



MyArrow Arrow Services - Automated Order Reports



Simplify your reporting process by getting automated reports delivered straight to your email inbox!

Reporting on the status of orders is an essential part of Order Management. Now on MyArrow, you can generate automated reports for open shipments, orders that are preparing to ship, shipped orders, and even canceled orders. All you have to do is navigate to the orders tab on MyArrow, create an advanced filter, and subscribe to a report based on that filter.

- Get automated backlog reports delivered to your inbox daily, weekly, or monthly
 - Weekly and Monthly reports will be delivered on the first Monday of the respective period
- Generate reports based on up to 10 saved advanced filters
- Receive reports in whatever file type works best for you (CSV, XLS, XLSX)

****Note:** Automated reports are only active for 90 days. After 90 days, you will have to re-subscribe to the reports

1. Navigate to the Orders page

CONTACT ▾ENGLISH ▾USD \$ ▾

MyArrow™

Test ▾
(#233 9382)

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. Click Manage Filters

CONTACT ▾ENGLISH ▾USD \$ ▾

MyArrow™

Test ▾
(#2339382)

Orders

Orders

Preset Filters

Open and Preparing Shipment + Last 7 Days Shipped ▾

Advanced Filters

Show Advanced Filters ▾

Saved Advanced Filters

No ▾

2

Manage Filters

Clear All

Search By

PO # ▾

Search by Purchase Order

🔍

Email Sales Representative

Download All Orders

10 Results ▾

Page 1 of 39

<

>

☐	PO Number/ PO Line ▴ ▾	Sales Order/ Line Item ▴ ▾	Buyer ▴ ▾	Customer ▴ ▾ Part #	Manufacturer ▴ ▾ Part #	Entered ▴ ▾	Requested ▴ ▾	Committed ▴ ▾	Qty Ordered Qty Remaining	Qty Shipped Qty Ready to Ship	Tracking
☐	W42 CONVERTED BUY B ACK	10593307 1.1 (Open)			200-0134-000 (undefined)	2019-11-08	2019-11-11	2019-11-27	100 100	0 0	

View Order

3. Choose which filters you would like to subscribe to

Manage Filters

Subscription File Type

Please select the type of file you would like to receive for your report subscription.

CSV XLS XLSX

Default Filter

Please select a default filter

None

Advanced filters

Shipped last 1 week

Subscribe

Test 2

Subscribe

3

CANCEL

SAVE AND CLOSE

4. Select your desired frequency and file type

×

Manage Filters

Subscription File Type

Please select the type of file you would like to receive for your report subscription.

☐ CSV

☒ XLS

☐ XLSX

Default Filter

Please select a default filter

None

▼

Advanced filters

Shipped last 1 week	☒ Subscribe	Frequency ▼	×
Test 2	☐ Subscribe		×

4

CANCEL

SAVE AND CLOSE

5. Click Save and Close

×

Manage Filters

Subscription File Type

Please select the type of file you would like to receive for your report subscription.

☐ CSV ☒ XLS ☐ XLSX

Default Filter

Please select a default filter

None

Advanced filters

Shipped last 1 week

☒ Subscribe

Daily

Test 2

☐ Subscribe

ⓘ You have unsaved changes. Deleted filter(s) will cancel its subscription.

CANCEL

SAVE AND CLOSE

6. You can also choose to delete an advanced filter if you would like to make room for more

- If you delete a filter, it will also delete the report subscription associated with that filter

×

Manage Filters

Subscription File Type
Please select the type of file you would like to receive for your report subscription.

☐ CSV
 ☒ XLS
 ☐ XLSX

Default Filter
Please select a default filter

None

Advanced filters

Shipped last 1 week	☒ Subscribe	Daily	6 Delete Filter
Test 2	☐ Subscribe		×

ⓘ You have unsaved changes. Deleted filter(s) will cancel its subscription.

CANCEL

SAVE AND CLOSE