## WDVN

#### **MyArrow Arrow Services - Automated Order Reports**





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

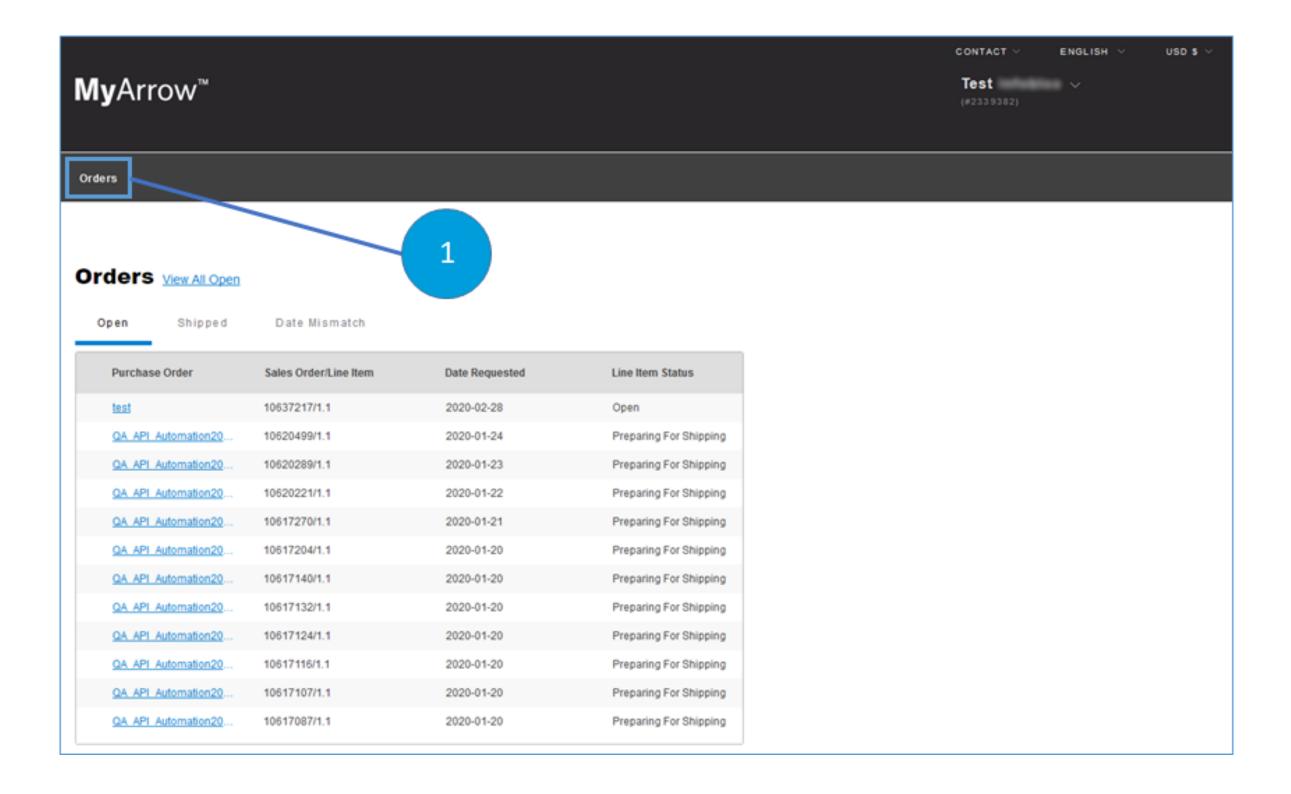
Reporting on the status of orders is an essential part of Order Management. Now on MyArrow, you can generate automated reports for open shipments, orders that are preparing to ship, shipped orders, and even canceled orders. All you have to do is navigate to the orders tab on MyArrow, create an advanced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

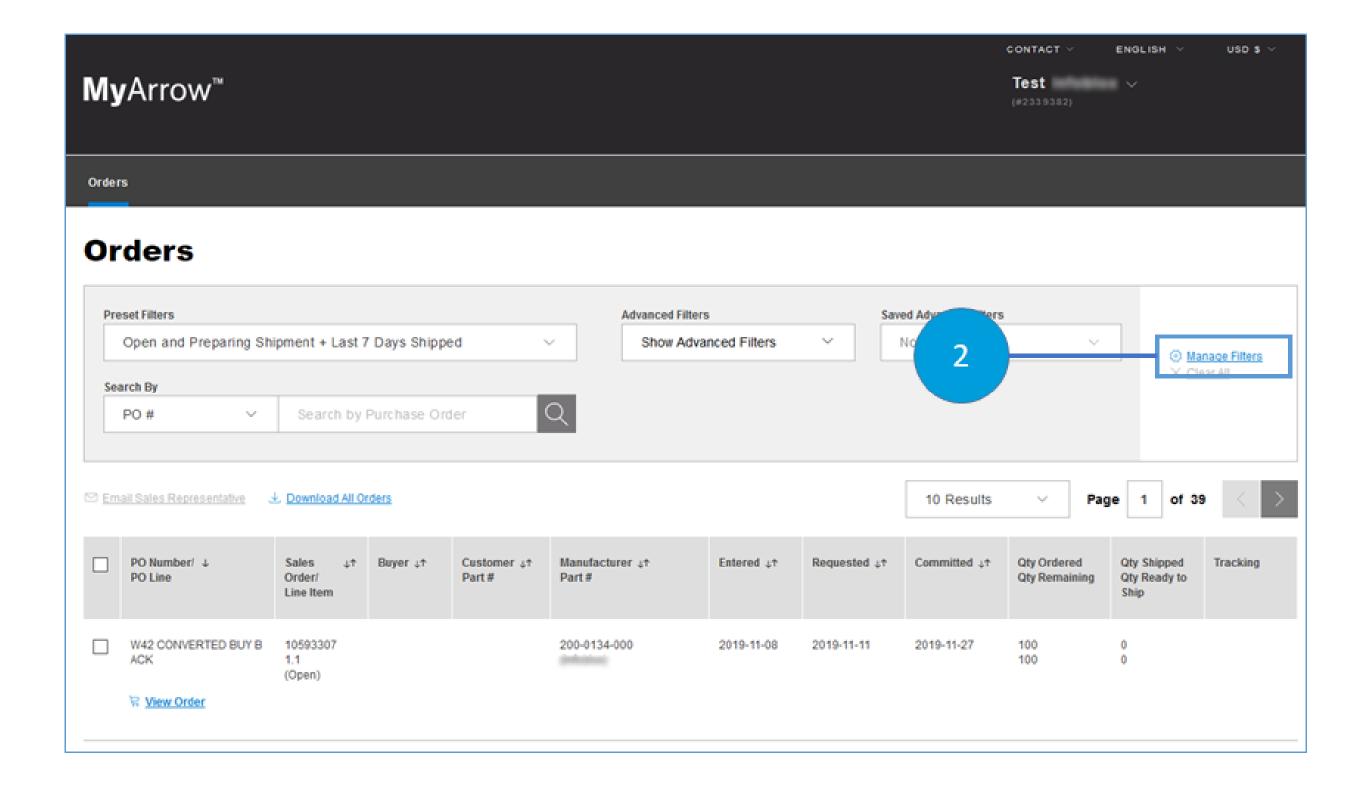


### 1. Navigate to the Orders page



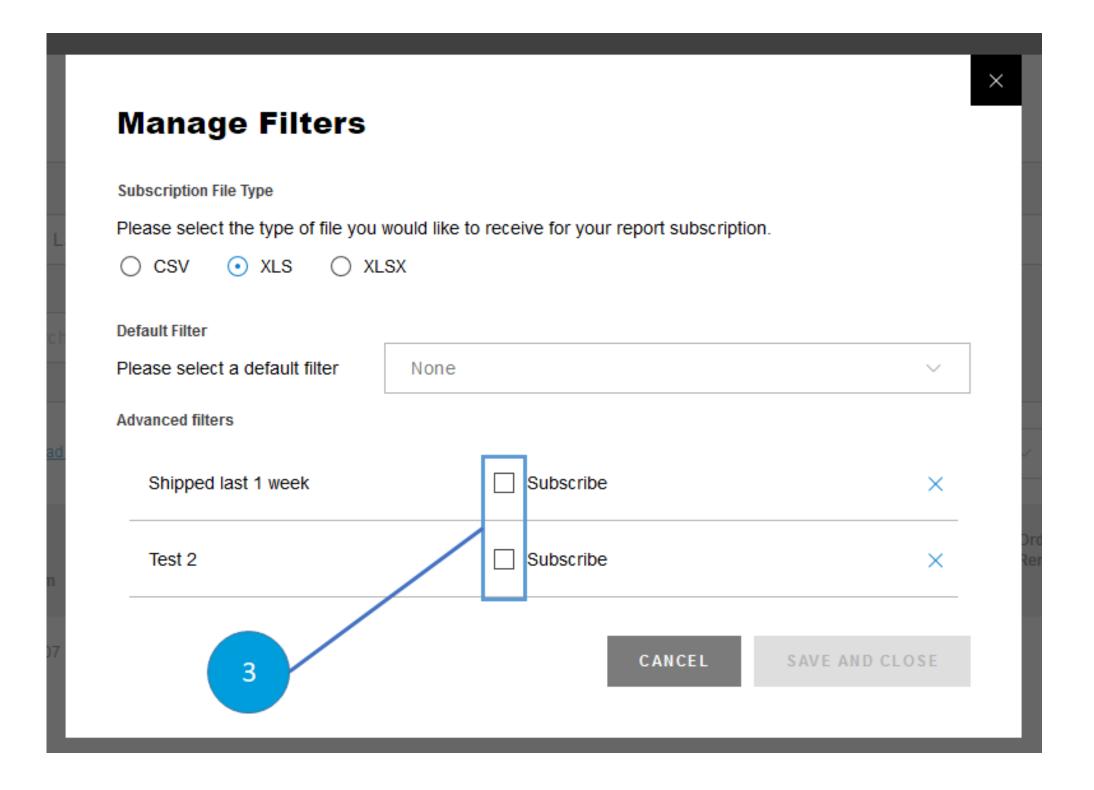


### 2. Click Manage Filters



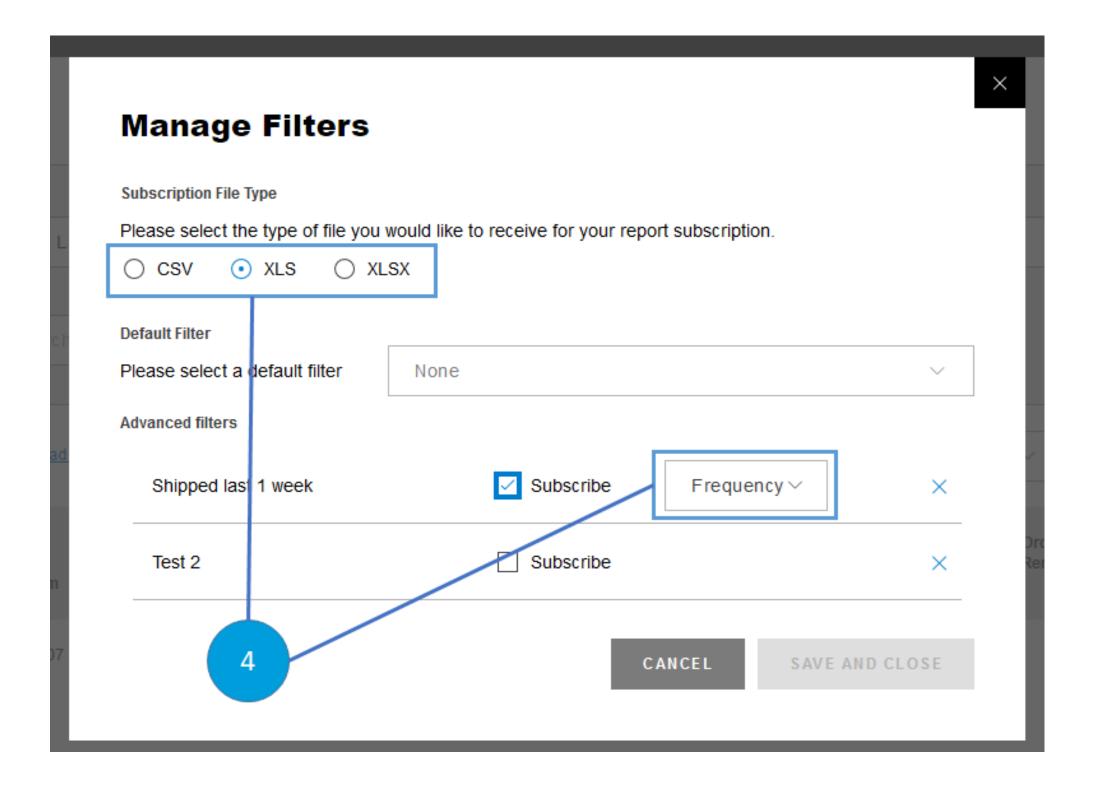


### 3. Choose which filters you would like to subscribe to



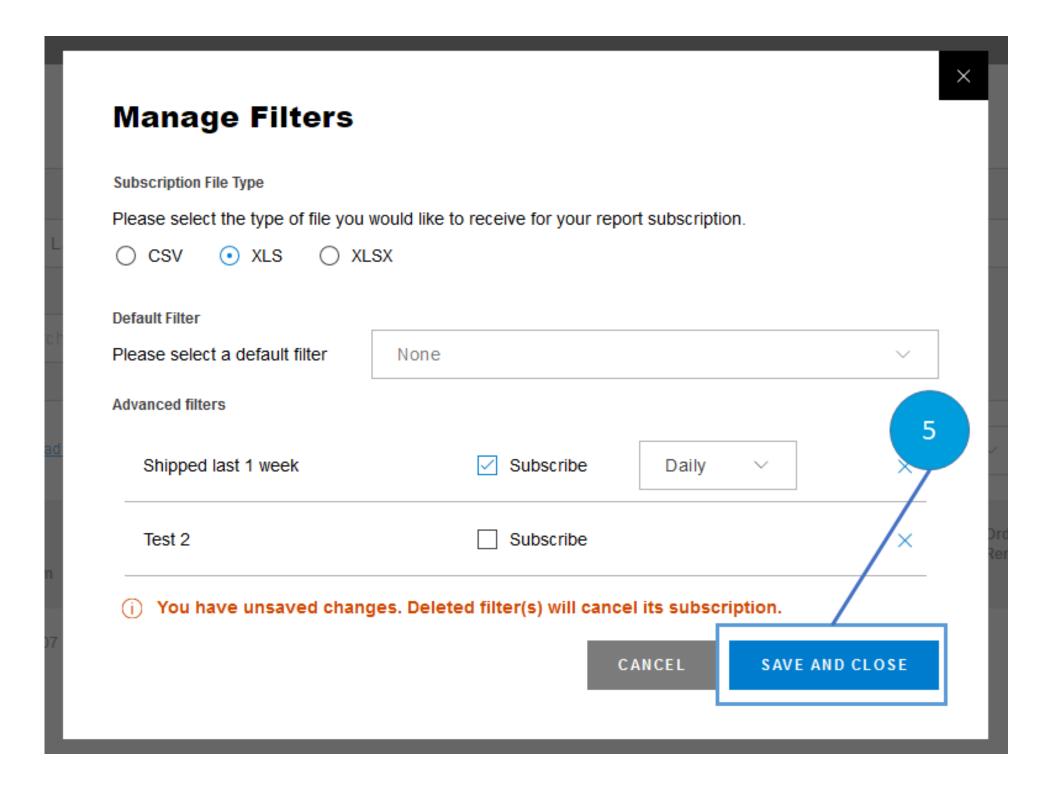


### 4. Select your desired frequency and file type





#### 5. Click 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

