



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

CONTACT ▾ENGLISH ▾USD \$ ▾

MyArrow™

Test ▾
(#2339382)

Orders

1

Orders [View All Open](#)

OpenShippedDate Mismatch

Purchase Order	Sales Order/Line Item	Date Requested	Line Item Status
test	10637217/1.1	2020-02-28	Open
QA_API_Automation20...	10620499/1.1	2020-01-24	Preparing For Shipping
QA_API_Automation20...	10620289/1.1	2020-01-23	Preparing For Shipping
QA_API_Automation20...	10620221/1.1	2020-01-22	Preparing For Shipping
QA_API_Automation20...	10617270/1.1	2020-01-21	Preparing For Shipping
QA_API_Automation20...	10617204/1.1	2020-01-20	Preparing For Shipping
QA_API_Automation20...	10617140/1.1	2020-01-20	Preparing For Shipping
QA_API_Automation20...	10617132/1.1	2020-01-20	Preparing For Shipping
QA_API_Automation20...	10617124/1.1	2020-01-20	Preparing For Shipping
QA_API_Automation20...	10617116/1.1	2020-01-20	Preparing For Shipping
QA_API_Automation20...	10617107/1.1	2020-01-20	Preparing For Shipping
QA_API_Automation20...	10617087/1.1	2020-01-20	Preparing For Shipping

2. Select Show Advanced Filters

CONTACT

ENGLISH

USD \$

MyArrow™

Test

(#233 9382)

Orders

Orders

Preset Filters

Open and Preparing Shipment + Last 7 Days Shipped

Search By

PO #

Search by Purchase Order

Advanced Filters

Show Advanced Filters

Saved Advanced Filters

None

Manage Filters

Clear All

Email Sales Representative

Download All Orders

2

3. Choose an 'Item Status'

CONTACT ▾ENGLISH ▾USD \$ ▾

MyArrow™

Test ▾
(#2339382)

Orders

Orders

Preset Filters

Open and Preparing Shipment + Last 7 Days Shipped ▾

Search By

PO # ▾

Search by Purchase Order

🔍

Advanced Filters

Hide Advanced Filters ▴

Item Status

☐ Select all

☐ Open

☐ Preparing

☐ Shipped

☐ Canceled

Date Options

Date Category

None ▾

Relative Custom

Relation

Select ▾

1

Duration

Select ▾

*Please Note: Any orders more than 2 years old may not be included in the results.

Clear Fields

APPLY FILTERS

Saved Advanced Filters

None ▾

[Manage Filters](#)

[Clear All](#)

Email Sales Representative

Download All Orders

3

4. Choose a 'Date Category' if desired

The screenshot shows the MyArrow Orders page with the Advanced Filters modal open. A blue circle with the number 4 highlights the 'Date Category' dropdown menu in the 'Date Options' section. The modal includes sections for 'Item Status' (with checkboxes for Select all, Open, Preparing, Shipped, and Canceled), 'Date Options' (with a 'Date Category' dropdown), and 'Relative' options (with 'Relation' and 'Duration' dropdowns). A 'Clear Fields' button is at the bottom left of the modal, and an 'APPLY FILTERS' button is at the bottom right. The background shows the 'Orders' page with a search bar and a list of orders.

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

The screenshot shows the MyArrow Orders page with the Advanced Filters modal open. The modal has three tabs: 'Preset Filters', 'Advanced Filters', and 'Saved Advanced Filters'. The 'Advanced Filters' tab is active, showing a list of filters including 'Item Status' and 'Date Options'. The 'Date Options' section has a 'Date Category' dropdown set to 'None'. Below this, there are two tabs: 'Relative' and 'Custom'. The 'Relative' tab is selected, and a blue circle with the number 5 points to it. The 'Relative' tab shows a 'Relation' dropdown set to 'Select' and a 'Duration' dropdown set to '1'. The 'Custom' tab is also visible. At the bottom of the modal, there are 'Clear Fields' and 'APPLY FILTERS' buttons. The background shows the 'Orders' page with a search bar and a list of orders.

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

The screenshot shows the MyArrow Orders page with the Advanced Filters modal open. The modal has three tabs: 'Item Status', 'Date Options', and 'Relative'. The 'Relative' tab is selected and highlighted with a blue circle containing the number 6. The 'Date Options' section includes a 'Date Category' dropdown set to 'None', a 'Relative' tab (selected), and a 'Custom' tab. The 'Relation' dropdown is set to 'Select', and the 'Duration' dropdown is also set to 'Select'. A note at the bottom of the modal states: '*Please Note: Any orders more than 2 years old may not be included in the results.' The 'Apply Filters' button is visible at the bottom right of the modal.

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

The screenshot shows the 'MyArrow' Orders page. The 'Advanced Filters' section is expanded, showing 'Item Status' and 'Date Options'. In the 'Date Options' section, the 'Date Range' option is selected, and a date picker calendar is displayed. A blue circle with the number 7 highlights the 'Date Range' option. The calendar shows March and April 2020, with the 31st of March selected. The 'Date Range' option is selected, and the 'Date Range' option is selected.

8. Select ‘Apply Filters’

CONTACT ▾ENGLISH ▾USD \$ ▾

MyArrow™

Test ▾
(#2339382)

Orders

Orders

Preset Filters

Open and Preparing Shipment + Last 7 Days Shipped ▾

Search By

PO # ▾

Search by Purchase Order 🔍

Email Sales Representative

Download All Orders

Advanced Filters

Hide Advanced Filters ^

Item Status

Select all

Open

Preparing

Shipped

Canceled

Date Options

Date Category

Entered ▾

Relative Custom

Before

After

Date-Range

From Date

To Date

2020-03-11

2020-04-09

*Please Note: Any orders more than 2 years old may not be included in the results.

Clear Fields

APPLY FILTERS

Saved Advanced Filters

None ▾

Manage Filters

Clear All

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

The screenshot shows the MyArrow Orders page. At the top, there's a dark header with the MyArrow logo, a user profile 'Test' with ID '#2339382', and links for 'CONTACT', 'ENGLISH', and 'USD \$'. Below this is a navigation bar with 'Orders' highlighted. The main content area is titled 'Orders' and contains a filter section. This section has three columns: 'Preset Filters' with a dropdown 'Choose a filter', 'Advanced Filters' with a dropdown 'Show Advanced Filters' and a date range 'Open Lines Entered From 2020-03-11 To 2020-04-09', and 'Saved Advanced Filters' with a dropdown 'Choose a filter'. A 'Search By' section on the left shows 'PO #' selected. A blue button labeled 'SAVE FILTER' is highlighted with a blue circle and the number 9. To the right of the filter section are links for 'Manage Filters' and 'Clear All'. At the bottom of the filter section, there are links for 'Email Sales Representative' and 'Download All Orders'.

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

The screenshot shows the MyArrow Orders page. The top navigation bar includes the MyArrow logo, a user profile 'Test' with ID '#2339382', and links for 'CONTACT', 'ENGLISH', and 'USD \$'. Below this is a dark 'Orders' header. The main content area is titled 'Orders' and contains three filter sections: 'Preset Filters' with a 'Choose a filter' dropdown, 'Advanced Filters' with a 'Show Advanced Filters' dropdown and a 'SAVE FILTER' button, and 'Saved Advanced Filters' with a 'Choose a filter' dropdown. A blue circle with the number '10' points to the 'Saved Advanced Filters' dropdown. To the right of the filter sections are links for 'Manage Filters' and 'Clear All'. At the bottom, there are links for 'Email Sales Representative' and 'Download All Orders'. The main order list area is currently empty, showing a large circle placeholder.

How do Basic Filters work?

1. Navigate to the Orders page

CONTACT ▾ENGLISH ▾USD \$ ▾

MyArrow™

Test ▾
(#233 9382)

Orders

1

Orders [View All Open](#)

OpenShippedDate Mismatch

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QA_API_Automation20...	10617204/1.1	2020-01-20	Preparing For Shipping
QA_API_Automation20...	10617140/1.1	2020-01-20	Preparing For Shipping
QA_API_Automation20...	10617132/1.1	2020-01-20	Preparing For Shipping
QA_API_Automation20...	10617124/1.1	2020-01-20	Preparing For Shipping
QA_API_Automation20...	10617116/1.1	2020-01-20	Preparing For Shipping
QA_API_Automation20...	10617107/1.1	2020-01-20	Preparing For Shipping
QA_API_Automation20...	10617087/1.1	2020-01-20	Preparing For Shipping

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

The screenshot shows the MyArrow Orders page. At the top, there's a dark header with the MyArrow logo, a user profile 'Test' with ID '#233 9382', and links for CONTACT, ENGLISH, and USD. Below this is a navigation bar with 'Orders' selected. The main content area is titled 'Orders' and contains a filter section. A blue circle with the number '2' highlights the 'Preset Filters' dropdown menu, which currently shows 'Open and Preparing Shipment + Last 7 Days Shipped'. To the right of this are 'Advanced Filters' and 'Saved Advanced Filters' sections. The 'Advanced Filters' section has a 'Show' dropdown and a date range 'Lines Entered from 2020-03-11 To 2020-04-09'. The 'Saved Advanced Filters' section has a 'Choose a filter' dropdown. Below these are links for 'Manage Filters' and 'Clear All'. At the bottom of the filter section, there are links for 'Email Sales Representative' and 'Download All Orders'. The main content area below the filters is empty, displaying a large circle and the text 'There are no orders to show' with a 'Continue shopping' link.

3. Choose your filter

CONTACT

ENGLISH

USD \$

MyArrow™

Test

(#233 9382)

Orders

Orders

Preset Filters

Open and Preparing Shipment + Last 7 Days Shipped

Open and Preparing Shipment + Last 7 Days Shipped

Shipped in Last 30 Days

Committed in the Next 30 Days

Entered in Last 30 Days

All Open and Preparing Shipment

All Shipped in Selected Date Range

All Entered in Selected Date Range

All Date Mismatches

Past Due

All Orders

Advanced Filters

Show Advanced Filters

Lines Entered From 2020-03-11 To 2020-04-09

Saved Advanced Filters

Choose a filter

Manage Filters

Clear All

3

There are no orders to show

Continue shopping

4. Enter dates if necessary

CONTACT ▼ENGLISH ▼USD \$ ▼

MyArrow™

Test ▼
(#233 9382)

Orders

Orders

Preset Filters

All Shipped in Selected Date Range ▼

From Date

2020-03-24

To Date

2020-04-01

Search By

PO # ▼

Search by Purchase Order 🔍

Advanced Filters

Show Advanced Filters ▼

Saved Advanced Filters

Choose a filter ▼

[Manage Filters](#)

[Clear All](#)

[Email Sales Representative](#)

[Download All Orders](#)

There are no orders to show

[Continue shopping](#)

5. The information you need will be displayed below!

CONTACT ▾ENGLISH ▾USD \$ ▾

MyArrow™

Test ▾
(#2339382)

Orders

Orders

Preset Filters

All Shipped in Selected Date Range ▾

From Date

2020-03-24

To Date

2020-04-01

Search By

PO # ▾

Search by Purchase Order

🔍

Advanced Filters

Show Advanced Filters ▾

Saved Advanced Filters

Choose a filter ▾

🔗 Manage Filters

✕ Clear All

📧 Email Sales Representative

📄 Download All Orders

There are no orders to show

[Continue shopping](#)