

# Track Order Widget

## Widget Use

Renders order search options and order data displayed in the Order Tracking/Order History feature.

## Examples of Widget Use

Order Search

🔍 Check the status of your order

Order Status

All Orders

Order Date (start)

03/08/2022

Order Date (end)

02/09/2022

Delivery Date (start)

Delivery Date (end)

Invoice Date (start)

Invoice Date (end)

Your Reference

Product Search

☐ Show My Orders Only (Jane Smith)

Invoice / Order Number

Search

Search Results List

🔍 Search Results

32 records (2 pages)

Export to CSV

| Order No. | Order Date | Customer |
|-----------|------------|----------|
| 100019800 | 29/06/2022 | AACA     |
| 100019796 | 29/06/2022 | AACA     |
| 100019795 | 29/06/2022 | AACA     |

Order Details page

🔍 Check the status of your order

Back to Results

Copy to Current Order

Return Items

Print

Order: # 100019938

\$1,011.50

Plus GST \$101.15

Total \$1,112.65

Approval Required

Order Details

Entered By

Jane Smith

Sales Order Date

30/08/2022

Customer Reference

12345

Warehouse Code

NDC

Delivery Address

Nifty Gifts

Cnr Maroondah Hwy & New St

RINGWOOD VIC

3134

Carrier

Toll Ipec

| Line | Product                                                                                                                                      | Order Qty | Unit | Shipped Qty | Item Price (ex) | Per  | Line Total | Shipped Total |
|------|----------------------------------------------------------------------------------------------------------------------------------------------|-----------|------|-------------|-----------------|------|------------|---------------|
| 1    |  Pure Fitness 40lb Weighted Vest<br>Code: CV109<br>(Each) | 10        | EACH |             | \$100.00        | Each | \$1,000.00 |               |

Subtotal (Ex GST)

\$1,000.00

Charges

Toll Ipec

\$11.50

GST

\$101.15

Total (inc GST)

\$1,112.65

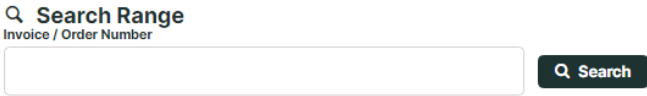
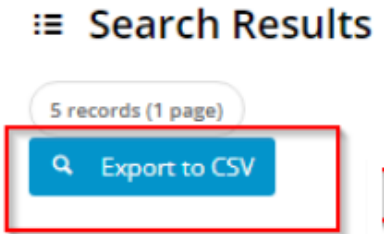
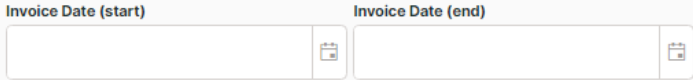
## Where can the Widget be placed?

- Track Orders Template

## Widget Options

| Option      | Use                                    | Comments                                                                                             | Min. Version |
|-------------|----------------------------------------|------------------------------------------------------------------------------------------------------|--------------|
| Description | Short description of the widget's use. | This description is added to the widget title. It makes the widget's use clear on the template page. | All          |

|                                             |                                                                                                                                                                                                                                                       |                                                                                                                                                                                                                                                                                            |      |
|---------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------|
| Layer                                       | Layer the widget is valid for.                                                                                                                                                                                                                        | Use <a href="#">layering</a> to limit widget content to certain groups of users.<br><br>To use the same widget for more than one user group but with different options set, add the widget as many times as needed in the same zone. Then add layering to define the user group each time. | All  |
| Show Discount Column?                       | Whether to show Discount column on Order Details page.                                                                                                                                                                                                | Default: OFF<br>Toggle to enable                                                                                                                                                                                                                                                           | All  |
| Show Backorders Column?                     | Whether to show Backorders column on Order Details page.                                                                                                                                                                                              | Default: ON<br>Toggle to disable                                                                                                                                                                                                                                                           | All  |
| Show Invoice Details on Search Results?     | Whether to show invoice detail columns in Search results. Includes "Invoice Number" and "Invoice Date".                                                                                                                                               | Default: OFF<br>Toggle to enable                                                                                                                                                                                                                                                           | All  |
| Show APN Instead Of Product Code            | Whether to show Australian Product Number instead of the Product Code (if used).                                                                                                                                                                      | Default: OFF<br>Toggle to enable                                                                                                                                                                                                                                                           | All  |
| Use Product Hyperlink?                      | Whether to hyperlink the product code to the product's detail page on the Order Details page.<br><br><b>NOTE</b> - When disabled, a product's description will still be a hyperlink.                                                                  | Default: ON<br>Toggle to disable                                                                                                                                                                                                                                                           | All  |
| Show Approval Details?                      | <i>(When Order Approvals feature is enabled)</i><br><br>On orders that need approval, whether to show an Approval Log to give details of the approval status and process.                                                                             | Default: OFF<br>Toggle to enable                                                                                                                                                                                                                                                           | All  |
| Force Current Customer?                     | Whether to allow user to access only orders for the customer account they are currently in, or all orders submitted for all accounts linked to the user.<br><br><b>NOTE</b> - If disabled, results include all orders for all accounts for the user . | Default: OFF<br>Toggle to enable                                                                                                                                                                                                                                                           | All  |
| Enable Invoice Download?                    | Whether to show Download button for B2B users on invoiced orders.<br><br><b>CAUTION</b> - Only enable option when the DocumentDownloads table is populated with valid invoice document download URLs.                                                 | Default: OFF<br>Toggle to enable                                                                                                                                                                                                                                                           | 3.88 |
| Default Order Status Selected               | Select an order status default for the Search tool.                                                                                                                                                                                                   | Default: All Orders                                                                                                                                                                                                                                                                        | 3.88 |
| Start Search on Page Load?                  | Whether to run search automatically when Order History page is loaded.<br><br><b>NOTE</b> - Disabling this setting when using Live Order History can avoid excessive calls to the ERP.                                                                | Default: ON<br>Toggle to disable                                                                                                                                                                                                                                                           | 3.88 |
| Enable Order Shipped Total Summary?         | For completed orders, whether to show the shipped total summary on the Order Details page.                                                                                                                                                            | Default: OFF<br>Toggle to enable                                                                                                                                                                                                                                                           |      |
| Detail View UOM Difference Text             | Text to display when Product Price UOM is not 1 or Order Line UOM is not equal to Product UOM.                                                                                                                                                        | Default: Price Per {0}{1}<br><br>{0} - placeholder for SolPriceUOM<br>{1} - UnitDescription                                                                                                                                                                                                |      |
| Show Extended UOM Difference Text?          | Whether to show more Unit of Measure detail.                                                                                                                                                                                                          | Default: OFF                                                                                                                                                                                                                                                                               |      |
| Show 'Print' Button On Order On Mobile?     | Whether to allow user to print an order invoice when an order is viewed on a mobile device.                                                                                                                                                           | Default: ON<br>Toggle to disable                                                                                                                                                                                                                                                           |      |
| Layout                                      | Whether orders are displayed in standard (default) view or Invoice layout.                                                                                                                                                                            | Default: Default                                                                                                                                                                                                                                                                           |      |
| Itemise Charges In Summary?                 | Whether to show extra charges in itemised mode in order summary line on Order Details page.                                                                                                                                                           | Default: OFF<br>Toggle to enable                                                                                                                                                                                                                                                           |      |
| Show Blank When Disc Rate Is Zero?          | Used with 'Show Discount Column?'. When enabled, show a blank space on order line if discount rate does not apply to order.<br><br>When disabled, '0.00%' is shown.                                                                                   | Default: OFF<br>Toggle to enable                                                                                                                                                                                                                                                           |      |
| Show Warehouse Description Instead Of Code? | Show warehouse description instead of Warehouse Code on Order Details page                                                                                                                                                                            | Default: OFF<br>Toggle to enable                                                                                                                                                                                                                                                           |      |

|                                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                                     |      |
|---------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------|------|
| Show Entered By Column?                     | Whether to show the user who submitted the order in Search results.                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Default: OFF<br>Toggle to enable<br><br>Requires setting IncludeUserIdOnOrderTracking to be enabled |      |
| Consolidate Note Lines?                     | Whether to combine note lines to display together in Order Details view (where the ERP has split longer notes into separate lines).                                                                                                                                                                                                                                                                                                                                                                                                               | Default: OFF<br>Toggle to enable                                                                    | 3.96 |
| Show Customer Name In Customer Code Column? | Whether to show customer name (company) instead of customer code in Search results.                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Default: OFF<br>Toggle to enable                                                                    |      |
| Show Account Code Search                    | Whether to allow user to search for orders by customer account.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Default: OFF<br>Toggle to enable                                                                    |      |
| Consolidate Search Options?                 | Whether to display search by Invoice/Order No. as a separate search or an option of the main search.<br><br> A screenshot of a search interface titled "Search Range" with the subtitle "Invoice / Order Number". It features a text input field and a "Search" button with a magnifying glass icon.                                                                                                                                                             | Default: ON<br>Toggle to disable                                                                    |      |
| Show Invoice Approval Information           | Whether to show approval details on the Order Details page.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Default: OFF<br>Toggle to enable                                                                    |      |
| Show Preferred Delivery Date?               | (Only if Preferred Delivery Date feature is implemented.)<br><br>Whether to show the preferred delivery date in Order Details if added by user during checkout.                                                                                                                                                                                                                                                                                                                                                                                   | Default: ON<br>Toggle to disable                                                                    |      |
| Show Customer in Order Details?             | Whether to show customer information for an order on the Order Details page.                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Default: OFF<br>Toggle to enable                                                                    |      |
| Show Actual Delivery Date?                  | <b>NOTE</b> - This feature needs implementation by Commerce Vision.<br><br>Whether the search fields include the actual delivery date. If ON, the user can enter the delivery date range.<br><br> A screenshot showing two date selection fields labeled "Delivery Date (start)" and "Delivery Date (end)". Each field has a calendar icon to its right.<br><br>Labels for the <a href="#">search fields</a> and <a href="#">search results</a> can be edited. | Default: OFF<br>Toggle to enable                                                                    | 4.31 |
| Show Export to CSV                          | Whether to add a button to Search results so that order details can be downloaded as a CSV file.<br><br> A screenshot of a "Search Results" interface. It shows a header "Search Results", a status "5 records (1 page)", and a blue button labeled "Export to CSV" with a magnifying glass icon. The button is highlighted with a red rectangle.                                                                                                              | Default: OFF<br>Toggle to enable                                                                    | 4.31 |
| Enable invoice date search?                 | Whether invoice date is added as a Search option.<br><br> A screenshot showing two date selection fields labeled "Invoice Date (start)" and "Invoice Date (end)". Each field has a calendar icon to its right.                                                                                                                                                                                                                                                | Default: OFF<br>Toggle to enable                                                                    | 4.38 |

|                                                             |                                                                                                                                                                                                                                                           |                                                                                                                                                                                                          |      |
|-------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------|
| Show exploded total columns (Total (ex), Tax, Total (Inc))? | <p>Whether to display an order total in expanded mode with separate columns for tax, total (inc. tax) and total (ex. tax).</p> <div> <div>Total (ex) GST Total (inc)</div> <div>\$23.74 \$2.37 \$26.11</div> </div>                                       | <p>Default: OFF</p> <p>Toggle to enable</p>                                                                                                                                                              | 4.38 |
| Show Total & Tax?                                           | <p>Whether to display the total amount and tax paid for all orders in the Search results .</p> <div>\$645.75<br/>Inc. GST \$78.21</div>                                                                                                                   | <p>Default: OFF</p> <p>Toggle to enable</p>                                                                                                                                                              | 4.38 |
| <b>Column Ordering</b>                                      |                                                                                                                                                                                                                                                           |                                                                                                                                                                                                          |      |
| Show Product Description in Product Search Results          | <p>Displays a Product Description column in the Search Results when a search term is entered in the Product Search field.</p> <div> <div>Order Date<br/>28/06/2022</div> <div>Product Description<br/>Pentel EnerGel Liquid Gel Pens, Medium</div> </div> | <p>Default: OFF</p> <p>Toggle to enable</p>                                                                                                                                                              |      |
| Column Ordering                                             | <p>Display a custom ordering of columns for the Search Results list.</p>                                                                                                                                                                                  | <p>Default: blank</p> <p>If left blank, the default columns and order will apply.</p>                                                                                                                    |      |
| <b>Messages</b>                                             |                                                                                                                                                                                                                                                           |                                                                                                                                                                                                          |      |
| No Results message                                          | <p>Message displayed when the order search returns 0 results.</p>                                                                                                                                                                                         | <p>Default: Your search returned no results</p>                                                                                                                                                          | 3.88 |
| Invoice/Order Number Empty message                          | <p>Message displayed when the user attempts to search without entering an invoice/order number.</p>                                                                                                                                                       | <p>Default: Please enter a value for an invoice or order number</p>                                                                                                                                      | 3.88 |
| Serial Number Empty message                                 |                                                                                                                                                                                                                                                           | <p>Default: Please enter a value for serial number</p>                                                                                                                                                   |      |
| Order Status Empty message                                  | <p>Message displayed when the user attempts to search without selecting an order status.</p>                                                                                                                                                              | <p>Default: Please select an order status</p>                                                                                                                                                            | 3.88 |
| Error Retrieving Results message                            | <p>Message displayed when the search results can't be returned.</p>                                                                                                                                                                                       | <p>Default: There was an error retrieving your search results at this time, please try again later</p>                                                                                                   | 3.88 |
| Invoice Reprint success message                             | <p>Message displayed when a single invoice reprint request is successful.</p>                                                                                                                                                                             | <p>Default: This invoice has been requested for reprint, the request was sent to {0}</p> <p>{0} - placeholder for user's fax or email address.</p>                                                       | 3.88 |
| Multiple Invoice Reprint success message                    | <p>Message displayed when a multiple invoice reprint request is successful.</p>                                                                                                                                                                           | <p>Default: The invoices {0} have been requested for reprint, the request was sent to {1}</p> <p>{0} - placeholder for invoice numbers</p> <p>{1} - placeholder for the user's fax or email address.</p> | 3.88 |
| Error With Reprint Fax or Email message                     | <p>Message displayed when a user requests an invoice reprint without entering a fax or email address.</p>                                                                                                                                                 | <p>Default: Please enter either your fax number or valid email address</p>                                                                                                                               | 3.88 |
| Invoice Reprint Error message                               | <p>Message displayed when the reprint request can't be sent.</p>                                                                                                                                                                                          | <p>Default: There was an error requesting your reprint at this time, please try again later</p>                                                                                                          | 3.88 |
| No Order Selected For Reprint message                       | <p>Message displayed when the user clicks the 'Request Selected Invoice(s)' button without first selecting invoice records.</p>                                                                                                                           | <p>Default: There were no orders selected for reprint, please ensure that at least one order is selected</p>                                                                                             | 3.88 |

|                                                        |                                                                                                                                                                                                                  |                                                                                        |      |
|--------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------|------|
| Text Products Added message                            | Message displayed when the order lines have been successfully copied to the cart.                                                                                                                                | Default: {0} products have been successfully copied to your current order              | 3.88 |
| Error Copying Products message                         | Message displayed when the Copy to Current Order request can't be sent.                                                                                                                                          | Default: There was an error copying your products at this time, please try again later | 3.88 |
| No Lines To Copy message                               | Message displayed when the user clicks the 'Copy to Current Order' button on an empty order.                                                                                                                     | Default: There are no lines with quantities to copy to your current order              | 3.88 |
| Order Detail warning message                           |                                                                                                                                                                                                                  |                                                                                        | 3.88 |
| Order Cannot Be Found message                          | Displayed when the requested order can't be loaded.                                                                                                                                                              | Default: Your requested order cannot be found                                          | 3.88 |
| Order Contains No Lines message                        | Alert displayed when the user clicks 'View' on an empty order.                                                                                                                                                   | Default: This order has no lines to display                                            | 3.88 |
| Included Charges message (appended to the order total) | Displayed on the order about any charges included in total.                                                                                                                                                      | Default: with included charges                                                         |      |
| Processing message when sorting                        | Message to user that a search is in progress.                                                                                                                                                                    | Default: Sorting Results                                                               |      |
| Invoice Or Number Provided Message                     | Message displayed when                                                                                                                                                                                           | Default: The order search will be based on Invoice / Order Number only if provided.    |      |
| Invoice Or Number Cleared Message                      |                                                                                                                                                                                                                  | Default: Invoice / Order Number has been cleared.                                      |      |
| Delivery Date Validation Message                       | (Only if search criteria includes <a href="#">Show Actual Delivery Date</a> )<br>Message displayed to the user if the start delivery date is later than the end delivery date when entering the Search criteria. | Default: Start Delivery Date cannot be greater than the End Delivery Date.             | 4.31 |
| Serial Number Provided Message                         | Displayed when serial number of a product purchased is provided.                                                                                                                                                 | Default: The order search will be based on Serial Number only if provided.             |      |
| Resume Order Request Success                           | Displayed when an order put on hold by the customer resumes.                                                                                                                                                     | Default: The selected order has been successfully resumed                              |      |
| Resume Order Request Error                             | Displayed when an attempt to resume an order is unsuccessful.                                                                                                                                                    | Default: There was an error resuming the order at this time - please try again later   |      |
| <b>Buttons</b>                                         |                                                                                                                                                                                                                  |                                                                                        |      |
| Simple Search button                                   | Text on the Invoice/Order Number search button.                                                                                                                                                                  | Default: Search                                                                        | 3.88 |
| Advanced Search button                                 | Text on the Advanced search button.                                                                                                                                                                              | Default: Search                                                                        | 3.88 |
| Reprint Order button                                   | Text on the Invoice Reprint button in the search results grid.                                                                                                                                                   | Default: Reprint                                                                       | 3.88 |
| Download Order button                                  | Text on the Download button.                                                                                                                                                                                     | Default: Download                                                                      |      |
| View Order button                                      | Text on the View button in the search results grid.                                                                                                                                                              | Default: View                                                                          | 3.88 |
| Select All Orders button                               | Text on the Select All button (for multiple invoice reprints).                                                                                                                                                   | Default: Select All                                                                    | 3.88 |
| Clear Selected button                                  | Text on the Clear All button (for multiple invoice reprints).                                                                                                                                                    | Default: Clear All                                                                     | 3.88 |
| Request Selected Invoice button                        | Text on the Reprint Request button (for multiple invoice reprints).                                                                                                                                              | Default: Request Selected Invoice(s)                                                   | 3.88 |
| Delete Order button                                    | Text on the Delete button for entire backorders.                                                                                                                                                                 | Default: Delete Order                                                                  | 3.88 |
| Copy To Current Order button                           | Text on the Copy to Cart button (in order detail view).                                                                                                                                                          | Default: Copy To Current Order                                                         | 3.88 |
| Reprint Invoice button                                 | Text on the Invoice Reprint button (in order detail view).                                                                                                                                                       | Default: Reprint Invoice                                                               | 3.88 |
| Request Reprint Submit button                          | Text on the Submit button on the invoice reprint popup window.                                                                                                                                                   | Default: Submit Reprint Request                                                        |      |
| Request Reprint Cancel button                          | Text on the Cancel button on the invoice reprint popup window.                                                                                                                                                   | Default: Cancel                                                                        |      |
| Print Order button                                     | Text on the Print button (in order detail view).                                                                                                                                                                 | Default: Print                                                                         | 3.88 |
| Back To Results button                                 | Text on the Back button (in order detail view).                                                                                                                                                                  | Default: Back To Results                                                               | 3.88 |
| Receipt Product button                                 | Text on the Receipt button for individual products.                                                                                                                                                              | Default: Receipt                                                                       | 3.88 |

|                                                            |                                                                                                                                                                                                                                                                          |                                                                                                                         |      |
|------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------|------|
| Quick Receipt Order button                                 | Text on the Quick Receipt button.                                                                                                                                                                                                                                        | Default: Quick Receipt                                                                                                  |      |
| Track Order Close Button                                   | Text on the Close button when viewing an order.                                                                                                                                                                                                                          | Default: Close                                                                                                          |      |
| Back To Stamp Orders Button                                | Text on the Back button when viewing the details of a stamp order.                                                                                                                                                                                                       | Default: Back To Stamp Orders                                                                                           |      |
| Export to CSV button                                       | Text for the Export to CSV button.                                                                                                                                                                                                                                       | Default: Export to CSV                                                                                                  | 4.38 |
| Order Details - Edit Project button                        | If Projects are used, text on button to edit a project.                                                                                                                                                                                                                  | Default: Edit                                                                                                           |      |
| Resume Order Button Label                                  | Text for button to resume order.                                                                                                                                                                                                                                         | Default: Resume Order                                                                                                   |      |
| <b>Titles</b>                                              |                                                                                                                                                                                                                                                                          |                                                                                                                         |      |
| Search Input title                                         | Heading for the Search section.                                                                                                                                                                                                                                          | Default: Search Range                                                                                                   | 3.88 |
| Search Results title                                       | Heading for the Search results.                                                                                                                                                                                                                                          | Default: Search Results                                                                                                 | 3.88 |
| Uploaded Files heading                                     | <i>Only if Order Documents is used.</i><br>Heading for the section to upload documents attached to orders.                                                                                                                                                               | Default: Uploaded Files                                                                                                 |      |
| Advanced Product Search heading                            | Heading for the Advanced Search section.                                                                                                                                                                                                                                 | Default: Advanced Search                                                                                                |      |
| Order Tracking heading                                     | Heading for the Track Orders section for Proof of Delivery.                                                                                                                                                                                                              | Default: Order Tracking                                                                                                 |      |
| Customer Details heading                                   | Heading for Customer Details section on order details.<br><br><div> <h2>Customer Details</h2> <div> <div>Customer Code</div> <div>NIFTY</div> </div> <div> <div>Customer Name</div> <div>Nifty Gifts</div> </div> </div><br>Toggle ON 'Show Customer in Order Details?'. | Default: Customer Details                                                                                               |      |
| <b>Receipting</b>                                          |                                                                                                                                                                                                                                                                          |                                                                                                                         |      |
| Button - Delete Product Backorder                          |                                                                                                                                                                                                                                                                          | Default: Delete Backorder Qty                                                                                           |      |
| Button - Select All Products                               | Text on the Select All button.                                                                                                                                                                                                                                           | Default: Select All                                                                                                     |      |
| Button - Clear All Products                                | Text on the Clear All button.                                                                                                                                                                                                                                            | Default: Clear All                                                                                                      |      |
| Button - Receipt Full Order                                |                                                                                                                                                                                                                                                                          | Default: Receipt Full Order                                                                                             |      |
| Button - Update Products                                   | Text on the Update button.                                                                                                                                                                                                                                               | Default: Update                                                                                                         |      |
| Button - Delete Selected Backorder                         |                                                                                                                                                                                                                                                                          | Default: Delete Selected Backorder Qtys                                                                                 |      |
| Order Status - Overdue Unreceipted Orders                  |                                                                                                                                                                                                                                                                          | Default:                                                                                                                | 4.02 |
| Info Message - Order Receipting info                       |                                                                                                                                                                                                                                                                          | Default: When receipting orders please consider the correct Unit of Measure for each line.                              |      |
| Warning Message - No Product Selected For Receipt          |                                                                                                                                                                                                                                                                          | Default: There were no products selected for receipt, please ensure that at least one product is selected               |      |
| Warning Message - No Product Selected For Delete Backorder |                                                                                                                                                                                                                                                                          | Default: There were no products selected for deletion of Backorder, please ensure that at least one product is selected |      |
| Success Message - Order Deleted                            |                                                                                                                                                                                                                                                                          | Default: The selected order have been successfully deleted                                                              |      |

|                                                  |                                                                                                                                        |                                                                                                            |  |
|--------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------|--|
| Error Message - Order Not Deleted                |                                                                                                                                        | Default: There was an error deleting the order at this time, please try again later                        |  |
| Success Message - Products Receipted             |                                                                                                                                        | Default: The selected products have been successfully receipted                                            |  |
| Error Message - Products Not Receipted           |                                                                                                                                        | Default: There was an error receipting the selected products at this time, please try again later          |  |
| Success Message - Backordered Products Deleted   |                                                                                                                                        | Default: The selected products' Backorder have been successfully deleted                                   |  |
| Error Message - Backordered Products Not Deleted |                                                                                                                                        | Default: There was an error deleting the selected products' backorder at this time, please try again later |  |
| Audit Log - Title Text                           | The heading at the top of the Audit Log.                                                                                               | Default: Receipting Audit Log                                                                              |  |
| Audit Log - Date Created label                   |                                                                                                                                        | Default: Date Created                                                                                      |  |
| Audit Log - Date Created inline label            |                                                                                                                                        | Default: Date Created:                                                                                     |  |
| Audit Log - User ID label                        |                                                                                                                                        | Default: User ID                                                                                           |  |
| Audit Log - User ID inline label                 |                                                                                                                                        | Default: User ID:                                                                                          |  |
| Audit Log - Message Information label            |                                                                                                                                        | Default: Message Information                                                                               |  |
| Audit Log - Message Information inline label     |                                                                                                                                        | Default: Message Information:                                                                              |  |
| Audit Log - Line Sequence label                  |                                                                                                                                        | Default: Line Sequence                                                                                     |  |
| Audit Log - Line Sequence inline label           |                                                                                                                                        | Default: Line Sequence:                                                                                    |  |
| Audit Log - Previous Qty label                   |                                                                                                                                        | Default: Previous Qty                                                                                      |  |
| Audit Log - Previous Qty inline label            |                                                                                                                                        | Default: Previous Qty:                                                                                     |  |
| Audit Log - Received Qty label                   |                                                                                                                                        | Default: Received Qty                                                                                      |  |
| Audit Log - Received Qty inline label            |                                                                                                                                        | Default: Received Qty:                                                                                     |  |
| Receipting Buttons Placement                     | <ul style="list-style-type: none"> <li>• Top</li> <li>• Bottom</li> <li>• Both</li> </ul>                                              | Default: Bottom                                                                                            |  |
| Success Message - Quick Receipting Full Order    | The message displayed when the order has been receipted.                                                                               | Default: The order has been successfully receipted.                                                        |  |
| Error Message - Quick Receipting Full Order      | The message displayed when the order could not be receipted.                                                                           | Default: There was an error receipting the order at this time, please try again later.                     |  |
| Receipting Change Account Label                  | The prompt on the Receipting page that indicates to the user the account they are currently on. Only displayed to multi-account users. | Default: Your current account:                                                                             |  |
| Receipting Change Account Link Text              | The text for the link to switch accounts on the Receipting page.                                                                       | Default: Change current account                                                                            |  |
| <b>Approvals</b>                                 | <b><i>For use when Order Approvals is enabled</i></b>                                                                                  |                                                                                                            |  |
| Approval Status heading                          |                                                                                                                                        | Default: Approval Status                                                                                   |  |
| Approval Details - Current Approver label        |                                                                                                                                        | Default: Current Approver                                                                                  |  |

|                                                   |                                                                                                |                                                                                                                                                                     |      |
|---------------------------------------------------|------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------|------|
| Approval Details - Current Approver inline label  |                                                                                                | Default: Current Approver:                                                                                                                                          |      |
| Approval Details - Approval By label              |                                                                                                | Default: Approval By                                                                                                                                                |      |
| Approval Details - Approval By inline label       |                                                                                                | Default: Approval By:                                                                                                                                               |      |
| Approval Details - Change Approver label          |                                                                                                | Default: Change Approver                                                                                                                                            |      |
| Approval Details - Change Approver inline label   |                                                                                                | Default: Change Approver:                                                                                                                                           |      |
| Approval Details - Status label                   |                                                                                                | Default: Status                                                                                                                                                     |      |
| Approval Details - Approved Status inline text    |                                                                                                | Default: Approved                                                                                                                                                   |      |
| Approval Details - Rejected Status inline text    |                                                                                                | Default: Rejected                                                                                                                                                   |      |
| Approval Details - Status inline label            |                                                                                                | Default: Status:                                                                                                                                                    |      |
| Approval Details - Time Stamp label               |                                                                                                | Default: Time Stamp                                                                                                                                                 |      |
| Approval Details - Time Stamp inline label        |                                                                                                | Default: Time Stamp:                                                                                                                                                |      |
| Approval Details - Cancel Order button label      |                                                                                                | Default: Cancel Order                                                                                                                                               |      |
| Change Approver Confirmation Prompt               | The message displayed when the user attempts to change approvers and has not entered a reason. | Default: Please enter a reason for selecting a different approver. Click confirm to save the changes. An email will be sent to both the previous and new approvers. | 3.88 |
| Change Approver Reason                            | The label for the reason input field when changing approvers.                                  | Default: Reason                                                                                                                                                     | 3.88 |
| Cancel Order Confirmation Prompt                  |                                                                                                | Default: Please enter a reason for cancelling this order. Click [Confirm] to proceed with cancellation.                                                             |      |
| Cancel Order Reason                               |                                                                                                | Default: Reason                                                                                                                                                     |      |
| Approval Log heading                              |                                                                                                | Default: Approval Log                                                                                                                                               |      |
| Button - Change Approver Cancel                   |                                                                                                | Default: Cancel                                                                                                                                                     |      |
| Button - Change Approver Confirm                  |                                                                                                | Default: Confirm                                                                                                                                                    |      |
| Approval Log - Contact inline label               |                                                                                                | Default: Contact:                                                                                                                                                   |      |
| Approval Log - Contact label                      |                                                                                                | Default: Contact                                                                                                                                                    |      |
| Approval Log - Description inline label           |                                                                                                | Default: Description                                                                                                                                                |      |
| Approval Log - Description label                  |                                                                                                | Default: Description                                                                                                                                                |      |
| Approval Log - Time Stamp inline label            |                                                                                                | Default: Time Stamp:                                                                                                                                                |      |
| Approval Log - Time Stamp label                   |                                                                                                | Default: Time Stamp                                                                                                                                                 |      |
| Approval Log - Approver Changed From inline label |                                                                                                | Default: Approver Changed From:                                                                                                                                     |      |



|                                                 |                                                                                                                                                                                                            |                                                                                                                                     |      |
|-------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------|------|
| Approval Log - Approver Changed From label      |                                                                                                                                                                                                            | Default: Approver Changed From                                                                                                      |      |
| Approval Log - Approver Changed To inline label |                                                                                                                                                                                                            | Default: Approver Changed To:                                                                                                       |      |
| Approval Log - Approver Changed To label        |                                                                                                                                                                                                            | Default: Approver Changed To                                                                                                        |      |
| Approval Log - Notes inline label               |                                                                                                                                                                                                            | Default: Notes                                                                                                                      |      |
| Approval Log - Notes label                      |                                                                                                                                                                                                            | Default: Notes                                                                                                                      |      |
| <b>Proof of Delivery</b>                        |                                                                                                                                                                                                            |                                                                                                                                     |      |
| Tracking Number label                           |                                                                                                                                                                                                            | Default: Tracking Number                                                                                                            |      |
| Tracking Number inline label                    |                                                                                                                                                                                                            | Default: Tracking Number:                                                                                                           |      |
| Delivered By label                              |                                                                                                                                                                                                            | Default: Delivered By                                                                                                               |      |
| Delivered By Inline label                       |                                                                                                                                                                                                            | Default: Delivered By:                                                                                                              |      |
| Date Time label                                 |                                                                                                                                                                                                            | Default: Date / Time                                                                                                                |      |
| Date Time inline label                          |                                                                                                                                                                                                            | Default: Date / Time:                                                                                                               |      |
| Received By label                               |                                                                                                                                                                                                            | Default: Received By                                                                                                                |      |
| Received By inline label                        |                                                                                                                                                                                                            | Default: Received By:                                                                                                               |      |
| Status label                                    |                                                                                                                                                                                                            | Default: Status                                                                                                                     |      |
| Status inline label                             |                                                                                                                                                                                                            | Default: Status:                                                                                                                    |      |
| Proof of Delivery label                         |                                                                                                                                                                                                            | Default: Proof of Delivery Signature                                                                                                |      |
| Proof of Delivery inline label                  |                                                                                                                                                                                                            | Default: Proof of Delivery Signature:                                                                                               |      |
| <b>Labels</b>                                   |                                                                                                                                                                                                            |                                                                                                                                     |      |
| Invoice / Order Number input field              | Text displayed above the Invoice / Order Search Bar to notify the user of what to enter into the search bar.                                                                                               | Default: Invoice / Order Number                                                                                                     | All  |
| Live Order Search - Invoice No. radio button    |                                                                                                                                                                                                            | Default: Invoice No.                                                                                                                |      |
| Live Order Search - Order No. radio button      |                                                                                                                                                                                                            | Default: Order No.                                                                                                                  |      |
| Advanced Search - Order Status                  |                                                                                                                                                                                                            | Default: Order Status                                                                                                               |      |
| Advanced Search - Start Date                    |                                                                                                                                                                                                            | Default: Order Date (start)                                                                                                         |      |
| Advanced Search - End Date                      |                                                                                                                                                                                                            | Default: Order Date (end)                                                                                                           |      |
| Advanced Search - Start Delivery Date           | Text for start delivery date search field.                                                                                                                                                                 | Default: Delivery Date (start)                                                                                                      | 4.31 |
| Advanced Search - End Delivery Date             | Text for end delivery date search field.                                                                                                                                                                   | Default: Delivery Date (end)                                                                                                        | 4.31 |
| Advanced Search - Reference                     |                                                                                                                                                                                                            | Default is: Your Reference                                                                                                          |      |
| Advanced Search - Product Search                |                                                                                                                                                                                                            | Default is: Search by Product                                                                                                       |      |
| Show My Orders Only option                      | <p>The label displayed next to the 'Show only my orders' checkbox.</p> <p>Applies to B2B roles and restricts search results to the logged in user only, rather than showing all orders on the account.</p> | <p>Default is: Show Only My Orders ({0} {1})</p> <p>Note - '{0}' and '{1}' will be replaced by the user's firstname and surname</p> | 3.88 |

|                                           |                                                                                     |                                     |  |
|-------------------------------------------|-------------------------------------------------------------------------------------|-------------------------------------|--|
| Result Grid: Order Number                 |                                                                                     | Default is: Order No.               |  |
| Result Grid: Order Number Inline          |                                                                                     | Default is: Order No:               |  |
| Result Grid: Entered By                   |                                                                                     | Default is: Entered By              |  |
| Result Grid: Entered By Inline            |                                                                                     | Default is: Entered By:             |  |
| Result Grid: Order Date                   |                                                                                     | Default is: Order Date              |  |
| Result Grid: Order Date Inline            |                                                                                     | Default is: Order Date:             |  |
| Result Grid - Actual Delivery Date        | The label for the column for actual delivery date in the search results.            | Default: Actual Delivery Date       |  |
| Result Grid - Actual Delivery Date inline | The text in the Order Details section before the actual delivery date is displayed. | Default: Actual Delivery Date:      |  |
| Result Grid: Customer Code                |                                                                                     | Default is: Customer Code           |  |
| Result Grid: Customer Code Inline         |                                                                                     | Default is: Customer Code:          |  |
| Result Grid: Status                       |                                                                                     | Default is: Status                  |  |
| Result Grid: Status Inline                |                                                                                     | Default is: Status:                 |  |
| Result Grid - Customer Reference          |                                                                                     | Default is: Your Ref                |  |
| Result Grid - Customer Reference Inline   |                                                                                     | Default is: Your Ref:               |  |
| Result Grid - Invoice Number              |                                                                                     | Default is: Invoice No.             |  |
| Result Grid - Invoice Number inline       |                                                                                     | Default is: Invoice No:             |  |
| Result Grid - Invoice Date                |                                                                                     | Default is: Invoice Date            |  |
| Result Grid - Invoice Date inline         |                                                                                     | Default is: Invoice Date:           |  |
| Result Grid - Receipted Status            |                                                                                     | Default is: Receipted               |  |
| Result Grid - Receipted Status Inline     |                                                                                     | Default is: Receipted:              |  |
| Result Grid - Order Total Inline          |                                                                                     | Default is: Total:                  |  |
| Result Grid - Order Total Inc             |                                                                                     | Default is: Total (inc)             |  |
| Result Grid - Order Total Ex              |                                                                                     | Default is: Total (ex)              |  |
| Result Grid - Options                     |                                                                                     | Default is: Options                 |  |
| Order Details - heading                   |                                                                                     | Default is: Order Details           |  |
| Order Details - Entered By                |                                                                                     | Default is: Entered By              |  |
| Order Details - Sales Order Date          |                                                                                     | Default is: Sales Order Date        |  |
| Order Details - Preferred Delivery Date   |                                                                                     | Default is: Preferred Delivery Date |  |
| Order Details - Actual Delivery Date      |                                                                                     | Default is: Actual Delivery Date    |  |

|                                               |                                                                   |                                   |      |
|-----------------------------------------------|-------------------------------------------------------------------|-----------------------------------|------|
| Order Details - Customer Reference            |                                                                   | Default is: Customer Reference    |      |
| Order Details - Warehouse Code                |                                                                   | Default is: Warehouse Code        |      |
| Order Details - Warehouse Description         |                                                                   | Default is: Warehouse Description |      |
| Order Details - Invoice Number                |                                                                   | Default is: Invoice Number        |      |
| Order Details - Invoice Date                  |                                                                   | Default is: Invoice Date          |      |
| Order Details - Invoice Due Date              |                                                                   | Default is: Invoice Due Date      |      |
| Order Details - Reject Notes                  | The label for the display of Approver's notes on rejected orders. | Default is: Reject Notes          | 3.99 |
| Order Details - Delivery Address heading      |                                                                   | Default is: Delivery Address      |      |
| Order Details - Delivery Instructions heading |                                                                   | Default is: Delivery Instructions |      |
| Order Details - Carrier heading               |                                                                   | Default is: Carrier               |      |
| Order Details - Consignment Note label        |                                                                   | Default is: Consignment Note      |      |
| Order Details - Track Order button            |                                                                   | Default is: Track Order           |      |
| Order Lines - Line Number                     |                                                                   | Default is: Line                  |      |
| Order Lines - Product Info                    |                                                                   | Default is: Product               |      |
| Order Lines - Order Qty                       |                                                                   | Default is: Order Qty             |      |
| Order Lines - Order Qty inline                |                                                                   | Default is: Order Qty             |      |
| Order Lines - Unit                            |                                                                   | Default is: Unit                  |      |
| Order Lines - Unit Inline                     |                                                                   | Default is: Unit                  |      |
| Order Lines - Shipped Qty                     |                                                                   | Default is: Shipped Qty           |      |
| Order Lines - Shipped Qty inline              |                                                                   | Default is: Shipped Qty           |      |
| Order Lines - Backorder Qty                   |                                                                   | Default is: Backorder Qty         |      |
| Order Lines - Backorder Qty inline            |                                                                   | Default is: Backorder Qty         |      |
| Order Lines - Item Price inline               |                                                                   | Default is: Item Price:           |      |
| Order Lines - Item Price Inc Tax              |                                                                   | Default is: Item Price (inc)      |      |
| Order Lines - Item Price Ex Tax               |                                                                   | Default is: Item Price (ex)       |      |
| Order Lines - Price Per                       |                                                                   | Default is: Per                   |      |
| Order Lines - Price Per inline                |                                                                   | Default is: Per                   |      |
| Order Lines - Discount inline                 |                                                                   | Default is: Discount:             |      |
| Order Lines - Discount                        |                                                                   | Default is: Discount              |      |

|                                            |                                                   |                                                                                         |  |
|--------------------------------------------|---------------------------------------------------|-----------------------------------------------------------------------------------------|--|
| Order Lines - Line Total inline            |                                                   | Default is: Total:                                                                      |  |
| Order Lines - Line Total Inc Tax           |                                                   | Default is: Total (inc)                                                                 |  |
| Order Lines - Line Total Ex Tax            |                                                   | Default is: Total (ex)                                                                  |  |
| Order Lines - Options                      |                                                   | Default is: Options                                                                     |  |
| Order Lines - Shipped Amount Inline        |                                                   | Default is: Shipped Amount:                                                             |  |
| Order Lines - Options                      |                                                   | Default is: Line Total                                                                  |  |
| Order Lines - Shipped Amount Inline        |                                                   | Default is: Shipped Total                                                               |  |
| Order Line Details: Receipted Qty          |                                                   | Default is: Receipted Qty                                                               |  |
| Order Line Details: Receipted Qty Inline   |                                                   | Default is: Receipted Qty                                                               |  |
| Invoice Reprint - Format dropdown selector |                                                   | Default is: Reprint Format                                                              |  |
| Order Summary - GST label                  |                                                   | Default is: GST                                                                         |  |
| Order Summary - Subtotal Inc Tax           |                                                   | Default is: Subtotal (Inc GST)                                                          |  |
| Order Summary - Subtotal Ex Tax            |                                                   | Default is: Subtotal (Ex GST)                                                           |  |
| Order Summary - Shipped Subtotal Inc Tax   |                                                   | Default is: Shipped Subtotal (Inc GST)                                                  |  |
| Order Summary - Shipped Subtotal Ex Tax    |                                                   | Default is: Shipped Subtotal (Ex GST)                                                   |  |
| Order Summary - Discounts                  |                                                   | Default is: Discounts                                                                   |  |
| Order Summary - Shipping Discounts         |                                                   | Default is: Discounts                                                                   |  |
| Order Summary - Additional Freight Charges |                                                   | Default is: Combined Freight Charges                                                    |  |
| Order Summary - Charges                    |                                                   | Default is: Charges                                                                     |  |
| Order Summary - Charge Line Discounts      |                                                   | Default is: Discounts                                                                   |  |
| Order Lines - Markup Price                 |                                                   | Default: CMP                                                                            |  |
| Order Lines - Markup Percent               |                                                   | Default: Markup %                                                                       |  |
| Order Lines - Markup Price Total           |                                                   | Default: CMP Total                                                                      |  |
| <b>Returns</b>                             | <b><i>For use with Online Returns enabled</i></b> |                                                                                         |  |
| Returns Section Info Message               |                                                   | Default: Return of additional/incorrect items, faulty products, warranty issues message |  |
| Select Product To Return Message           |                                                   | Default: Please select at least one product to return                                   |  |
| No Products To Return Message              |                                                   | Default: There are no products to return                                                |  |
| Errors In Some Of The Lines Message        |                                                   | Default: There are errors in some of the lines                                          |  |

|                                                     |                                                                        |                                                                                  |  |
|-----------------------------------------------------|------------------------------------------------------------------------|----------------------------------------------------------------------------------|--|
| Return Quantity Exceeded Shipped Quantity Message   |                                                                        | Default: The return quantity cannot exceed the shipped quantity.                 |  |
| Return Quantity Exceeded Receipted Quantity Message |                                                                        | Default: The return quantity cannot exceed the receipted quantity.               |  |
| <b>Quote to Order</b>                               | <i><b>For use with some Quote modes enabled</b></i>                    |                                                                                  |  |
| Enable Convert Quote to Order                       | Whether quotes can be converted to orders.                             | Default: OFF<br>Toggle to enable                                                 |  |
| Checkout Quote Button Label                         | Text for button to checkout a quote.                                   | Default: Checkout Quote                                                          |  |
| Quote Expired Use Request Message                   | Displayed when a quote is expired and cannot be converted to an order. | Default: This quote has expired. A message has been sent to '{0}' to be reviewed |  |
| Checkout Quote Order Button Label                   | Label for the checkout quote to order button in dialog popup.          | Default: Checkout                                                                |  |
| Convert Quote To Order Dialog Title                 | Title for the convert quote to order popup.                            | Default: Submit Quote                                                            |  |
| Customer Reference Label                            | Label for the Customer Reference field.                                | Default: Please enter a customer reference:                                      |  |

## Related help

- [Ordering Functions](#)
- [Order Tracking](#)
- [Allow Users With Multiple Accounts to Track All Orders](#)
- [Order Tracking / Order History](#)
- [Order Shipped emails](#)
- [Order Tracking for Child Accounts](#)
- [Customise Order Status Descriptions](#)
- [Carrier Track and Trace links](#)