

SUBMITTING AN ORDER

After Searching for Items, or adding new items the pending orders are placed in the cart to be reviewed by the user before sending the order to the center to be processed.

In this section we will review the Send order process and the screens involved in submitting an order to be processed by the center.

Reviewing and Changing a Pending order

Any order that has not yet been submitted is a pending order. In order to review pending orders, the view orders screen can be accessed. This is done in one of two ways.

- 1) Clicking on the “**View Order(s)**” Icon located in the Action section of the Web page will take you to the view order screen.
- 2) You can also select the View orders screen by Selecting User and then clicking on View Orders in the Menu drop down.(Fig 4-1)

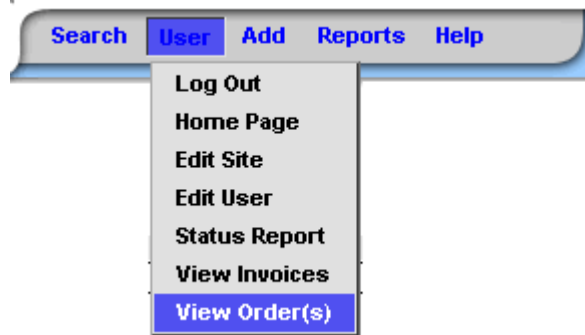


Fig 4- 1

By using either method the user will be taken to the View Orders Screen. (Fig 4-2)

TOTAL RECALL™ Records Management Software		POWERED BY TOTAL RECALL™													
		Search User Add Reports Help													
		+ - Refresh Print Home Close Help Logout													
		Current Customer: ABC INSURANCE Current User: User User On Order (5)													
		Check All/Uncheck All													
		Item Type = #00													
Select	Bar Code	Detail	Parent Bar Code	Customer Name	Cost Box Number	Contents From	Contents To	Minor Descr	Maj Descr	From Date	To Date	Expirs Date 1	Effective Date	Department	Comments
<input checked="" type="checkbox"/>	Request #00048888			ABC INSURANCE	4807	A	Z	Old Work Order					04/14/2005	MED	
<input checked="" type="checkbox"/>	Request #00048888	medbox		ABC INSURANCE	ref1	ref2	ref3	auto	ref18	03/01/2004	03/01/2005	03/01/2006	05/18/2004	MED	
		Item Type = FILE													
Select	Bar Code	Detail	Parent Bar Code	Customer Name	File ID	Last Name	First Name	Excess Member	Contents From	From Date	To Date	Expirs Date 1	Effective Date	Department	Comments
<input checked="" type="checkbox"/>	Request FILE		000240000	ABC INSURANCE	120458	Simpson	Beta	123456				01/01/00	04/14/2005	MED	
<input checked="" type="checkbox"/>	Request FILE		000240000	ABC INSURANCE	120458	Simpson	Beta	123456				01/01/00	04/14/2005	MED	
<input checked="" type="checkbox"/>	Request FILE		000240000	ABC INSURANCE	120458	Simpson	Beta	123456				01/01/00	04/14/2005	MED	

Fig 4- 2