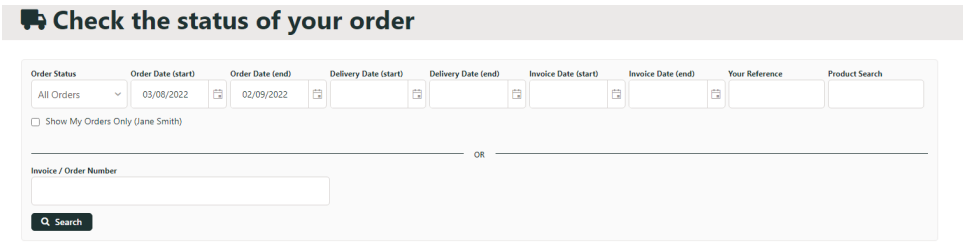
Track Order Widget

Widget Use

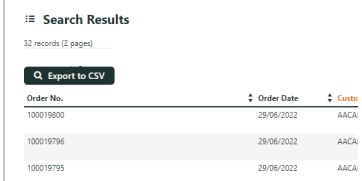
Renders order search options and order data displayed in the Order Tracking/Order History feature.

Examples of Widget Use

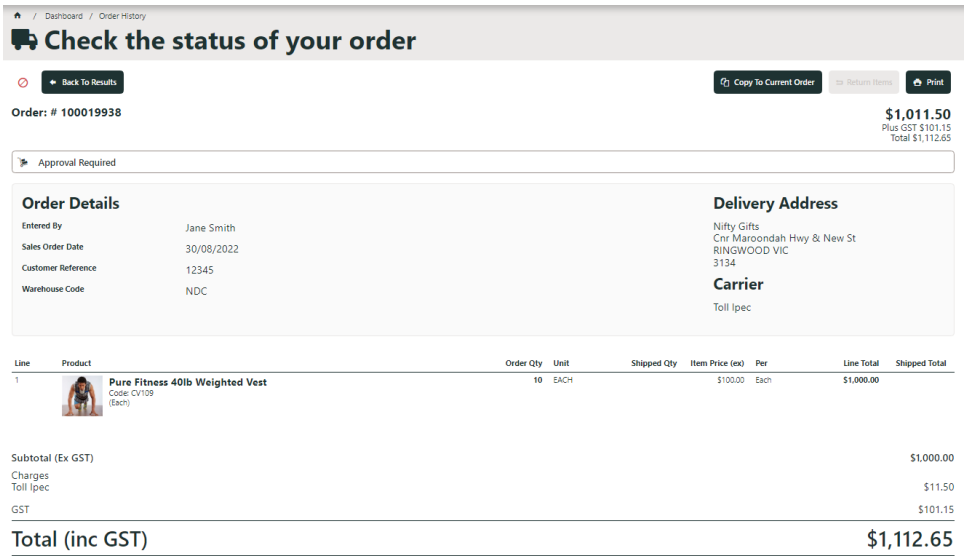
Order Search



Search Results List



Order Details page



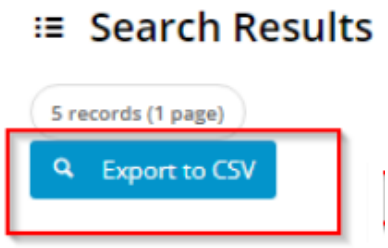
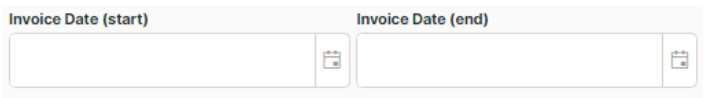
Where can the Widget be placed?

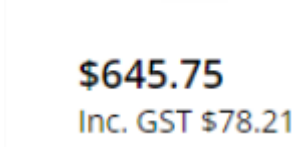
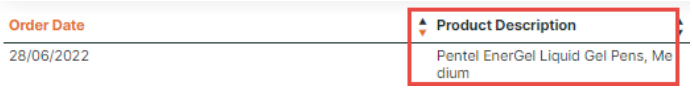
- Track Orders Template

Widget Options

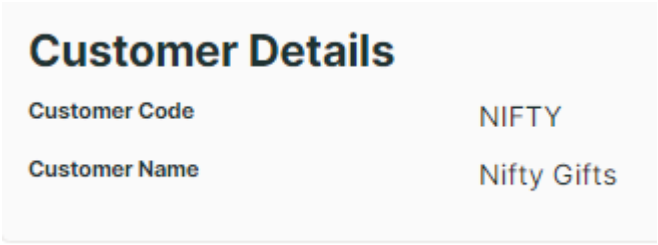
Option	Use	Comments	Min. Version
Description	Short description of the widget's use.	This description is added to the widget title. It makes the widget's use clear on the template page.	All

Layer	Layer the widget is valid for.	Use layering to limit widget content to certain groups of users. 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 Toggle to enable	All
Show Backorders Column?	Whether to show Backorders column on Order Details page.	Default: ON 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 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 Toggle to enable	All
Use Product Hyperlink?	Whether to hyperlink the product code to the product's detail page on the Order Details page. **NOTE -** When disabled, a product's description will still be a hyperlink.	Default: ON Toggle to disable	All
Show Approval Details?	*(When Order Approvals feature is enabled)* On orders that need approval, whether to show an Approval Log to give details of the approval status and process.	Default: OFF 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. **NOTE -** If disabled, results include all orders for all accounts for the user .	Default: OFF Toggle to enable	All
Enable Invoice Download?	Whether to show Download button for B2B users on invoiced orders. **CAUTION** - Only enable option when the DocumentDownloads table is populated with valid invoice document download URLs.	Default: OFF 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. **NOTE -** Disabling this setting when using Live Order History can avoid excessive calls to the ERP.	Default: ON 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 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} {0} - placeholder for SolPriceUOM {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 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 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. When disabled, '0.00%' is shown.	Default: OFF Toggle to enable	
Show Warehouse Description Instead Of Code?	Show warehouse description instead of Warehouse Code on Order Details page	Default: OFF Toggle to enable	

Show Entered By Column?	Whether to show the user who submitted the order in Search results.	Default: OFF Toggle to enable 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 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 Toggle to enable	
Show Account Code Search	Whether to allow user to search for orders by customer account.	Default: OFF 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. 	Default: ON Toggle to disable	
Show Invoice Approval Information	Whether to show approval details on the Order Details page.	Default: OFF Toggle to enable	
Show Preferred Delivery Date?	*(Only if Preferred Delivery Date feature is implemented.)* Whether to show the preferred delivery date in Order Details if added by user during checkout.	Default: ON Toggle to disable	
Show Customer in Order Details?	Whether to show customer information for an order on the Order Details page.	Default: OFF Toggle to enable	
Show Actual Delivery Date?	***NOTE -*** *This feature needs implementation by Commerce Vision.* Whether the search fields include the actual delivery date. If ON, the user can enter the delivery date range. Labels for the search fields and search results can be edited.	Default: OFF 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. 	Default: OFF Toggle to enable	4.31
Enable invoice date search?	Whether invoice date is added as a Search option. 	Default: OFF Toggle to enable	4.38

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

Text Products Added message	Message displayed when the order lines have been sucessfully 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 Show Actual Delivery Date)* 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	
Buttons			
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 mutliple 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 Recipt 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 he 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	
Titles			
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	*Only if Order Documents is used.* 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 Cutomer Details section on order details.  Toggle ON 'Show Customer in Order Details?'.	Default: Customer Details	
Receipting			
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	• Top • Bottom • Both	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 dipsplayed 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 Recipting page.	Default: Change current account	
Approvals	***For use when Order Approvals is enabled***		
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	
Proof of Delivery			
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:	
Labels			
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	The label displayed next to the 'Show only my orders' checkbox. Applies to B2B roles and restricts search results to the logged in user only, rather than showing all orders on the account.	Default is: Show Only My Orders ({0} {1}) Note - '{0}' and '{1}' will be replaced by the user's firstname and surname	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	
Returns	***For use with Online Returns enabled***		
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.	
Quote to Order	***For use with some Quote modes enabled***		
Enable Convert Quote to Order	Whether quotes can be converted to orders.	Default: OFF 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