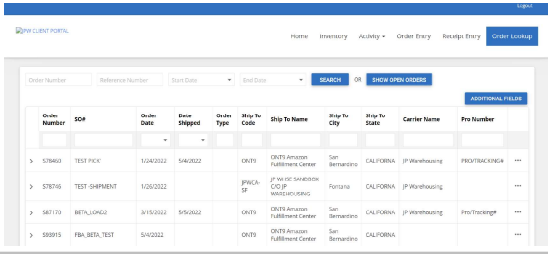

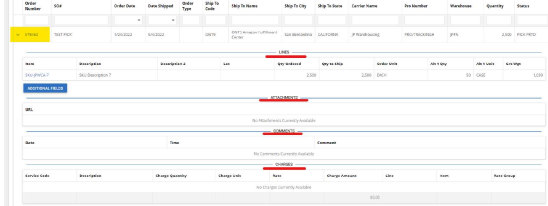


# Order Lookup

Step#	Instruction	
1	From the Homepage select <b>Order Lookup</b> then <b>SHOW OPEN ORDERS</b>	
2	Press the dropdown to view transaction details like <i>ITEM</i> Qty and details, <i>Comments</i> , <i>Charges</i> & any <i>Attachments</i> to this transaction Pressing the  will give you more details such as  Warehouse: JPFN Quantity: 2,500 Status: PICK PRTD	
3	You can filter the view by order or reference # or by a specific date range	