide notes:



IES Client(Q) v	8.24 : My IES						
lp Submit Quit	Functions Commands						
· ?	Q	V Ø	« »	iΠ		6	 Ø
	Sari Sari Dispatch						
						Stock Actions: -	Save
Delivery Truck	22				Do Or	der Transfers	Order Actions:
Name	Fruck 22		Crate Load Cap	acity 10	Undo Or	der Transfers	Load
Cash Account	10-00-00-84e Cash Account: Truc	:k 22	Load	ed: -	Cust	omer Returns	Release
Truck Store	22 Truck 22		When No Break Cr	ates	5 <u>Tr</u>	uck Transfers	Process
Deliv Date	06/02/2010		When Break Crates L	Jsed	2	Print Actions: -	Cash Up:
							Fransfer to Bank
	Change Display	Selec	ct Delivery Sequence			Po Po	st CR Vouchers
	>>> Order No		Deliv Seq 1	Load Factor	Stock Xfer	Order Status	Am
1	0000240 AUTUMN IMAGES INC.		2	U	.30 TRANSIT	Pre Delivery	
2	0000241 AVONHORE SCHOOL		3	0	.25 TRANSIT	Pre Delivery	
4	0000243 ARS TECHNICAL IMAGES		5	0	.20 TRANSIT	Pre Delivery	
5	0000239 BABCO ELECTRIC & ENGIN	MEERING LTD.	5	0	.25 TRANSIT	Pre Delivery	
							▶

IES Client(Q)	v8.24 : My IES							×
Help Submit Quit	t Functions Commands							
•	Q V	« »	iΠ			45	 X 	
	Sari Sari Dispatch							
						took Actions;	Save	
Delivery Truck	22				Do Ord	er Transfers	Order Actions:	
Name	Truck 22	Crate Load Ca	manity 1	00	Undo Ord	er Transfers	Load	
Cash Account	10-00-00-84e Cash Account: Truck 22		aded: -		Custor	ner Returns	Release	
Truck Store	22 Truck 22	When No Break	Orates	5	True	k Transfers	Process	
Deliv Date	06/02/2010	When Break Crates	Used	2		Print Actions: -	Cash Up: -	
							Transfer to Bank	
	Change Display Sel	lect Delivery Sequence				E E	ost CR Vouchers	
	>>> Order No	Deliv Seq	Load Facto	r	Stock Xfer	Order Status	Am 📥	
L	L 0000240 AUTUMN IMAGES INC.	2		0.30	TRANSIT	Pre Delivery		
2	2 0000241 AVONMORE SCHOOL	3		0.30	TRANSIT	Pre Delivery		
3	0000242 DOORNKLOOF SUN	4		0.25	TRANSIT	Pre Delivery		
4	4 0000243 ARS TECHNICAL IMAGES			0.20	TRANSIT	Pre Delivery		
	5 0000239 BABCO ELECTRIC & ENGINEERING BID.	5		0.25	TRANSIT	FLE DELIVELY		
							100	
				_				
				_				
Ses								
E Nex	Pre Add Ins Ed Del							
								2=

Slide notes: Let's suggest that the Truck is back and reports that Order 243 was refused by the Customer. We cannot process the Order as delivered, since we have not collected the money nor delivered the goods. Therefore, we return the Stock to the Warehouse.

Help Infolab Corr	v8.24 : My IES	npanion Wizard Howdo Data	aMarks Business Modules Action Ford	is Option Select		
• ?	Q	• 0) « » î		8	 ✓ (X)
Delivery Truck Name Cash Account Truck Store	22 22 Truck 22 10-00-00-84e Cash Acc 22 Truck 22	oatch ount: Truck 22	Crate Load Capacity Loaded - When No Break Crates	100	Stock Actions: - Do Order Transfers Undo Order Transfers Customer Returns Truck Transfers	Save Order Actions: - Load Release Process
Deliv Date 1 2 3 4 5	Change Dis Change Dis >>> Order No 0000240 AUTUMN IMAG 0000241 AVONNORE SO 0000242 DOORMKLOOF 0000243 ARS TECHNIC 0000239 BABCO ELECT	MULTI SELECT: Orders avail Multi Select - 0000241 AV01 0000242 D001 0000243 ARS 0000239 BAB	When Break Crates Used able for UNDO Stock Transfer IMM IMAGES INC. IMMORE SCHOOL RNKLOOF SUN TECHNICAL IMAGES CO ELECTRIC & ENGINEERING LT	2 D.	Print Actions: - Order: Status Pre Deliver Pre Deliver Pre Deliver Pre Deliver Pre Deliver	Cash Up:- <u>Transferto Bank</u> Post CR Vouchers y y y y y y y y y y y
		Select ALL Show Full Lin	e Cancel OK			
5es 🔳						× >

IES Client(Q)	v8.24 : My IES	manian Winard Houde I	Detellarte RussersMedular Art	tion Forum - Onkion Sola		
					*	 ✓ ×
Delivery Truck Name Cash Account Truck Store	22 Truck 22 10-00-084e Cash Act 22 Truck 22	paton :ount: Truck 22	Crate Load Ca Loa When No Break C	pacity 100 ded - crates 5	Stock Actions: - <u>Do Order Transfers</u> <u>Undo Order Transfers</u> <u>Customer Returns</u> <u>Truck Transfers</u>	Save Order Actions: - Load Release Process
Deliv Date	06/02/2010 Change Dis >>> Order No 1 0000240 AUTUMN IMAG 2 0000241 AVONMORF SG 3 0000242 DOORNKLOOF 4 0000243 ARS TECHNIC 5 0000239 BABCO ELECT	MULTI SELECT: Orders a Hulti Select - 0000241 0000242 0000243 0000243	When Break Crates wailable for UNDO Stock Tran AUTURN IMAGES INC. AVOMNORE SCHOOL DOORNKLOOF SUN ARS TECHNICAL IMAGES BABCO ELECTRIC & ENGINEER	Used 2 nsfer LING LTD.	Print Actions: - Order Statt Pre Delive Pre Delive Pre Delive Pre Delive	Cash Up: - <u>Transferto Bank</u> <u>Post CR Vouchers</u> s <u>Ani</u> + ry ry ry ry ry ry ry
		Select ALL Show Fi	dl Line Cancel	ок		
5e: •	1					• •

IES Client(Q)	v8.24 : My IES	maning Winned User	ia I DataMark	- Duringer Madular - Artise F	ontion Collect			
		Silipariish Wizard Now C		« »		_	6	 ×
	Sari Sari Dis	patch						
						St	ock Actions: -	Save
Delivery Truck	22					Do Orde	r Transfers	Order Actions: -
Name	Truck 22			Crate Load Capacity	100	Undo Orde	r Transfers	Load
Cash Account	10-00-00-84e Cash AC	COUNT: IFUCK 22		Loaded: -	5	<u>Custon</u> True	<u>ter Returns</u> k Transfors	Process
Deliv Date	06/02/2010			When Reak Crates Used	2	1100	kint Actions:	Cash Uni
Doily Date				WINTER OR CHARGE COOL	(l	,	The Actions.	Transfer to Bank
	Change Dis	MULTI SELECT: Orde	ers available	for LINDO Stock Transfer	0) 💳 e	ost CR Vouchers
	>>> Order No			Tor one of the runner			Order Status	Am 📥
1	0000240 AUTUMN IMAC	Multi Select -					Pre Delivery	
3	0000241 AVONHORE SC 0000242 DOORNKLOOF	0000240	AUTUMN :	IMAGES INC.			Pre Delivery	
4	0000243 ARS TECHNIC	0000241	DOORNKL	SCHOOL NOF SUN			Pre Delivery	
5	5 0000239 BABCO ELECT	✓ 0000243	ARS TECH	HNICAL IMAGES			Pre Delivery	6
		0000239	BABCO EI	LECTRIC & ENGINEERING	LTD.			
		Select ALL Sho	ow Full Line	Cancel OK				
-								_
E								

Help Submit Quit Functions Commands Commands Cash Account:	IES Client(Q)	v8.24 : My IES					
Cervery Truck 22 Delvery Truck 22 Delvery Truck 22 Cerver V Truck 22 Delvery Truck 2	Help Submit Quit	Functions Commands					
Series of the	• ?	Q V ()	« » i			\$	 ×
Sard Sard Dispatch Deterry Turk 2 Name Turk 22 Name Turk 22 Od-00-0646 Cash Account: Turk							_
Delivery Tutkl 22 Stock Actions: - Stock Actions:		Sari Sari Dispatch					
Delvery Truck 22 Conte Load Capacity 100 Under Transfers Order Actions: - Name Truck 22 Crate Load Capacity 100 Undo Order Transfers Load Cash Account 10-00-00-64e Cash Account: Truck 22 Loaded - Customer Returns Release Delv Date 06/02/2010 When No Break Crates 5 Truck Transfers Protess Obd/02/2010 When No Break Crates 2 Print Actions: - Cash Up: - Truck 22 Change Display Change Display Select Delivery Sequence >> Order No Deliv Sec Load Factor Stock Xitors: - Cash Xitors: - 2 0000241 AVDMINDE SCHOOL 2 0.30 TRANSIT Pre Delivery 3 0.000241 AVDMINDE SCHOOL 3 0.30 TRANSIT Pre Delivery 4 0000242 DORMKLOOF SUN 4 0.25 TRANSIT Pre Delivery 5 0.200 NO Pre Delivery 5 0.25 TRANSIT 4 0000243 ARS TECHNICAL IMAGES 5 0.25 TRANSIT Pre Delivery 5 0000233 ARS TECHNICAL IMAGES <							Sava
Nome Truck 22 Crate Load Capacity 100 Undo Order Transfers Lad ad Cesth Account 10-00-00-84e Cash Account: Truck 22 Crate Load Capacity 100 Undo Order Transfers Lad ad Truck Store 22 Truck 22 Vene No Break Crates 5 TruckTransfers Process Deir Date 06/02/2010 Vene No Break Crates 5 TruckTransfers Process Neme Display Select Delivery Sequence Vene No Break Crates 0.30 Transfer to Bank Post CR Vouchers >>> 0xder No Deliv Seq Load Factor Stock Xfer Order Status Am + 1 0000242 DUORNKLOOP SUN 4 0.25 TRANSIT Pre Delivery 3 0000242 DUORNKLOOP SUN 4 0.25 TRANSIT Pre Delivery 4 0000243 ARS TECHNICAL IMAGES 5 0.25 TRANSIT Pre Delivery 5 0000233 BABCO ELECTRIC & ENGINEERING LTD. 5 0.25 TRANSIT Pre Delivery	Delivery Truck	22			Do Ord	er Transfore	<u></u>
Nome Location Construction		Truck 22		108	Undo Ord	er Transfere	Urder Actions: -
Change Display Change Display Classed of the form of the f	Name	10-00-00-84e Cash Account: Truck 22	Crate Load Capacity	100	Custor	mer Returns	Release
Nucley Code Office Notice Call Nucley Codes Call Nucley Codes Call Nucley Codes Deliv Date Of/02/2010 When Break Crates Used 2 Print Actions - Transfer to Bank Post CR Vouchers Change Display Select Delivery Sequence Call Nucley Code Call Nucley Codes Call Nucley Codes >>> Order No Deliv Seq Load Factor Stock Xfer Order Status Am 1 0000240 AUTUMN INAGES INC. 2 0.30 TRANSIT Pre Delivery 2 0000241 AVONNORE SCHOOL 3 0.30 TRANSIT Pre Delivery 3 0000242 DOORMKLOOF SUN 4 0.25 TRANSIT Pre Delivery 4 0000243 ARS TECHNICAL INAGES 5 0.25 TRANSIT Pre Delivery 5 0000235 BABCO ELECTRIC & ENGINEERING LTD. 5 0.25 TRANSIT Pre Delivery	Cash Account	22 Truck 22	Loaded	5	True	rk Transfers	Process
Change Display Select Delivery Sequence Transfer Ideant >>> Order No Deliv Seq Load Factor Stock Xfer Order Status Am • 1 0000240 AUTURN INAGES INC. 2 0.30 TRANSIT Pre Delivery 3 0.000241 AVONNORE SCHOOL 3 0.30 TRANSIT Pre Delivery 4 0.25 TRANSIT Pre Delivery 5 0.20 NO Pre Delivery 5 0.00239 BABCO ELECTRIC & ENGINEERING LTD. 5 0.25 TRANSIT	Dolis Date	06/02/2010	When Prock Crates	2		Dvist Actional	Cook Um
Change Display Select Delivery Sequence PostCR Vouchers >>> Otder No Deliv Seq Load Factor Stock XEr Order Status Amotol 1 0000240 AUTUMN IMAGES INC. 2 0.30 TRANSIT Pre Delivery 2 0000241 AVONNDER SCHOOL 3 0.30 TRANSIT Pre Delivery 3 0000242 DOORNKLOOF SUN 4 0.25 TRANSIT Pre Delivery 4 0000243 ARS TECHNICAL IMAGES 5 0.20 NO Pre Delivery 5 0000239 BABCO ELECTRIC 4 ENGINEERING LTD. 5 0.25 TRANSIT Pre Delivery	Doily Date		When break crates about			Fille Actions	Transfer to Bank
>>> Order No Deliv Seq Load Factor Stock XFer Order Status Am 1 0000240 AUTURN IMAGES INC. 2 0.30 TRANSIT Pre Delivery 2 0000241 AVONNOFF SCHOOL 3 0.30 TRANSIT Pre Delivery 3 0000242 DOURMELOOF SUN 4 0.25 TRANSIT Pre Delivery 4 0000243 ARS TECHNICAL IMAGES 5 0.20 NO Pre Delivery 5 0000239 BABCO ELECTRIC 4 ENGINEERING LTD. 5 0.25 TRANSIT Pre Delivery		Change Display Sel	lect Delivery Sequence			Pi	ost CR Vouchers
1 0000240 AUTURN INAGES INC. 2 0.30 TRANSIT Pre Delivery 2 0000241 AVONNORE SCHOOL 3 0.30 TRANSIT Pre Delivery 3 0000242 DOORNKLOOF SUN 4 0.25 TRANSIT Pre Delivery 4 0000243 ARS TECHNICAL IMAGES 5 0.20 NO Pre Delivery 5 0000239 BABCO ELECTRIC « ENGINEERING LTD. 5 0.25 TRANSIT Pre Delivery		>>> Order No	Deliv Seg Load	Factor	Stock Xfer	Order Status	Am 🔺
2 0000241 AVONNORE SCHOOL 3 0.30 TRANSIT Pre Delivery 3 0000242 DOORMKLOOF SUN 4 0.25 TRANSIT Pre Delivery 4 0000243 ARS TECHNICAL IMAGES 5 0.20 NO Pre Delivery 5 0000239 BABCO ELECTRIC & ENGINEERING LTD. 5 0.25 TRANSIT Pre Delivery	1	0000240 AUTUMN IMAGES INC.	2	0.30	TRANSIT	Pre Delivery	
3 0000242 DOGRMKLDOF SUN 4 0.25 TEANSIT Pre Delivery 4 0000243 ARS TECHNICAL IMAGES 5 0.20 NO Pre Delivery 5 0000239 BABCO ELECTRIC & ENGINEERING LTD. 5 0.25 TRANSIT Pre Delivery	2	0000241 AVONMORE SCHOOL	3	0.30	TRANSIT	Pre Delivery	
4 0000243 ARS TECHNICAL IMAGES 5 0.20 NO Pre Delivery 5 0000239 BABCO ELECTRIC « ENGINEERING LTD. 5 0.25 TRANSIT Pre Delivery	3	0000242 DOORNKLOOF SUN	4	0.25	TRANSIT	Pre Delivery	2
5 0000239 BABCO ELECTRIC « ENGINEERING LTD. 5 0.25 TRANSIT Pre Delivery	4	0000243 ARS TECHNICAL IMAGES	5	0.20	NO	Pre Delivery	
	5	0000239 BABCO ELECTRIC & ENGINEERING LTD.	5	0.25	TRANSIT	Pre Delivery	
							•
	Ses 🔳						
E Nex Pre Add Ins Ed Del	E <u>N</u> ex	Pre Add Ins Ed Del					

Slide notes: And then we release the Order back to the Sari Sari queue.

IES Client(Q)	v8.24 : My IES	and the set	DataMada	Dusie and Markula	A Mark Tana				
	Q	Mpanon wizara nowasi		() ()	» iT			ŵ	 ×
	Sari Sari Dis	patch						-	_
Delivery Truck	22 Truck 22			Crate Lo	ad Capacity	108	SI <u>Do Orde</u> <u>Undo Orde</u>	tock Actions: - er Transfers er Transfers	<u>Save</u> Order Actions: - Load
Cash Account Truck Store Deliv Date	10-00-00-84e Cash Acc 22 Truck 22 06/02/2010	count: Truck 22		When No E When Break (Loaded: - Ireak Crates Crates Used	5	<u>Custon</u> <u>Truc</u>	ner Returns :k Transfers Print Actions: -	Release Process Cash Up: -
	Change Disp >>> Order No		<u>Select</u>	t Delivery Seque	<u>108</u>			Order Status	Transfer to Bank ost CR Vouchers Am
1 2 3 4 5	0000240 AUTUMN INAC 0000241 AVONMORE SC 0000242 DOORNKLOOF 0000243 ARS TECHNIC 0000239 BABCO ELECT	Multi Select -	ARS TECH	NICAL IMAGES				Pre Delivery Pre Delivery Pre Delivery Pre Delivery Pre Delivery	
		Select ALL Show	Full Line	Cancel	ок				
5œ ▲									• •

e 1	ES Client(Q)	v8.24 : My IES							*		
Help	Infolab G	nections Logon Logo	r Companion	Wizard How do I	DataMarts	Business Mo	Action For	Cus Option Selec	ţ	45	 ×
		Sari Sari [Dispatcl	h							
	Delivery Truck	22							S	tock Actions: -	Save
		Truck 22						100	Undo Ord	or Transfers	Order Actions: -
	Name	10_00_00_84e Coo	h Jecount · T	muck 99		Crat	e Load Capacity	T00	Custor	mor Doturno	Poloaco
	Cash Account	22 Truck 22	a account: 1	1 W.N 22			Loaded: -	5	True	ner Keluins	Process
	Truck Store	06/02/2010				Vvnen f	No Break Crates	2	<u></u>		riocess
		00,02,2010					ak Urates Used			Print Actions: -	Transfer to Bank
		Change	Display		Selec	t Delivery Ser	mence				ost CR Vouchers
		>>> Order No	Cicolar Cicolar				1001100			Order Status	Ami 🔺
		1 0000240 AUTUMN	IMAC	ELECT: Orders	available	for Release				Pre Delivery	
		2 0000241 AVONMOR	e se Multi	i Select -						Pre Delivery	
		3 0000242 D00RNKL	00F	243	ARS TECH	HNTCAL TMAG	rs			Pre Delivery	8
		4 0000243 ARS TEC	HNIC	243	AND TEO	INTERN INRO	55 5			Pre Delivery	ti internet
		5 0000239 BABCO E	LECT							Pre Delivery	<u> </u>
			-	1					22		
			Select	ALL Show F	Full Line	Cancel	OK				
		<u></u>									
1978											
2100	4										•
E											

Ø 1	ES Client	(Q) v	8.24 : My IES								
Help	Submit	Quit	Functions Commands								
	-	(?)	9	•	\bigcirc	··· ·· ·· ·· ·· ·· ·· ·· ·· ·· ·· ·· ··	- i	T ()			 ×
			Sari Sari Dis	spatch							
										Phoek Actions:	Save
	Delivery T	ruck	22						Do Oro	der Transfers	Order Actions:
	N	lame	Truck 22			Crate Load C	anacity	100	Undo Ord	der Transfers	Load
	Cash Acc	ount	10-00-00-84e Cash A	ccount: Truck 22		Lo	aded: -		Custo	mer Returns	Release
	Truck S	Store	22 Truck 22			When No Break	Crates	4	Tru	ick Transfers	Process
		Date	06/02/2010			When Break Crate	s Used	2		Print Actions: -	Cash Up: -
											Transfer to Bank
			Change Dis	splay	Selec	t Delivery Sequence				E E	ost CR Vouchers
			>>> Order No			Deliv Seq	Load	Factor	Stock Xfer	Order Status	Am 🔺
		1	0000240 AUTUMN IMA	AGES INC.		2		0.30	TRANSIT	Pre Delivery	
		2	0000241 AVONMORE S	SCHOOL		3		0.30	TRANSIT	Pre Delivery	
		3	0000242 DOORNKLOOF	FSUN		4		0.25	TRANSIT	Pre Delivery	
		4	UUUUZ39 BABCU ELEC	TRIC & ENGINEERING L	ID.			0.25	TRANSIT	Pre Delivery	
Ses		•									
F		Nex F	re Add Ins Ed Del								
<u> </u>											

Slide 16 Slide notes:

Slide 17 Slide notes:

📓 IES Client(Q) v8.24 : My IES									🗙
Help Submit Quit Functions Comm	iands								
• ? Q		V Ø	~~	»	7 ()		4	Ø	×
Distributio	Selection Dialog								
File Maintenance	Select -					Duplicate Order Delete Order Amend Order Re-Assign Order Quit	* * * *		
Ma Custom Options									
	<u>Local</u>		New Order Al Delete Conta New Orde	location ct Order : Report		<u>01</u>	Credit Note OP Reports		
Administration	° ≟	Sari Sa	ri Orders			Warehouse Inde	ent Orders		
<u>Tasks: Sul</u> <u>Tasks</u> Tasks: I <u>Tasks: I</u>	bmit New :: Perform asks: Edit List Active		Other Order Fu Account Fu Sari Sari	inctions Inctions Reports		<u>Open Di</u> Invoice I Ma Or	elivery Note Processing nage Order der Enguiny		
See Tasks: Check	Progress					Inde	credit Note ent Reports		

Slide notes: Then we re-assign the Order back to the Contact Order queue.

Slide 19 Slide notes:

Slide 20 Slide notes:

Slide notes: And at the Contact queue, we choose the DELETE option.

Slide 22 Slide notes:

Slide 23 Slide notes:

Slide 24 Slide notes:

Slide notes: And now the Order is fully deleted.