WDVN

MyArrow Arrow Services - Advanced Filters





Find the Order You're Looking for and Stay Up-To-Date on your Order Status' with ease

Advanced Filters:

- Now you can filter through your backlog with precise detail by (status, date, and date range) -
- Easily filter by open, preparing to ship, shipped, and canceled
 - Drill down even further with entered, committed, requested, or shipped dates
 - Get granular by searching before the date entered, after the date entered, or a date range
- Quickly download your filtered order status page into Excel to get the exact detail you need
- Save your most used advanced filters, so you can quickly get the filtered results you need

Preset ("Basic") Filters:

- Quickly filter through your backlog without having to download it and painstakingly filter through it manually
- New filters allow you understand to understand your order status faster than ever before

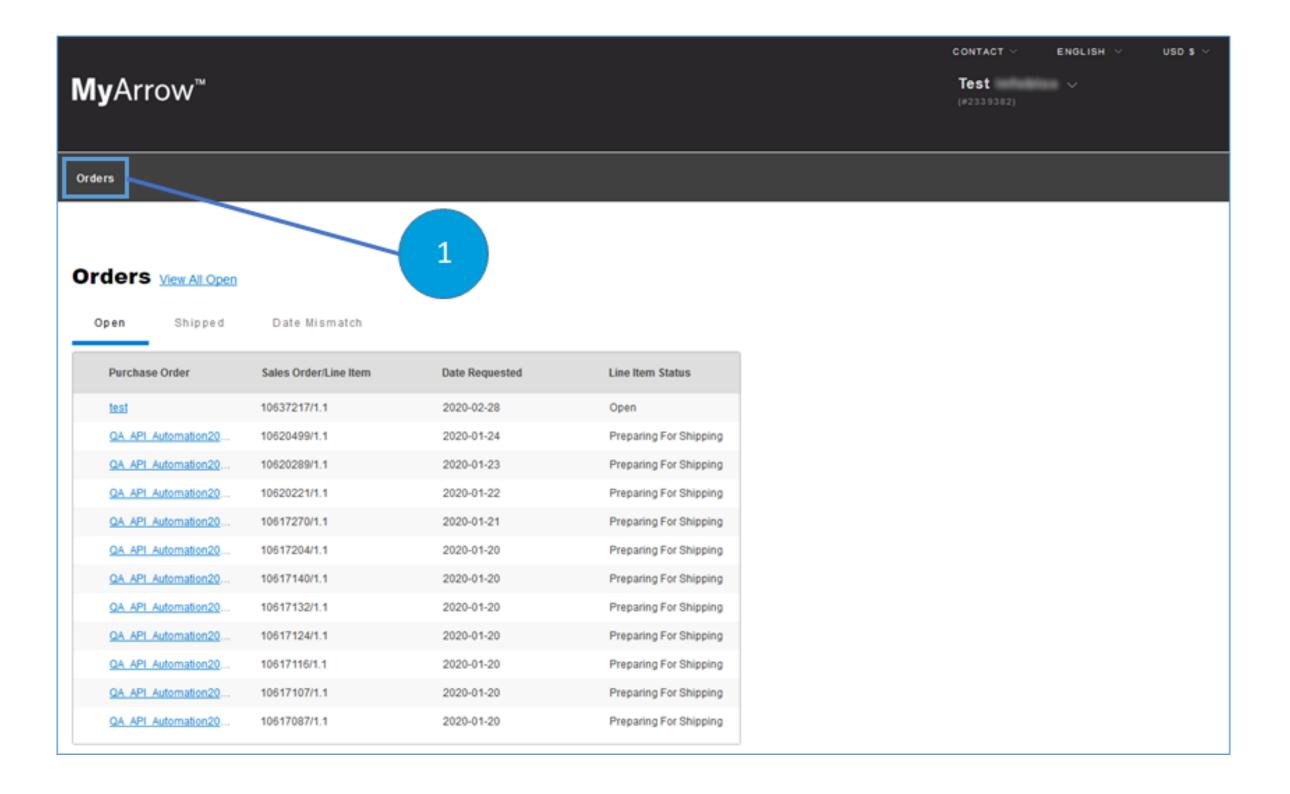
** Advanced Filters and Basic Filters do not work in combination with each other. You can either use the advanced filters or the basic filters, not both at the same time**



How do I use Advanced Filters?

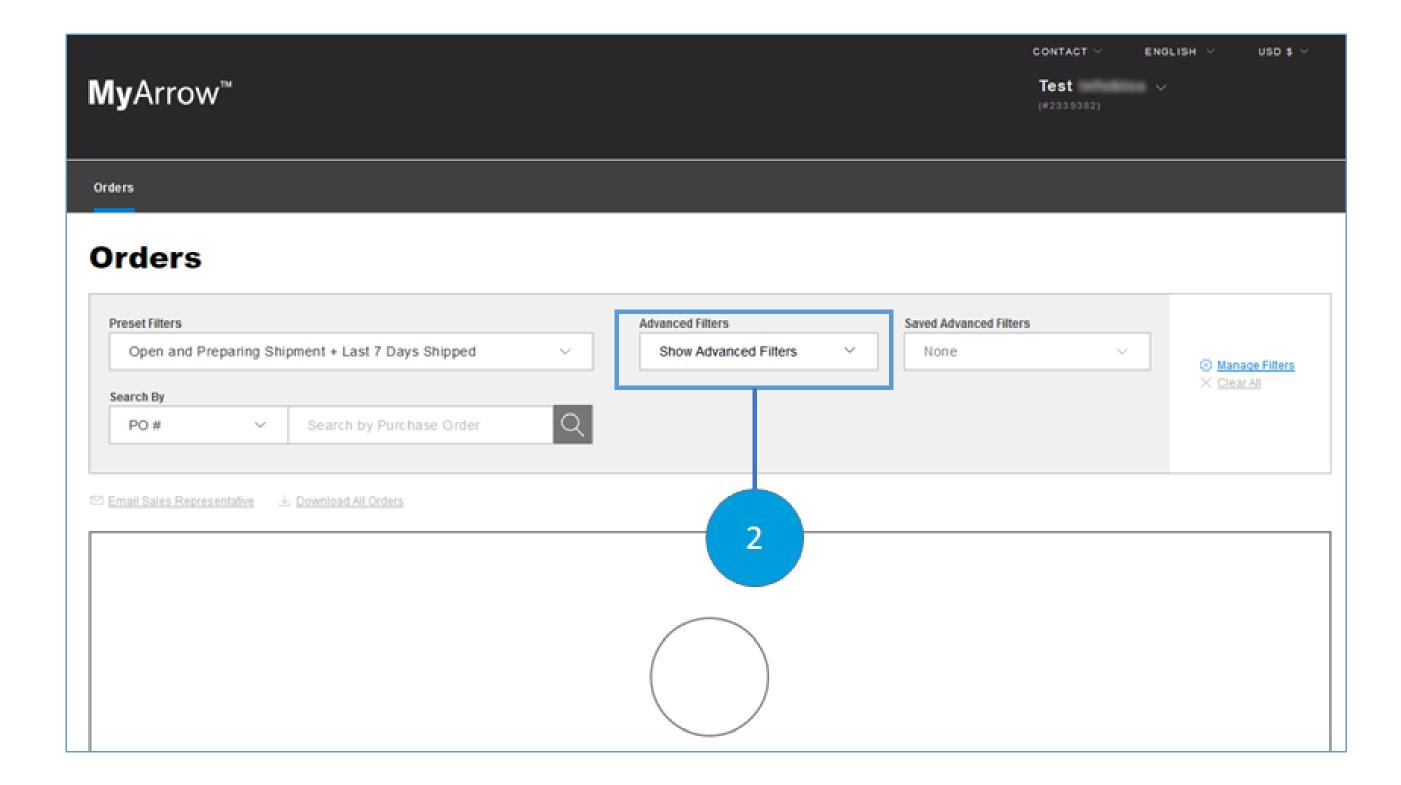


1. Navigate to the Orders page



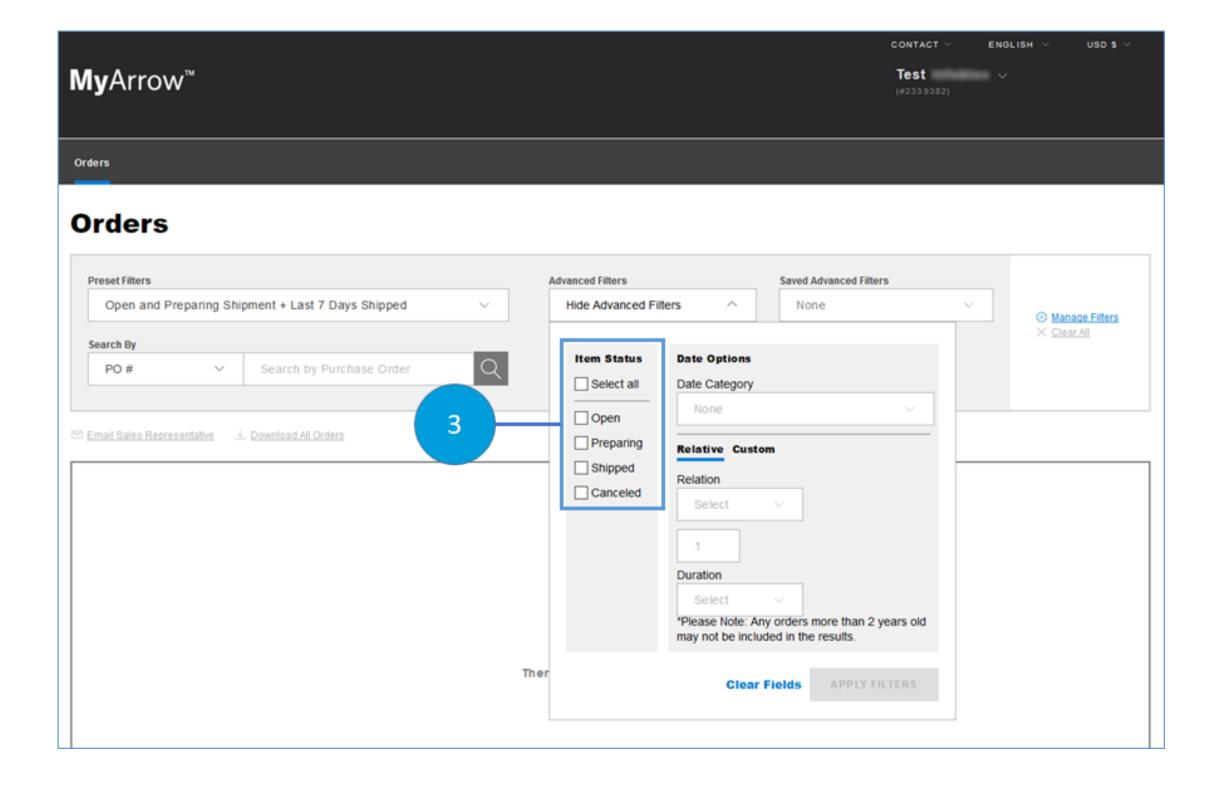


2. Select Show Advanced Filters



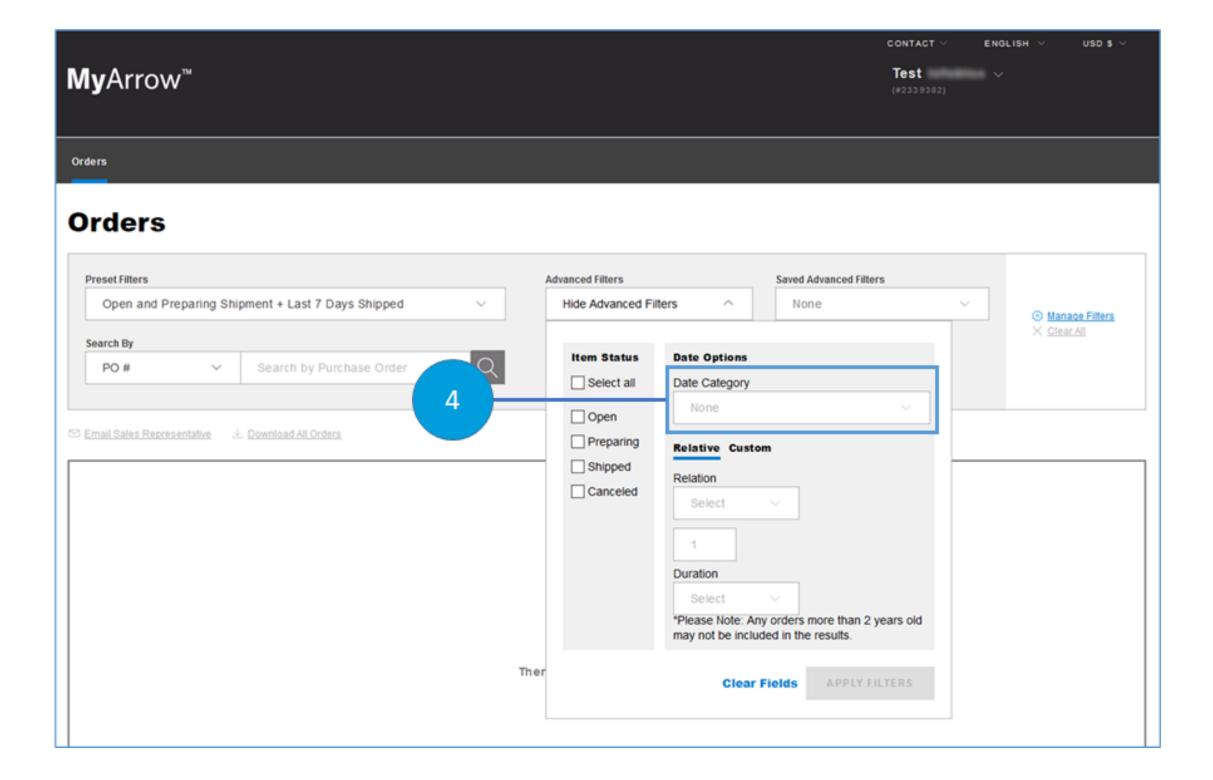


3. Choose an 'Item Status'



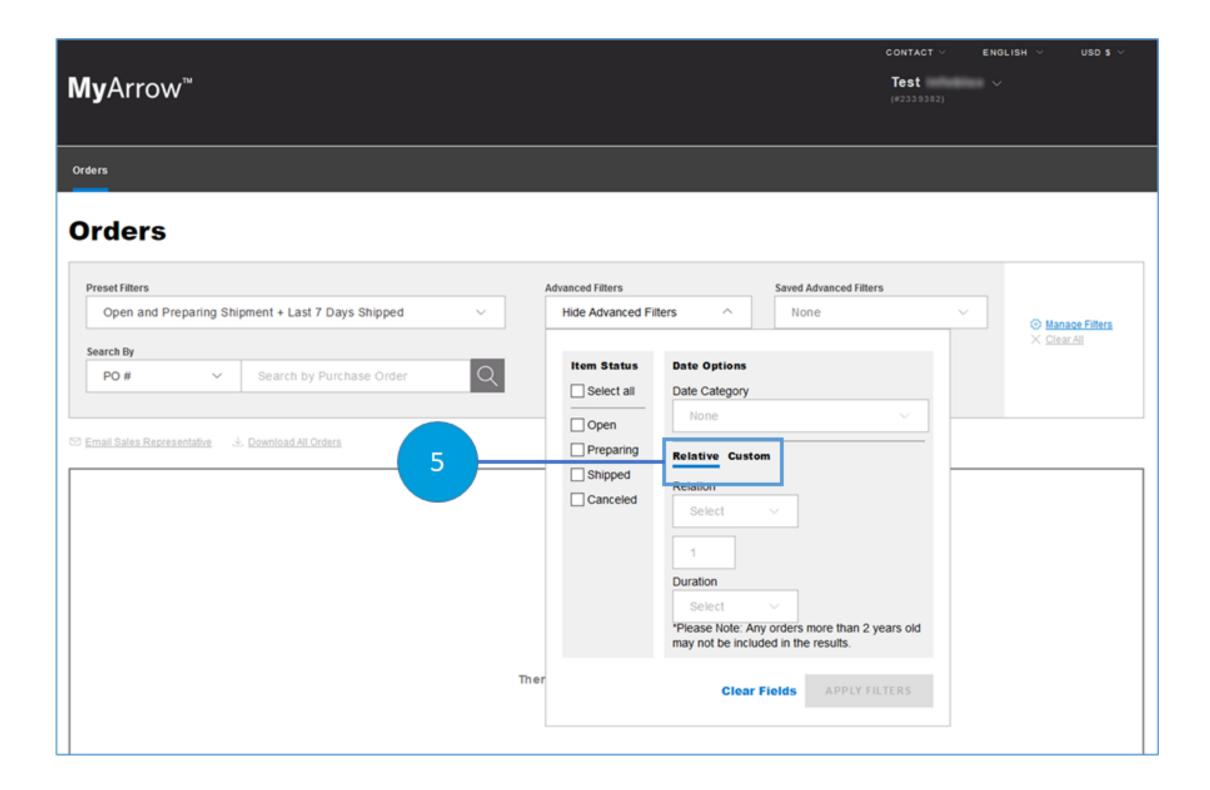


4. Choose a 'Date Category' if desired



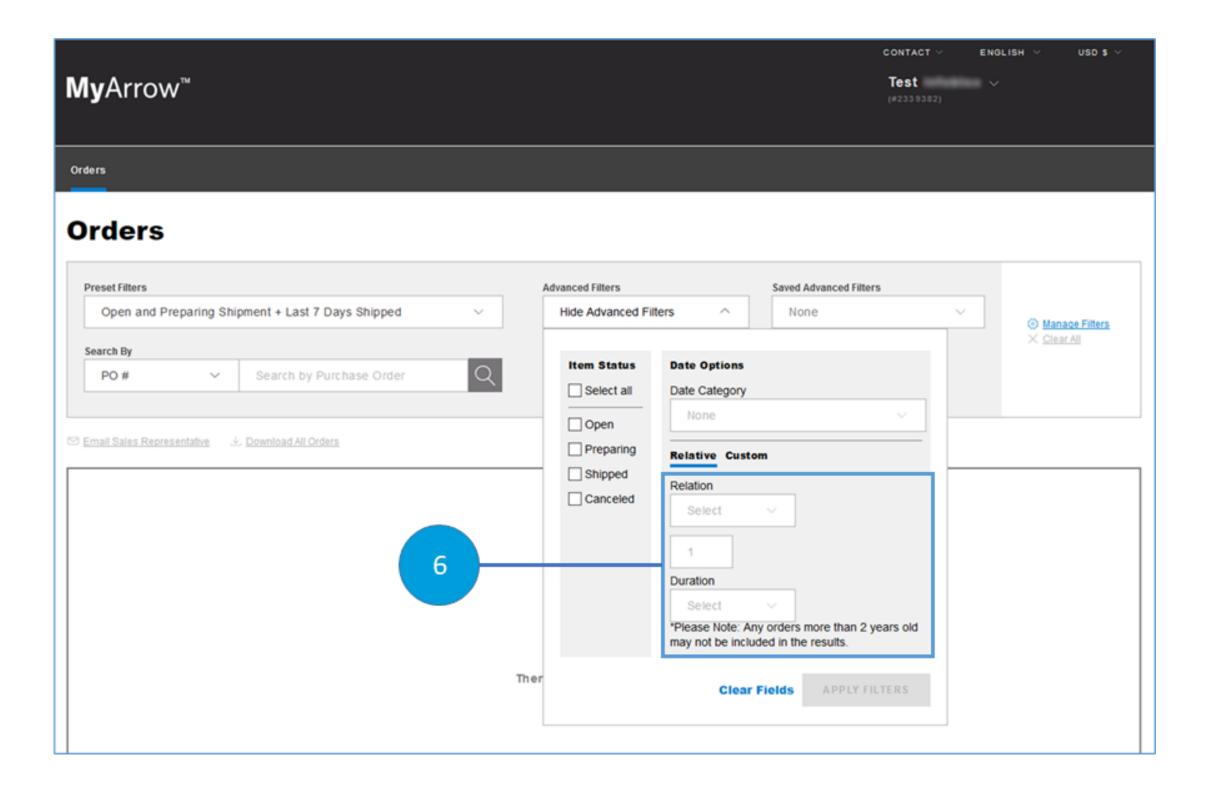


5. Choose whether you want the date category to be 'relative' or 'custom'



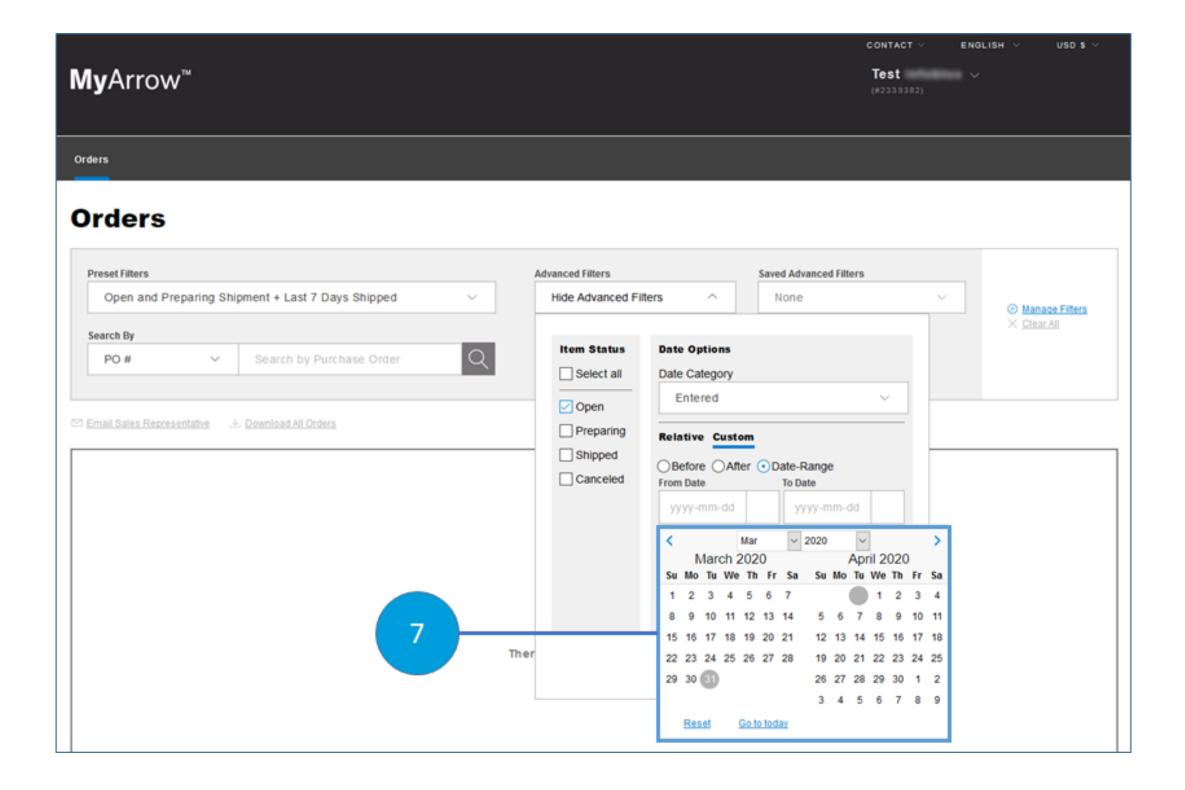


6. **If you chose relative** Select the relation and duration for your date



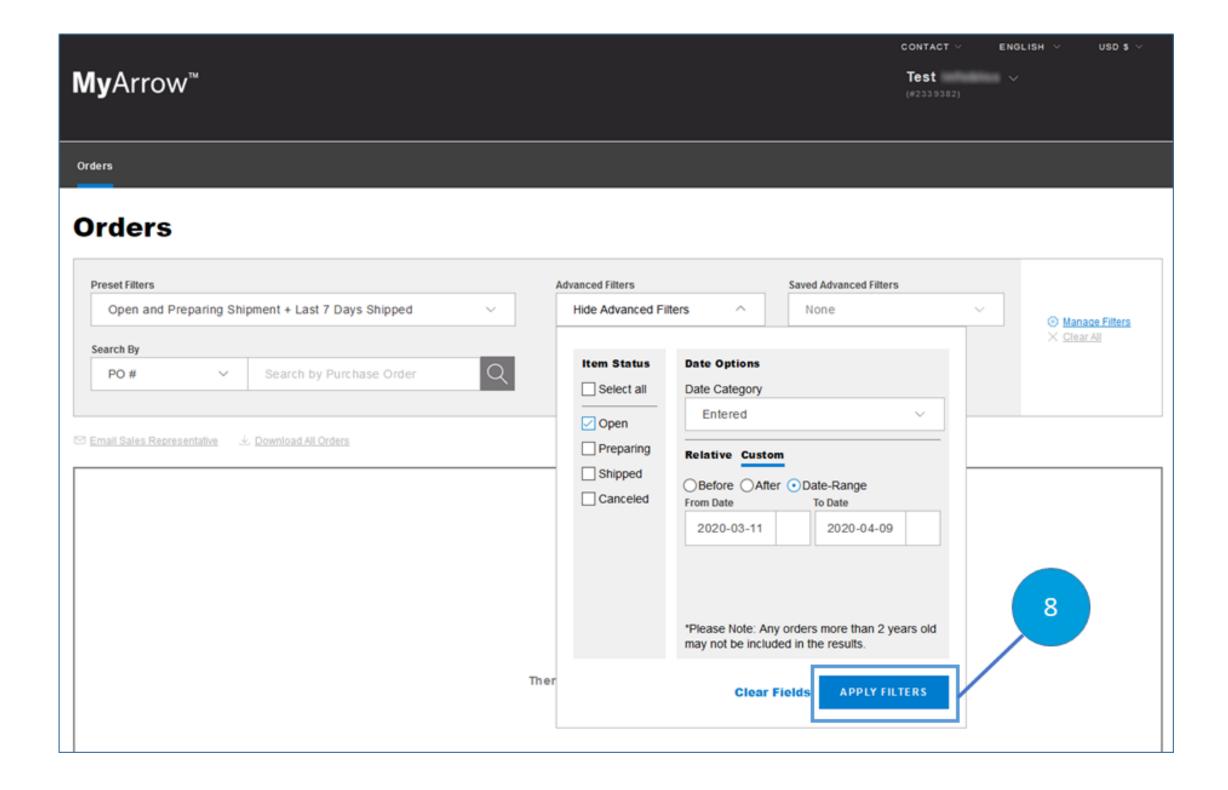


7. **If you chose custom** Select the dates for your Date Category





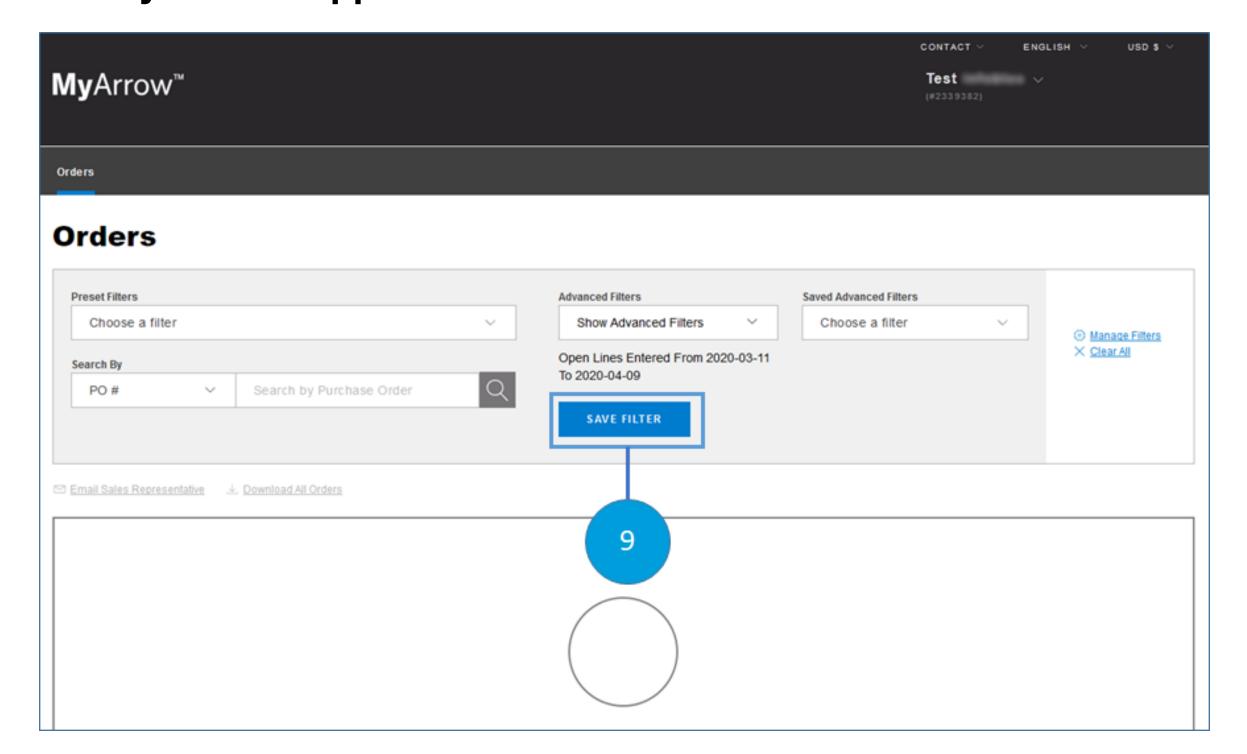
8. Select 'Apply Filters'



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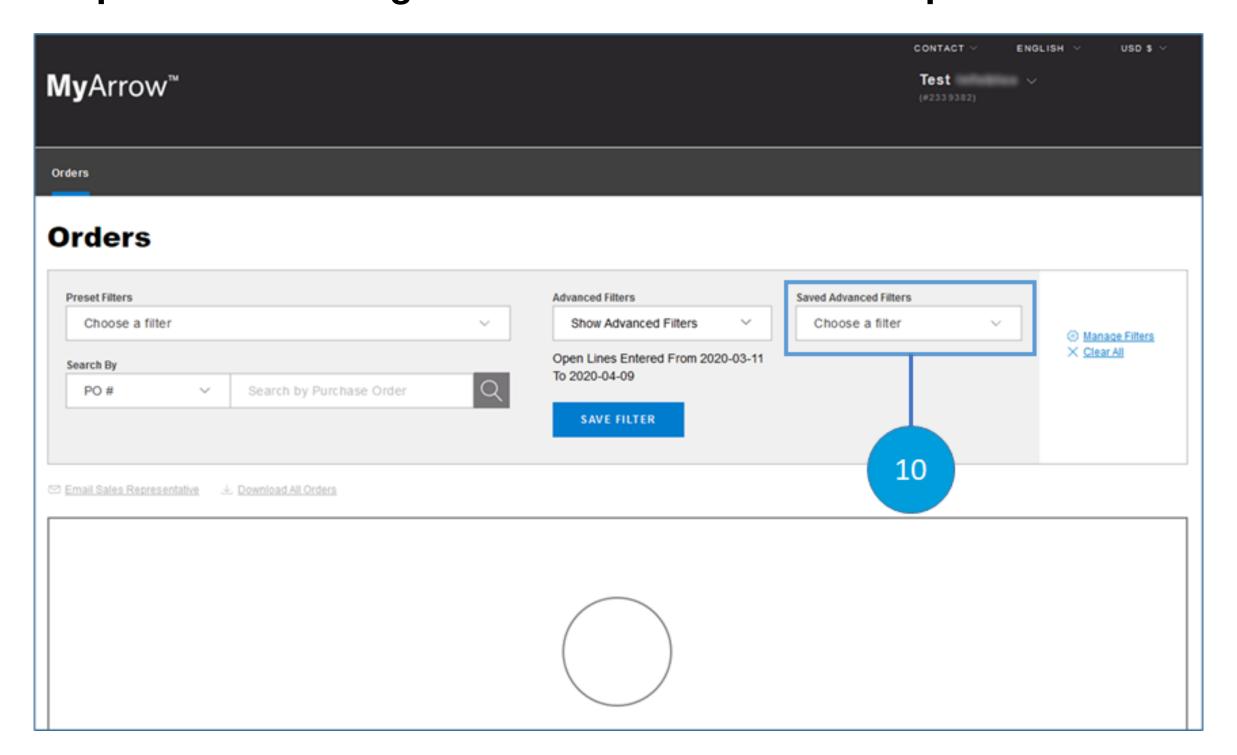


9. If you would like to save the filter you created to use later, click 'Save Filter' once you have applied a filter





10. Next time you want to use that filter, click on the 'Saved Advanced Filters' drop-down on the right of the advanced filters drop-down

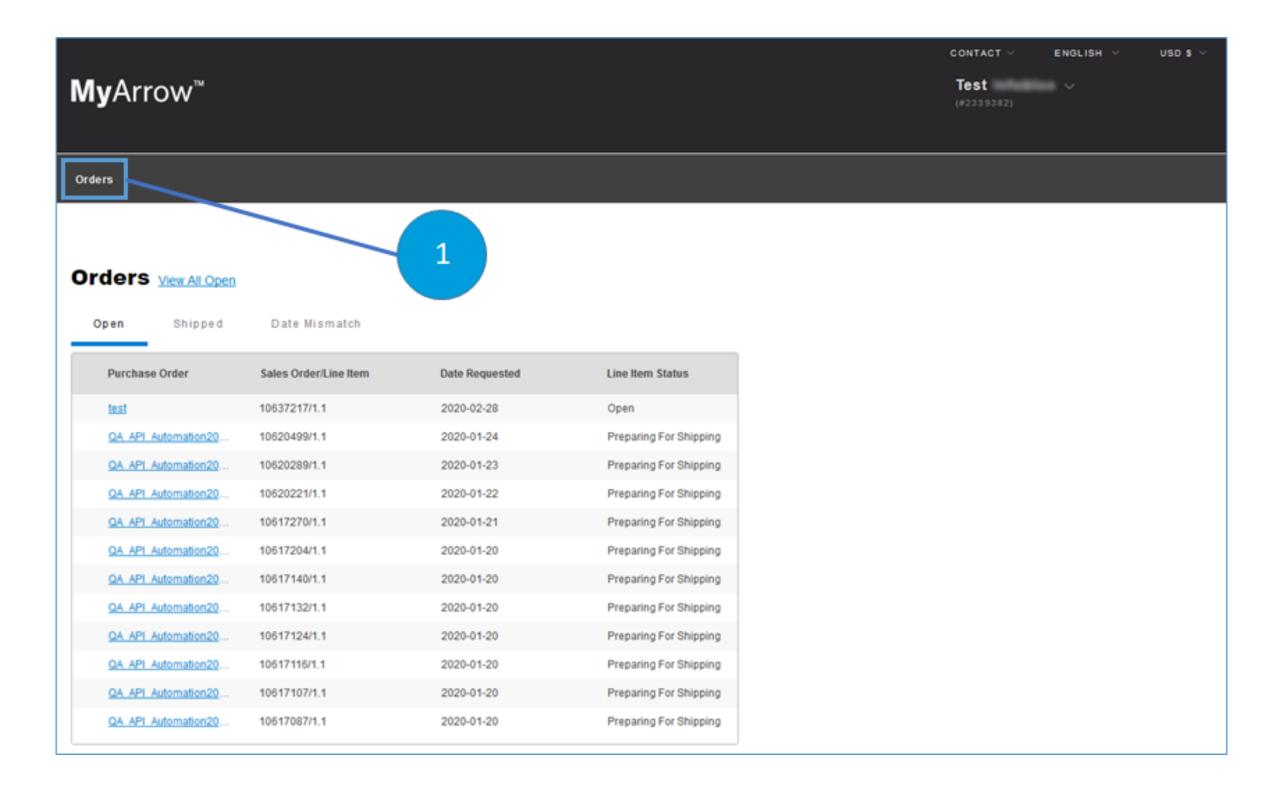




How do Basic Filters work?

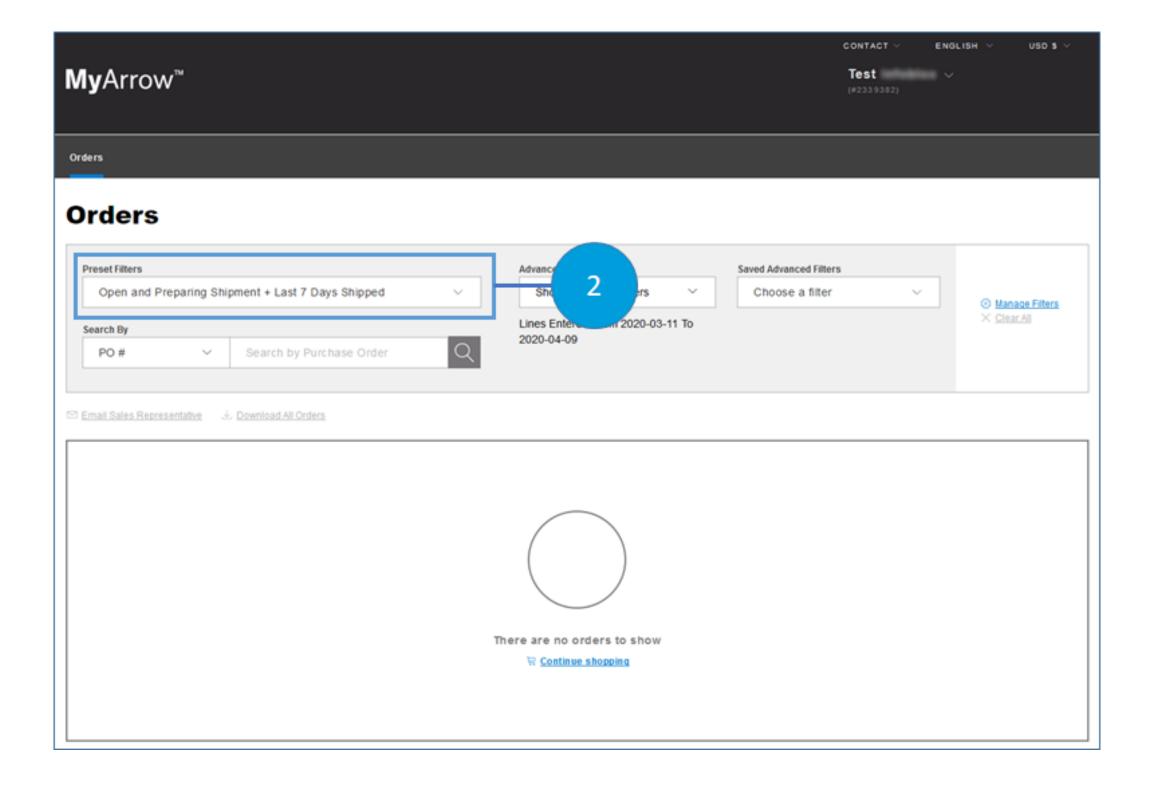


1. Navigate to the Orders page



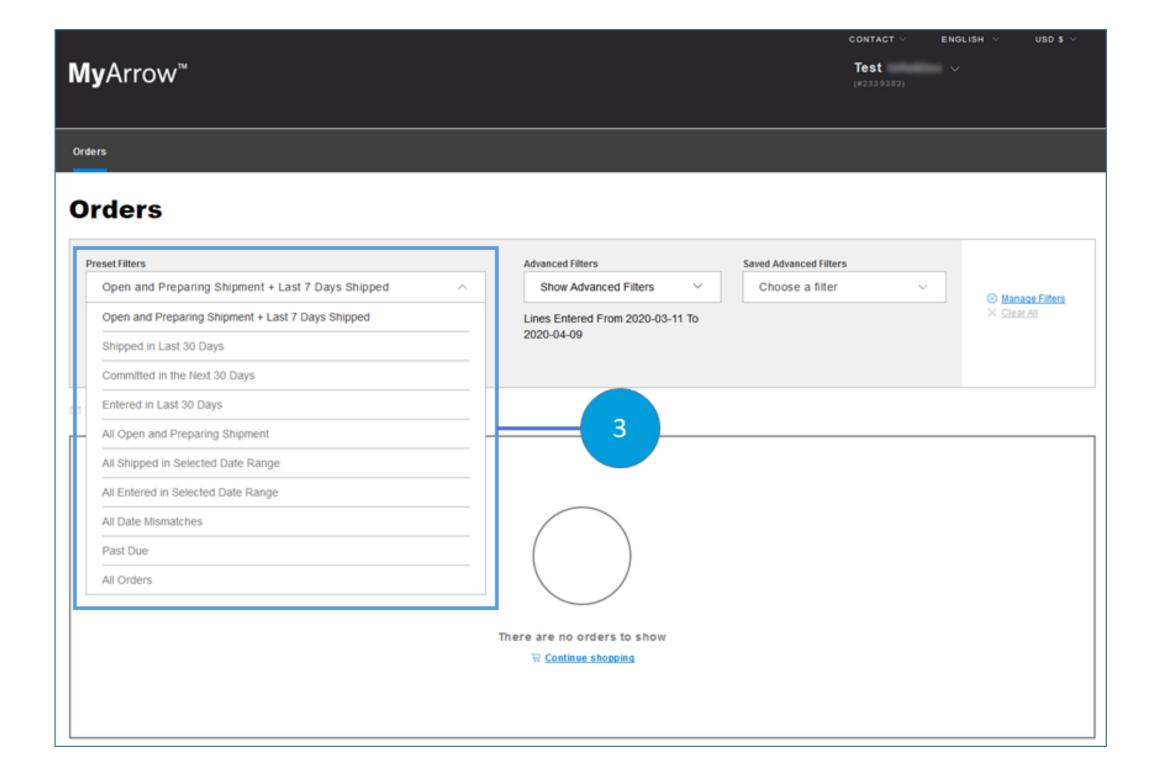


2. On the left-hand side, click the drop-down under 'Preset Filters'





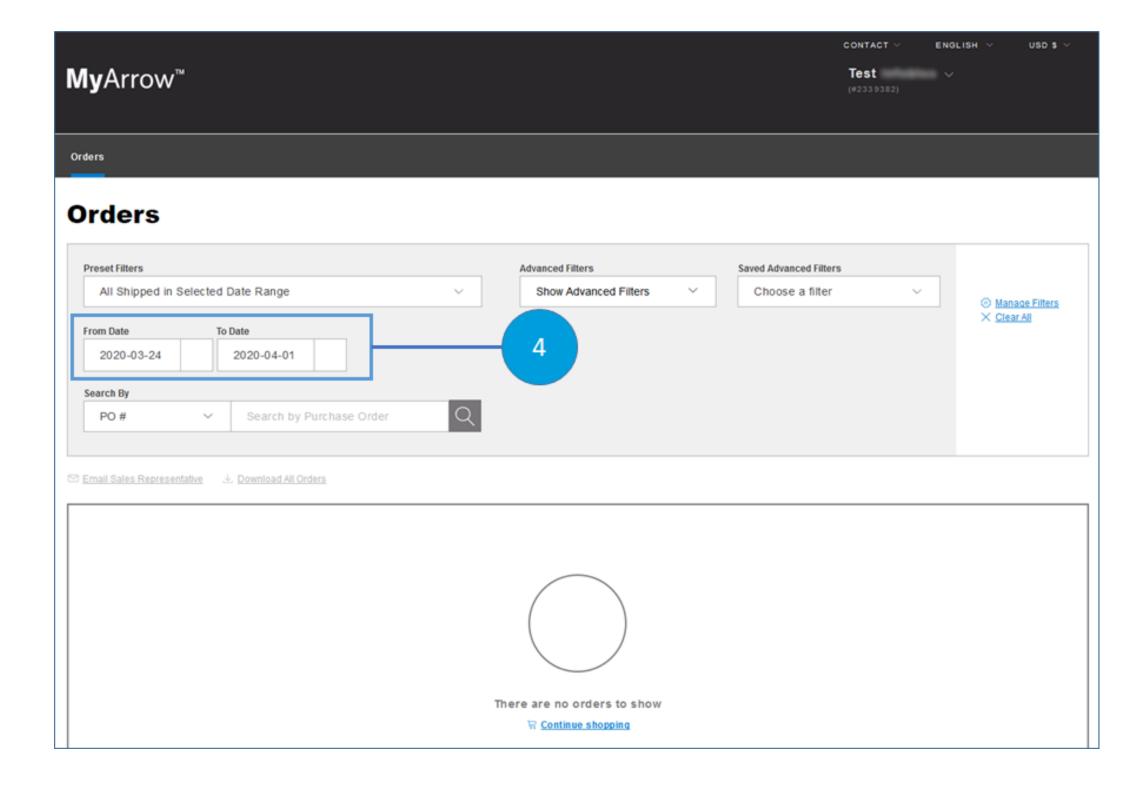
3. Choose your filter



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4. Enter dates if necessary



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5. The information you need will be displayed below!

