

Find & View Open Orders

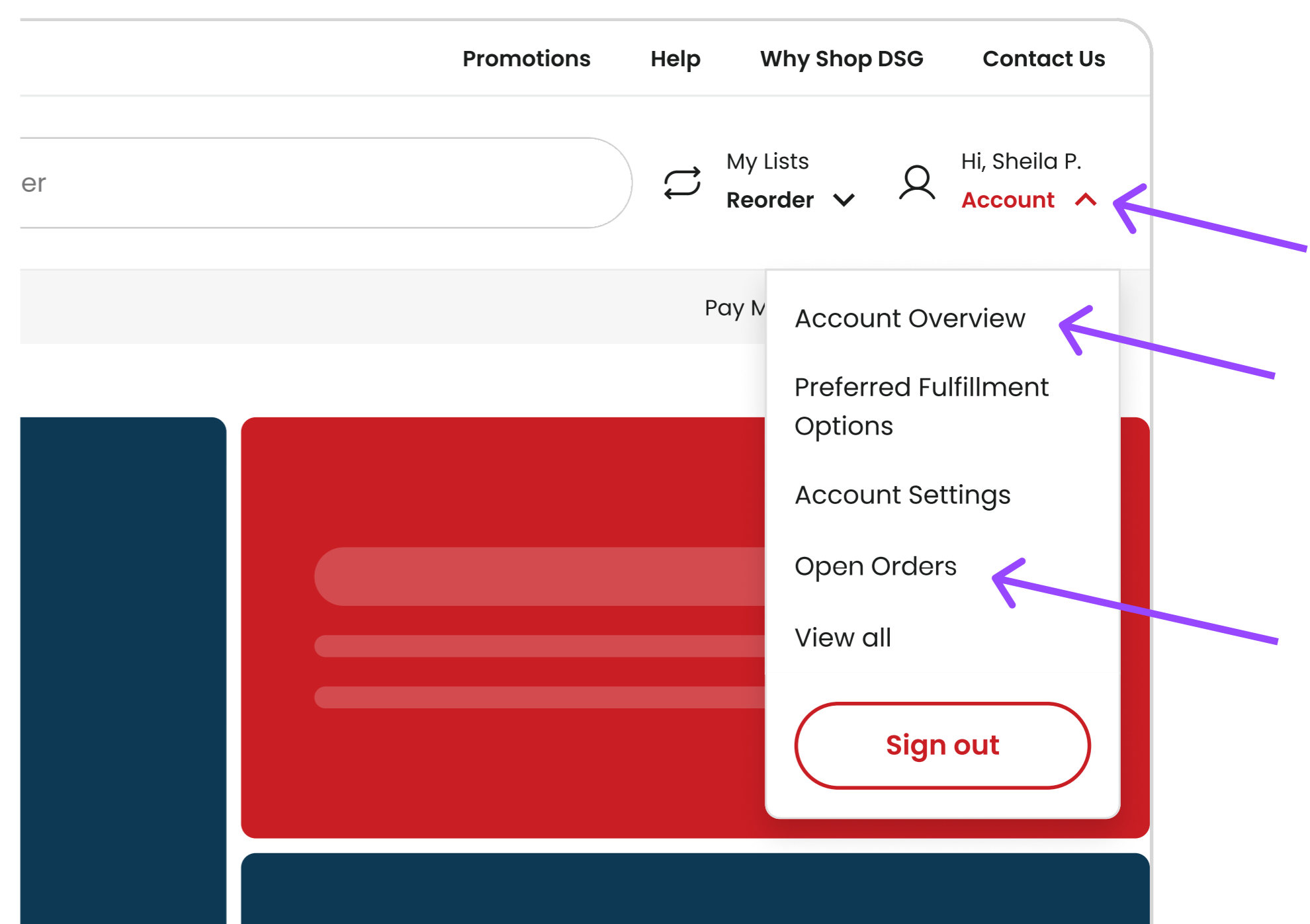
You can find and view open orders within the Account section of the site. Once you're viewing Open Orders, you're then able to sort all related information as well as narrow orders down by filtering them on select criteria.

Please note: Once an order has been fulfilled, you can find its details in All Invoices.

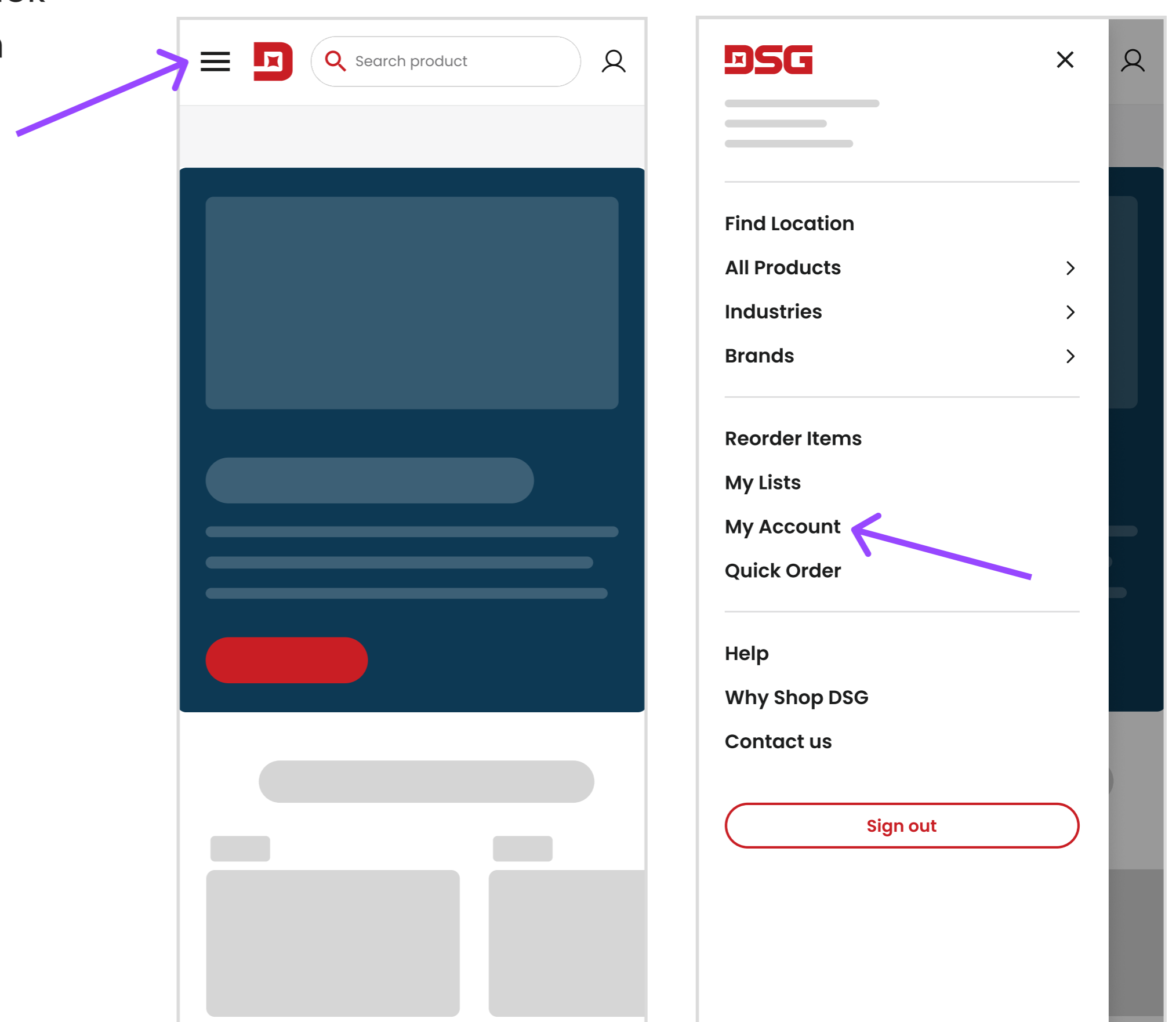
To find and view open orders:

There are two ways to get to Open Orders:

1. Sign in to dsgsupply.com and navigate directly to 'Open Orders' by clicking on "Account" in the top right-hand corner. In the menu that displays, tap "Open Orders."
2. Sign in to dsgsupply.com and click on "Account" in the top right-hand corner. In the menu that displays, either tap "Account Overview" or "View all."



(If you're on a mobile device, after you sign in, click on the hamburger menu in the top left and then tap "My Account.")



Once you're on the "Open Orders" screen, you may sort by each column in the table

The screenshot shows the 'Open Orders' page with a table of 24 orders. The table has columns: Date, WEB Order, Order, Deliver to / Pick up, Status, Placed by, PO #, Job name/number, and Total. Each column header has a small downward arrow indicating it is sortable. A purple arrow points to the 'Date' column header. In the top right corner, there is a 'Filter orders +' link with a plus sign, also indicated by a purple arrow.

Date	WEB Order	Order	Deliver to / Pick up	Status	Placed by	PO #	Job name/number	Total
8/12/24	WEB034087291	S10-C34	1463 Genau St, Fargo ND 58103	Bid	Troy Patterson	9923457	Union job 623	\$5,106.39
7/25/24	WEB034087291	D99-AB9	62304 Zusammen Way, Alexandria MN 5630...	Bid	Sheryl McKinney	9900145	Main St Electric	\$5,106.39
7/18/24	WEB034087291	D00-667	Fargo Branch, 2601 3rd Ave N Fargo, ND 5810...	Bid	Steve Hackenberg	9886634	Union job 623	\$5,106.39
8/21/24	WEB034087291	A98-012	29708 Genau St, Fargo ND 58103	Call when complete	Troy Patterson	9774528	Main St Electric	\$5,106.39
8/16/24	WEB034087291	S72-C50	Fargo Branch, 2601 3rd Ave N Fargo, ND 5810...	Call when complete	Sheryl McKinney	964102	DBC Contractors	\$5,106.39
8/3/24	WEB034087291	S32-B712	1463 Genau St, Fargo ND 58103	Call when complete	Sheryl McKinney	9954789	DBC Contractors	\$5,106.39
5/27/24	WEB034087291	D87-FD44	62304 Zusammen Way, Alexandria MN 5630...	Complete	Steve Hackenberg	9532100	DBC Contractors	\$5,106.39
5/11/24	WEB034087291	A08-F544	1463 Genau St, Fargo ND 58103	Complete	Troy Patterson	9488750	Main St Electric	\$5,106.39
4/30/24	WEB034087291	C202-3448	Fargo Branch, 2601 3rd Ave N Fargo, ND 5810...	Complete	Troy Patterson	9477410	Union job 623	\$5,106.39
4/13/24	WEB034087291	D28-E60	62304 Zusammen Way, Alexandria MN 5630...	Complete	Sheryl McKinney	9355679	DBC Contractors	\$5,106.39

as well as filter orders down based on select criteria.

The screenshot shows the 'Open Orders' page with the 'Narrow by' filter panel open. The panel contains several filter options: Status (a dropdown menu), PO number (a text input), Job name/number (a text input), Order number (a text input), Order total (a dropdown menu), Amount (a text input), Delivery address (a dropdown menu), and Date range (two date pickers). There is also a search bar and a 'Clear all' button. A purple arrow points to the 'Order number' filter input. Below the filter panel, the same table of 24 orders is visible, and a 'Filter orders -' link is in the top right corner.

Date	WEB Order	Order	Deliver to / Pick up	Status	Placed by	PO #	Job name/number	Total
8/12/24	WEB034087291	S10-C34	1463 Genau St, Fargo ND 58103	Bid	Troy Patterson	9923457	Union job 623	\$5,106.39
7/25/24	WEB034087291	D99-AB9	62304 Zusammen Way, Alexandria MN 5630...	Bid	Sheryl McKinney	9900145	Main St Electric	\$5,106.39
7/18/24	WEB034087291	D00-667	Fargo Branch, 2601 3rd Ave N Fargo, ND 5810...	Bid	Steve Hackenberg	9886634	Union job 623	\$5,106.39
8/21/24	WEB034087291	A98-012	29708 Genau St, Fargo ND 58103	Call when complete	Troy Patterson	9774528	Main St Electric	\$5,106.39
8/16/24	WEB034087291	S72-C50	Fargo Branch, 2601 3rd Ave N Fargo, ND 5810...	Call when complete	Sheryl McKinney	964102	DBC Contractors	\$5,106.39
8/3/24	WEB034087291	S32-B712	1463 Genau St, Fargo ND 58103	Call when complete	Sheryl McKinney	9954789	DBC Contractors	\$5,106.39
5/27/24	WEB034087291	D87-FD44	62304 Zusammen Way, Alexandria MN 5630...	Complete	Steve Hackenberg	9532100	DBC Contractors	\$5,106.39
5/11/24	WEB034087291	A08-F544	1463 Genau St, Fargo ND 58103	Complete	Troy Patterson	9488750	Main St Electric	\$5,106.39
4/30/24	WEB034087291	C202-3448	Fargo Branch, 2601 3rd Ave N Fargo, ND 5810...	Complete	Troy Patterson	9477410	Union job 623	\$5,106.39
4/13/24	WEB034087291	D28-E60	62304 Zusammen Way, Alexandria MN 5630...	Complete	Sheryl McKinney	9355679	DBC Contractors	\$5,106.39

To sort a table:

1. By default, orders are displaying from the most recently placed order to the least recently placed order. To change to a different sort order, select which column you'd like to sort by.
2. Click anywhere in the column heading (e.g., on the column name or its corresponding arrow). This will sort the entire table based on that column.

The screenshot shows the DSG website interface. At the top, there's a navigation bar with 'DSG ALL PRODUCTS', 'INDUSTRIES', and 'BRANDS'. Below that, a search bar and user account information are visible. The main content area is titled 'Open Orders (24)' and contains a table with the following columns: Date, WEB Order, Order, Deliver to / Pick up, Status, Placed by, PO #, Job name/number, and Total. A purple arrow points to the 'Date' column header.

Date	WEB Order	Order	Deliver to / Pick up	Status	Placed by	PO #	Job name/number	Total
8/12/24	WEB034087291	S10-C34	1463 Genau St, Fargo ND 58103	Bid	Troy Patterson	9923457	Union job 623	\$5,106.39
7/25/24	WEB034087291	D99-A89	62304 Zusammen Way, Alexandria MN 56301	Bid	Sheryl McKinney	9900145	Main St Electric	\$5,106.39
7/18/24	WEB034087291	D00-667	Fargo Branch, 2601 3rd Ave N Fargo, ND 58103	Bid	Steve Hackenberg	9866334	Union job 623	\$5,106.39
6/21/24	WEB034087291	A98-012	29708 Genau St, Fargo ND 58103	Call when complete	Troy Patterson	9774528	Main St Electric	\$5,106.39
6/16/24	WEB034087291	S72-C50	Fargo Branch, 2601 3rd Ave N Fargo, ND 58103	Call when complete	Sheryl McKinney	964102	DBC Contractors	\$5,106.39
6/3/24	WEB034087291	S32-B712	1463 Genau St, Fargo ND 58103	Call when complete	Sheryl McKinney	9554789	DBC Contractors	\$5,106.39
5/27/24	WEB034087291	D87-FD44	62304 Zusammen Way, Alexandria MN 56301	Complete	Steve Hackenberg	9532100	DBC Contractors	\$5,106.39
5/11/24	WEB034087291	A08-F544	1463 Genau St, Fargo ND 58103	Complete	Troy Patterson	9488750	Main St Electric	\$5,106.39
4/30/24	WEB034087291	C202-3449	Fargo Branch, 2601 3rd Ave N Fargo, ND 58103	Complete	Troy Patterson	9477410	Union job 623	\$5,106.39
4/13/24	WEB034087291	D28-E60	62304 Zusammen Way, Alexandria MN 56301	Complete	Sheryl McKinney	9395679	DBC Contractors	\$5,106.39

- **Tip:** you can tell which column the table is sorted by because there will only be an up or down arrow (and not both arrows).

This close-up shows the 'Date' column header with an up arrow (^) next to it, indicating that the table is sorted in ascending order by date. The first two rows of the table are visible below.

Date	Order	Deliv
4/13/24	<u>D28-E60</u>	62310
4/30/24	<u>C202-3449</u>	Farg

- **Tip:** the initial sort will be A-Z or 0-9. If you'd like to switch the order to Z-A or 9-0, simply tap on the arrow again.

This close-up shows the 'Date' column header with a down arrow (v) next to it, indicating that the table is sorted in descending order by date. The first two rows of the table are visible below.

Date	Order	Deliv
8/12/24	<u>S10-C34</u>	1463
7/25/24	<u>D99-A89</u>	62310

To filter orders:

1. Click on "Filter orders" on the right hand-side above the orders table.

Filter orders +

PO #	Job name/number	Total
9923457	Union job 623	\$105,106.39
9900145	Main St Electric	\$5,106.39
9866314	Union job 623	\$5,106.39

2. Enter or select information in one of the filters, such as 'Select status.' As soon as you make a select or start typing, the orders table will update.

To view details about a specific order:

1. Find the order you'd like to view. Remember you can sort the table or filter orders down.

The screenshot shows the DSG Open Orders page. At the top, there's a navigation bar with the DSG logo and various menu items. Below that, the page title is "Open Orders (24)". A "Filter orders" link is visible in the top right. A "Narrow by" section contains several filters: Status (set to "Show all"), PO number, Job name/number, Order number, Order total (set to "Show all"), Amount, Delivery address (set to "Show all"), and Date range (with "from" and "to" date pickers). A search bar is also present. Below the filters is a table of orders with columns: Date, WEB Order, Order, Deliver to / Pick up, Status, Placed by, PO #, Job name/number, and Total. A purple arrow points to the "Filter orders" link, and another points to the "Status" dropdown menu. At the bottom of the table, there are pagination controls showing "Showing 1-10 of 24 items".

2. Click on the 'Order #' (example: D99-A89). This will take you to that order's details.

Date	Order	Deliv
8/12/24	<u>S10-C34</u>	1463
7/25/24	<u>D99-A89</u>	6231