My Orders – Default Date Range Expanded to 4 Months
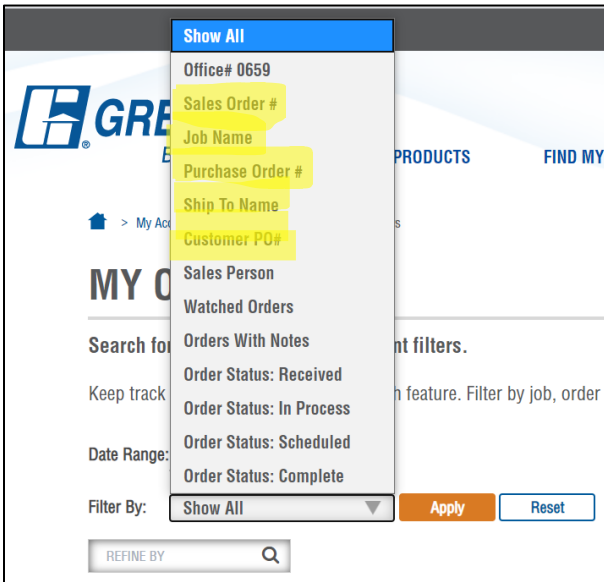
When accessing My Orders you will now see the last 4 months of orders presented in the listing by default. Previously, this was 3 months.

My Orders – New Filter Options

New filter options are now available in the Filter By drop down:

- Sales Order #
- Job Name
- Purchase Order #
  - Your purchase order number
- Ship To Name
- Customer PO#
  - Your customer's purchase order number

My Orders – View Customer PO Number

To view the customer PO number for your order, click on **View Customer PO** under **Options** when viewing the order details.

My Orders – Orders Export Feature

Need to send shipment status information to your customer for multiple sales orders across a job, PO, or ship to? Use the filter by options to return the sales orders you are looking for. Click the Export Results button to export the sales orders that were returned to an Excel file.

In the example below we used the Job Name filter to find orders related to a single job. There are 4 sales order (delivery groups) returned. Clicking on the **Export Results** button will export the shipping details for these orders to an Excel file shown below.

	A	B	C	D	E	F	G	H	I	J	K	L	M
		Sales Order (Delivery											
1	Sold To	Group)	Job Name	Sales Person	Ship To	Rep PO#	Order Status	Est. Ship Date	Entered Date	Carrier	Pro or Load Number	Hold Status	Notes
2	999	7257659(1)	Example Job	Sales Person	Customer	99s815900201	COMPLETE	05-21-2020	04-06-2020	N & M TRANSFER	1090382439		
3	999	7257659(2)	Example Job	Sales Person	Customer	99s815900201	COMPLETE	04-28-2020	04-06-2020	FEDEX GROUND PARCEL	17735253171516		
4	999	7249802(1)	Example Job	Sales Person	Customer	99s815900201	COMPLETE	04-16-2020	03-23-2020	FEDEX GROUND PARCEL	17735253171516		
5	999	7249802(2)	Example Job	Sales Person	Customer	99s815900201	COMPLETE	04-14-2020	03-23-2020	N & M TRANSFER	1090818234		

My Orders – Change Address Updates

You will see a new note on the change address screen clarifying that when you change the address for a sales order, all delivery groups will be changed.

You can now remove the Will Call or Customer Pick Up option when editing the ship to address.