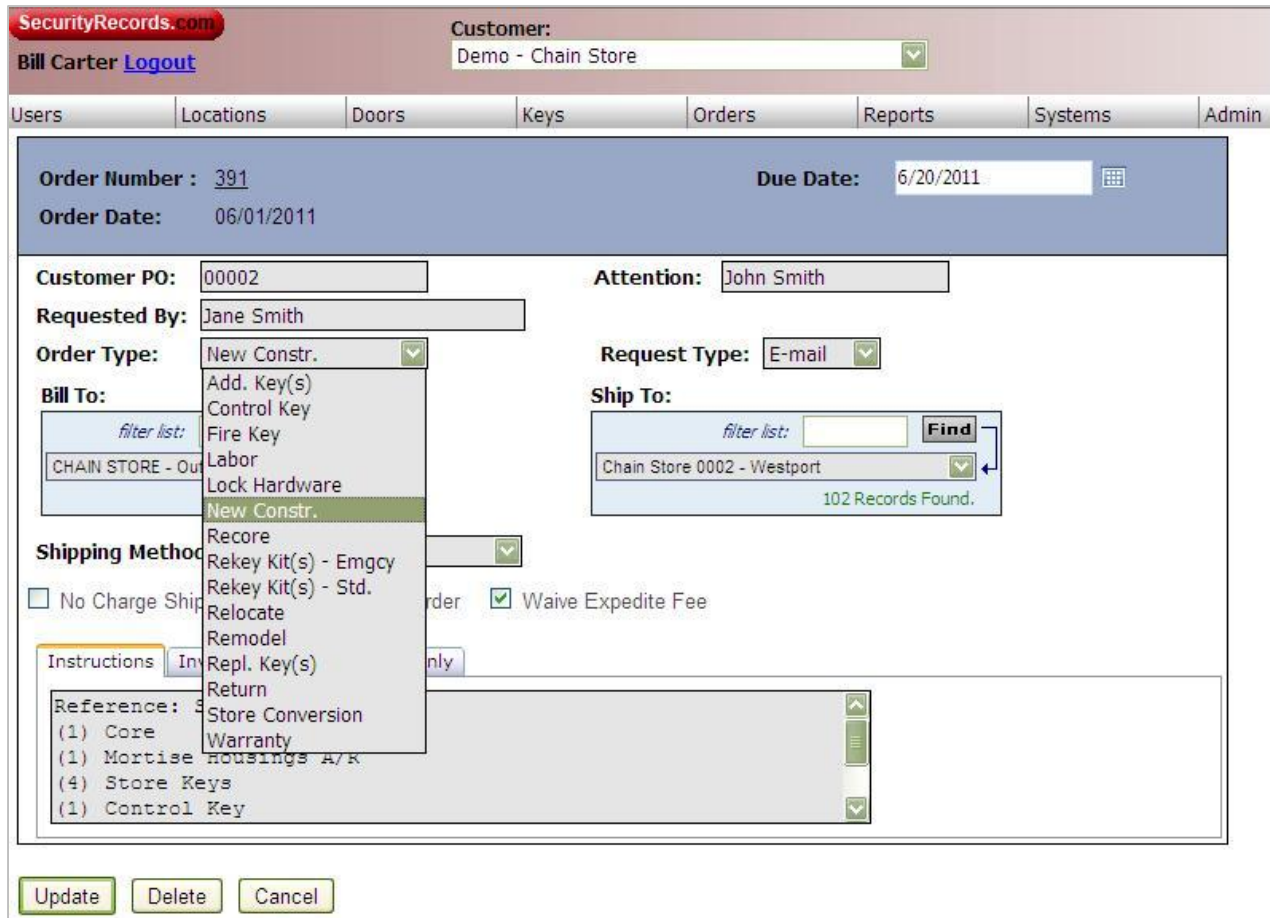


## Order Detail – Order Type Drop Down Menu



The screenshot shows the 'Order Detail' page in the SecurityRecords.com application. The 'Order Type' dropdown menu is open, displaying a list of options including 'New Constr.', 'Add. Key(s)', 'Control Key', 'Fire Key', 'Labor', 'Lock Hardware', 'Recore', 'Rekey Kit(s) - Emgcy', 'Rekey Kit(s) - Std.', 'Relocate', 'Remodel', 'Repl. Key(s)', 'Return', 'Store Conversion', and 'Warranty'. The 'New Constr.' option is currently selected. Other fields visible include 'Order Number: 391', 'Due Date: 6/20/2011', 'Customer PO: 00002', 'Requested By: Jane Smith', 'Attention: John Smith', and 'Request Type: E-mail'. The 'Ship To' field shows 'Chain Store 0002 - Westport' with '102 Records Found.' below it. At the bottom of the form are 'Update', 'Delete', and 'Cancel' buttons.

### Glossary Definition:

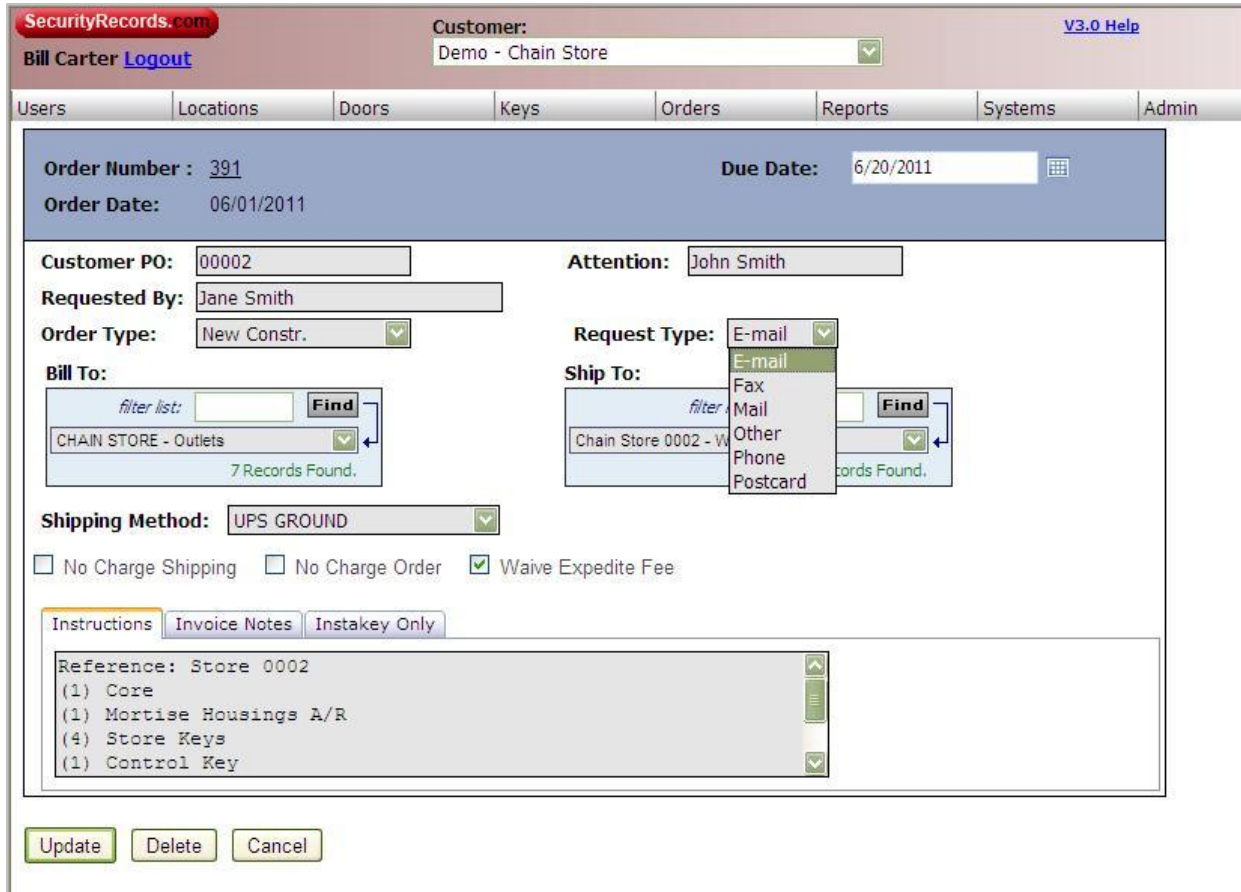
The **Order Detail - Order Type** field reflects selections for tracking the order category information. When used consistently, this category information can be utilized for order processing review and audit requirements. The default setting is "Lock Hardware".

### 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



The screenshot shows the 'Order Detail' form in the SecurityRecords.com application. At the top, the user 'Bill Carter' is logged in, and the customer is 'Demo - Chain Store'. The order number is 391, with a due date of 6/20/2011 and an order date of 06/01/2011. The form includes fields for Customer PO (00002), Requested By (Jane Smith), and Order Type (New Constr.). The 'Request Type' dropdown menu is open, showing options: E-mail (selected), E-mail, Fax, Mail, Other, Phone, and Postcard. Below this, the 'Ship To' field is populated with 'Chain Store 0002 - W' and has a 'Find' button. The 'Shipping Method' is set to 'UPS GROUND'. There are checkboxes for 'No Charge Shipping', 'No Charge Order', and 'Waive Expedite Fee' (checked). At the bottom, there are 'Update', 'Delete', and 'Cancel' buttons. A section for 'Instructions' is visible, showing a list of items: Reference: Store 0002, (1) Core, (1) Mortise Housings A/R, (4) Store Keys, and (1) Control Key.

### Glossary Definition:

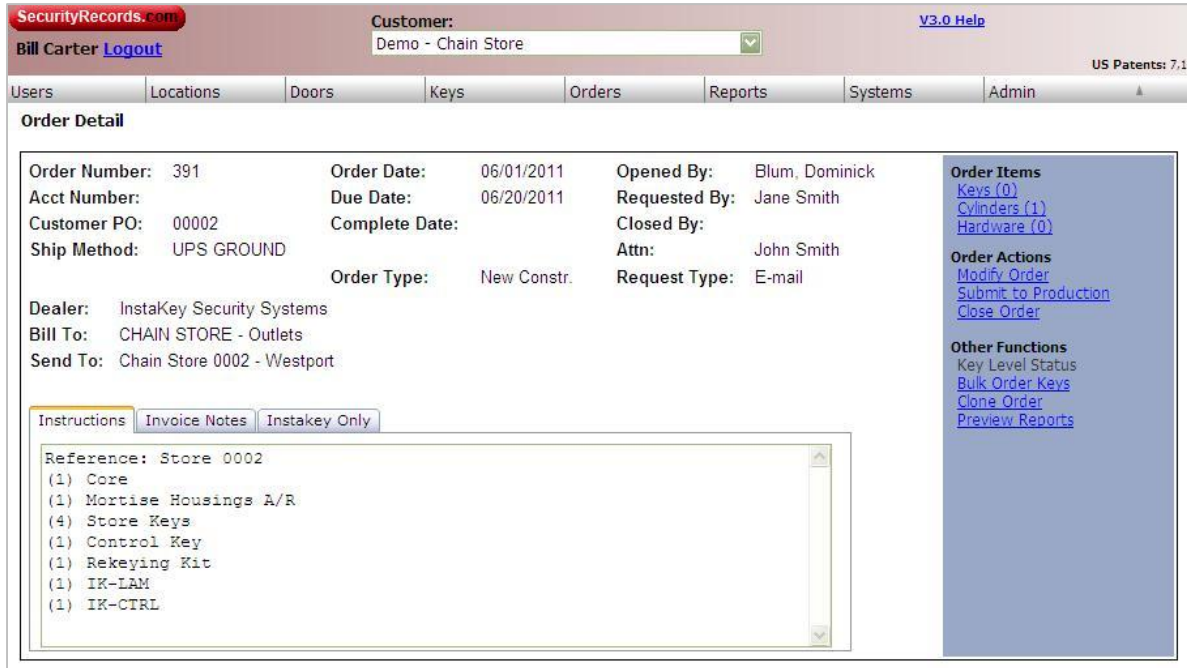
The **Order Detail - Request Type** indicates how the order information request was received. When used consistently, this category information can be utilized for order processing review and audit requirements. The default setting is "E-mail".

### 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



SecurityRecords.com Customer: Demo - Chain Store [V3.0 Help](#)  
 Bill Carter [Logout](#) US Patents: 7,12

Users Locations Doors Keys Orders Reports Systems Admin

**Order Detail**

|                                      |                         |                           |   |
|--------------------------------------|-------------------------|---------------------------|---|
| Order Number: 391                    | Order Date: 06/01/2011  | Opened By: Blum, Dominick | <b>Order Items</b><br><a href="#">Keys (0)</a><br><a href="#">Cylinders (1)</a><br><a href="#">Hardware (0)</a>   |
| Acct Number:                         | Due Date: 06/20/2011    | Requested By: Jane Smith  |   |
| Customer PO: 00002                   | Complete Date:          | Closed By:                |   |
| Ship Method: UPS GROUND              | Order Type: New Constr. | Attn: John Smith          |   |
| Dealer: InstaKey Security Systems    | Request Type: E-mail    |                           | <b>Order Actions</b><br><a href="#">Modify Order</a><br><a href="#">Submit to Production</a><br><a href="#">Close Order</a>                                     |
| Bill To: CHAIN STORE - Outlets       |                         |                           | <b>Other Functions</b><br><a href="#">Key Level Status</a><br><a href="#">Bulk Order Keys</a><br><a href="#">Clone Order</a><br><a href="#">Preview Reports</a> |
| Send To: Chain Store 0002 - Westport |                         |                           |   |

Instructions Invoice Notes Instakey Only

Reference: Store 0002  
 (1) Core  
 (1) Mortise Housings A/R  
 (4) Store Keys  
 (1) Control Key  
 (1) Rekeying Kit  
 (1) IK-LAM  
 (1) IK-CTRL

### 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*”.



**Order Items**  
[Keys \(0\)](#)  
[Cylinders \(1\)](#)  
[Hardware \(0\)](#)

**Order Actions**  
[Modify Order](#)  
[Submit to Production](#)  
[Close Order](#)

**Other Functions**  
[Key Level Status](#)  
[Bulk Order Keys](#)  
[Clone Order](#)  
[Preview Reports](#)