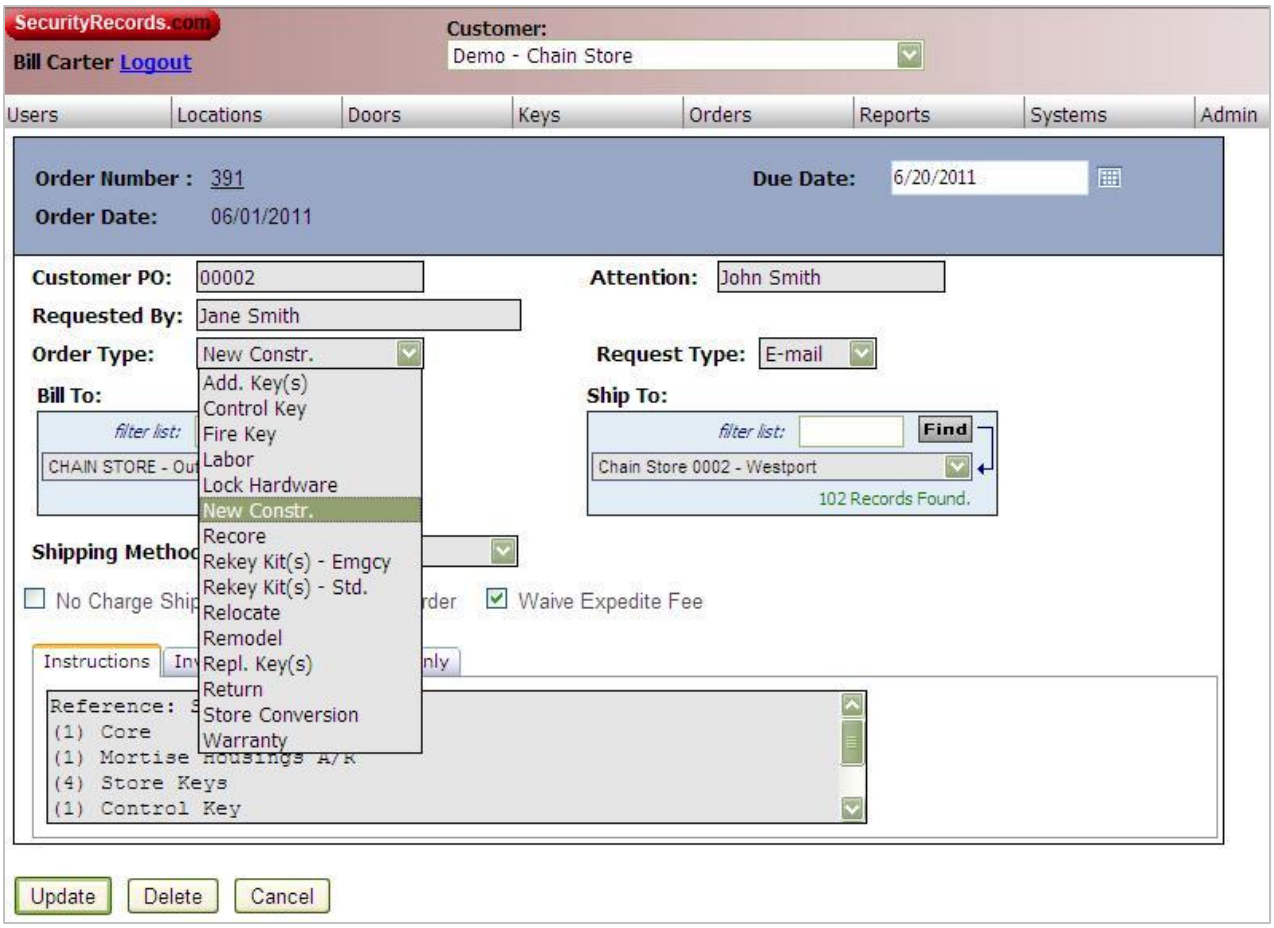
Order Detail – Order Type Drop Down Menu



Glossary Definition:

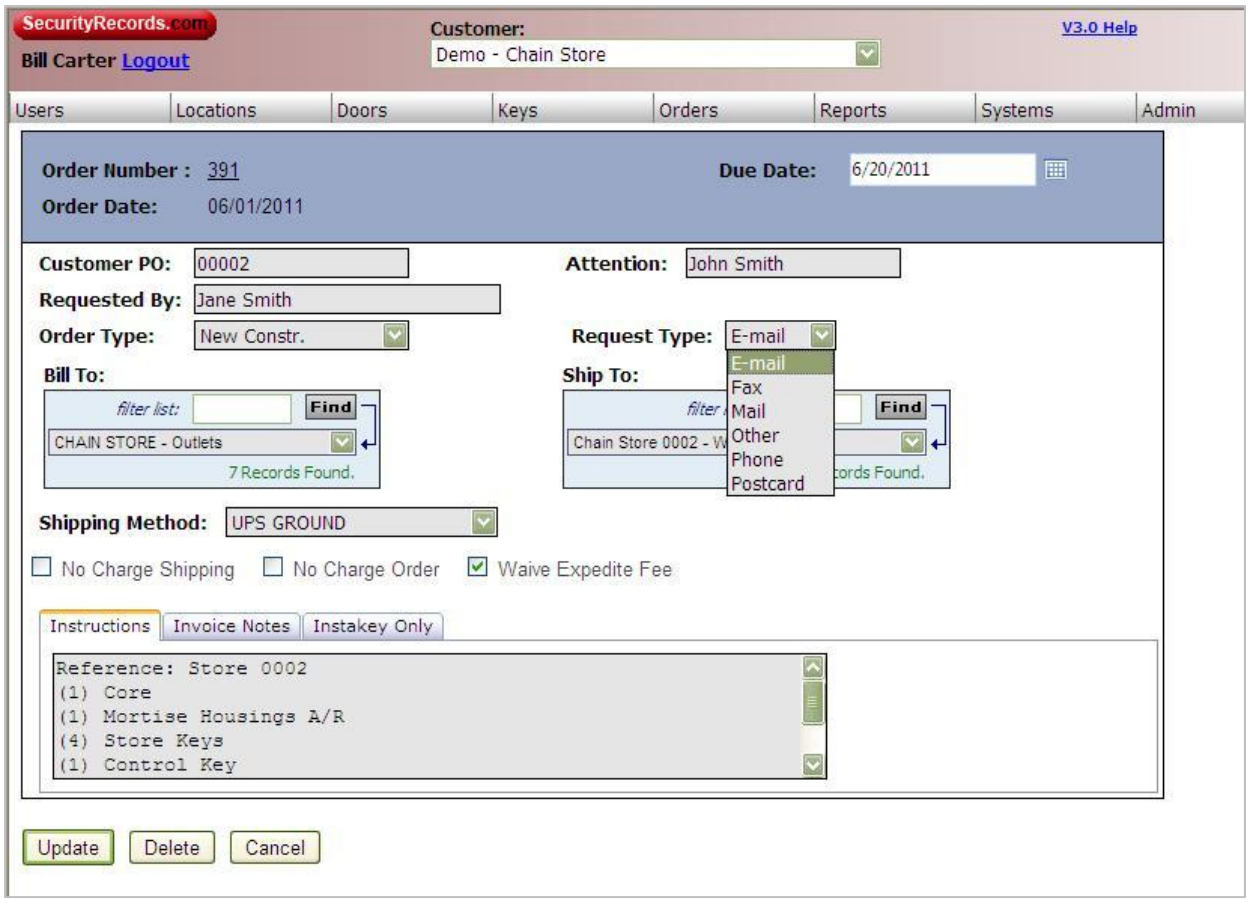
The **Order Detail** - ***Order Type*** field reflects selections for tracking the order category information. When used consistently, this category information can be utilized for order processing review and audit requirements. The default setting is "*Lock Hardware*".

Procedure:

Step 1: Click on ***Order Type*** drop down arrow

Step 2: Choose from the drop down box selection for which type of order. The selection will be stored automatically.

Order Detail – Request Type Drop Down Menu



Glossary Definition:

The **Order Detail** - ***Request Type*** indicates how the order information request was received. When used consistently, this category information can be utilized for order processing review and audit requirements.
The default setting is "*E-mail*".

Procedure:

Step 1: Click on ***Request Type*** drop down arrow.

Step 2: Choose from the drop down box selections of what type of communication was provided. The selection will be stored automatically.

Order Detail – Ordering Function Links

Glossary Definition:

The **Order Detail** – ***Ordering Function Links*** have been revised to allow for additional future ordering functions while streamlining the ordering procedures.

The **Keys, Cylinders, Hardware, Submit for Production, Key Level Status,** and **Shipment Tracking** buttons formerly located at the bottom of the screen have all been repositioned and modified into hyperlinks. They still provide the same functionality, but are now located at the right side of the screen in the blue shaded box under "*Order Items"*.