

Order and Shipping Report

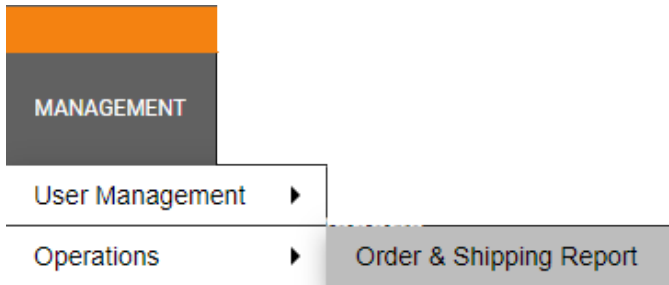
The Order and Shipping Report in OpenEye Web Services (OWS) gives Channel Partners access to the latest information on their orders with OpenEye. Updated in real-time, the Order and Shipping Report details important order information, including ship to company, purchase order, invoice number, product model and serial number, order date, shipping details, and a link to review the latest shipping status.

The Order and Shipping Report eliminates the need for partners to contact OpenEye for shipping status or updates, saving time by providing the information you need, when you need it.

View Order and Shipping Report

NOTE: If you can't see the Order & Shipping Report from the Management dropdown menu, you may need to have [Permissions](#) enabled.

To access the Order and Shipping Report, go to **Management > Operations > Order and Shipping Report** from the Channel Partner Portal.



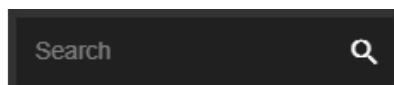
By default, the landing page will show all orders within the past month.

Ship To	Purchase Number	Invoice Number	Model	Serial Number	Order Date	Est Ship Date	Date Shipped	Tracking Number
3M Company	450	111	CM-012	TMP_3143145	01/11/2022	01/15/2022		9805878201331501
Teresa Single	999	222	OE-C7034-WR	2100051435A15A151161	01/10/2022	01/15/2022		9805878201331501
Adam Company	123	456	OE-C7034-WR	2100051435A15A15A4504	01/10/2022	01/14/2022	01/14/2022	9805878201331501

NOTE: If no data appears in the Order and Shipping Report, contact your sales representative.

Search

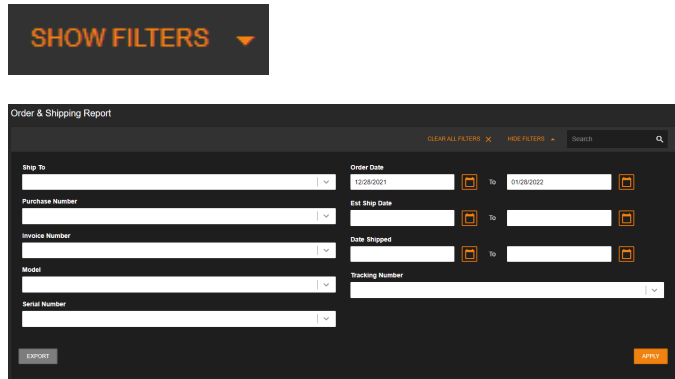
You can perform a quick search of the table from the Search Bar.



NOTE: A Search will not be saved after navigating away from the Order & Shipping Report. Applied [Filters](#) will be saved.

Filters

You can narrow the information shown in the table by applying filters. Click **Show Filters** to bring up the Filter fields.



The image shows a dark-themed button labeled "SHOW FILTERS" with a downward arrow. Below it is a screenshot of the "Order & Shipping Report" filter interface. This interface has a dark header with "CLEAR ALL FILTERS" (with an 'x' icon), "HIDE FILTERS" (with an upward arrow icon), and a search bar. The main area contains several filter fields: "Ship To" (dropdown), "Purchase Number" (dropdown), "Invoice Number" (dropdown), "Model" (dropdown), "Serial Number" (dropdown), "Order Date" (date range with calendar icons), "Est Ship Date" (date range with calendar icons), "Date Shipped" (date range with calendar icons), and "Tracking Number" (dropdown). At the bottom left is a "Cancel" button and at the bottom right is an "APPLY" button.

Each filter field corresponds to a column in the table. You can use the dropdown arrows in each field to search through existing information. You can use multiple filters at the same time.

Click **Apply** to filter.



A dark-themed button with the word "APPLY" in orange capital letters.

Click **Export** to export the filtered table as an Excel file.



A dark-themed button with the word "EXPORT" in orange capital letters.

NOTE: If no filters are applied, the Excel file will contain all information in the Order & Shipping Report for the Channel Partner.

Click **Hide Filters** to close Filters.



A dark-themed button with the text "HIDE FILTERS" in orange capital letters and an upward arrow icon.

NOTE: No information entered in the Filter fields will be applied if you click **Hide Filters** before applying.

Click **Clear All Filters** to clear the filter fields.



A dark-themed button with the text "CLEAR ALL FILTERS" in orange capital letters and an 'x' icon.

Tracking Number

Click a number in the **Tracking Number** field to navigate to a Google page showing the tracking status attached to that number.

Table Customization

The table can be further customizing by mousing over the arrow



or dropdown menu



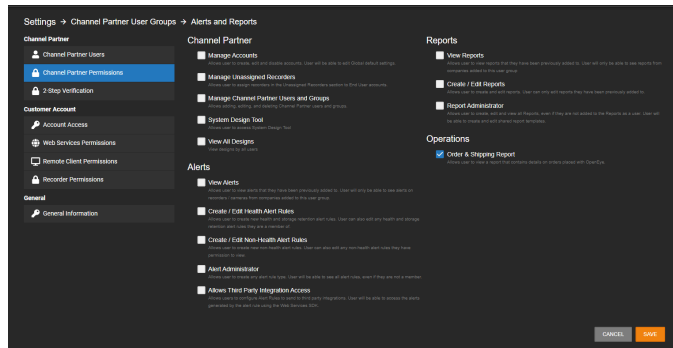
in each column header.

Permissions

To view the **Order and Shipping Report**, the permission must first be granted.

The permission can be found in the Channel Partner Portal under **Management > User Management > User Groups**.

1. Click **EDIT** next to the User Group that requires permission.
2. Click **Channel Partner Permissions** on the left-hand menu.
3. Check the box next to **Order and Shipping Report** under Operations.



NOTE: The **Administrator** User Group has the permission enabled by default.