WDVN

MyArrow Arrow Services - Download Your Backlog





Managing your backlog can be difficult, but not with MyArrow.

MyArrow puts the power to manage your backlog into your hands. With MyArrow, you can download your entire backlog or apply a series of filters to download only the specific orders you need to analyze. The backlog download feature allows you to:

- Download your backlog into multiple formats (.xls, .xlsx, .csv)
- Download your entire backlog or a filtered view of your backlog
- Choose the parts of your backlog you would like downloaded
- Arrange the items in your backlog in whatever order you would like

How do I download my backlog?

You can manage your backlog in 2 simple ways.

Option 1 – Download from the preset Dashboard Filters

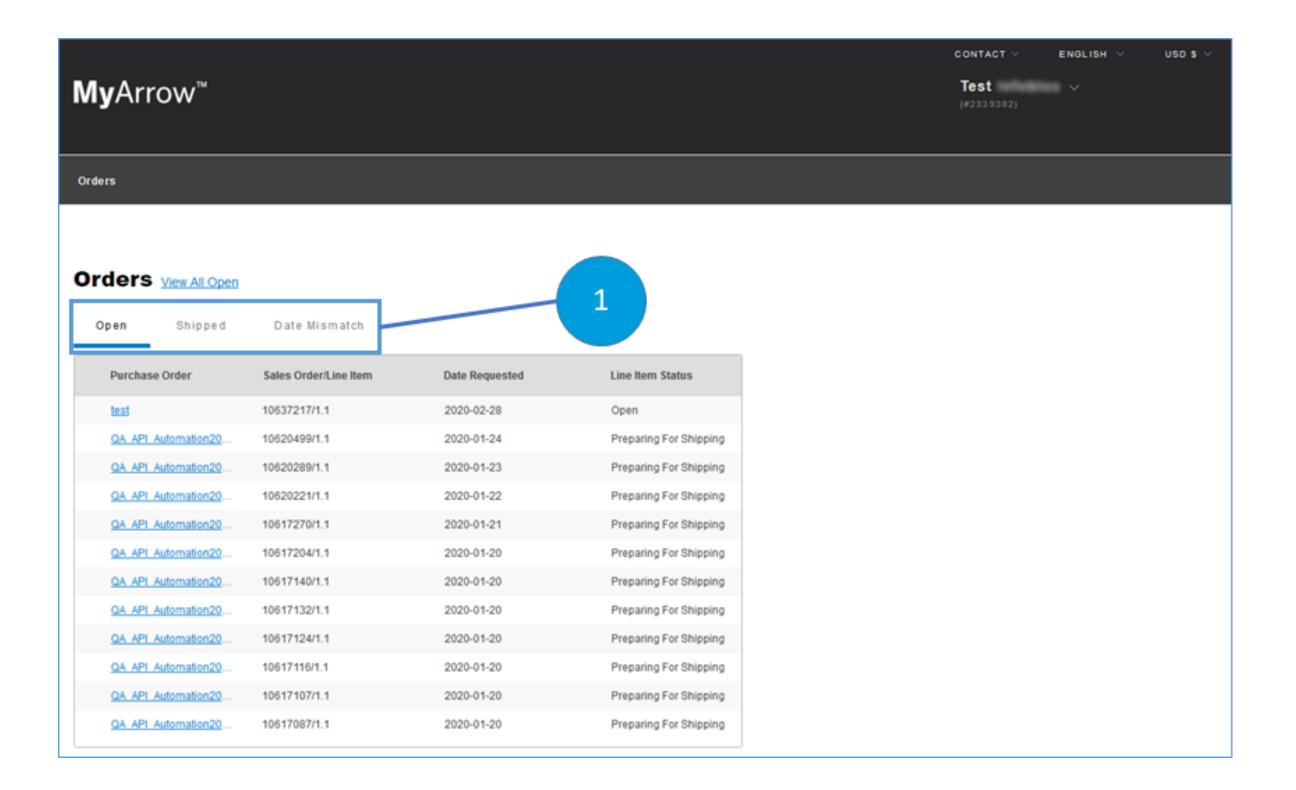
Option 2 – Download from custom filters



Option 1

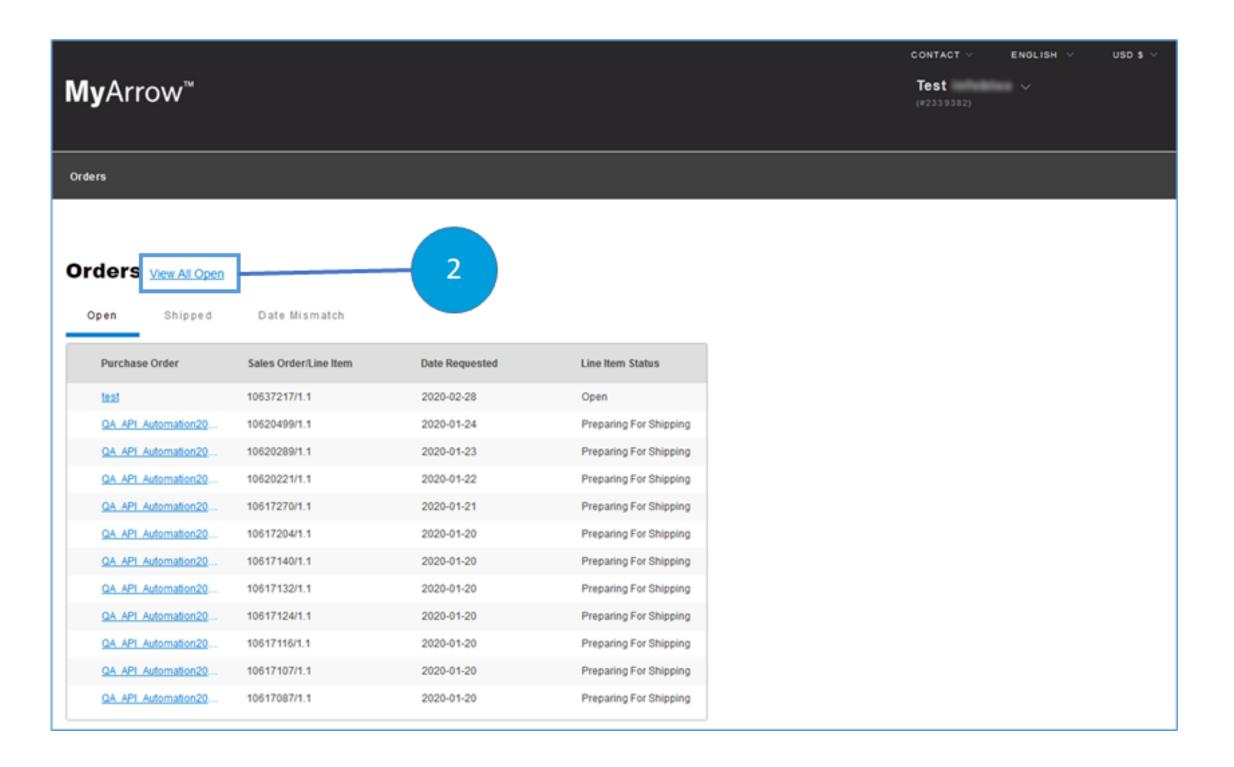


1. Select 'Open', 'Shipped', or 'Date Mismatch' from the dashboard



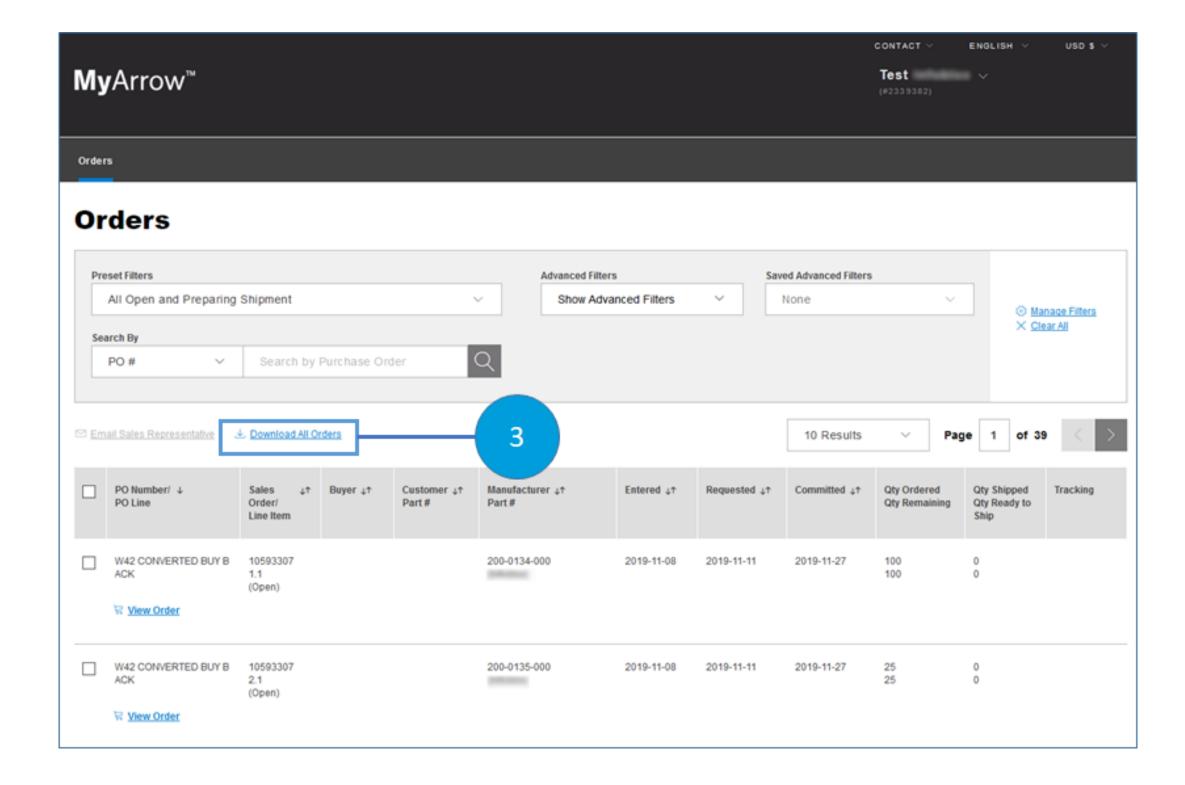


2. Click 'View All Open', View All Shipped in Last 30 Days', or 'View All Date Mismatches'



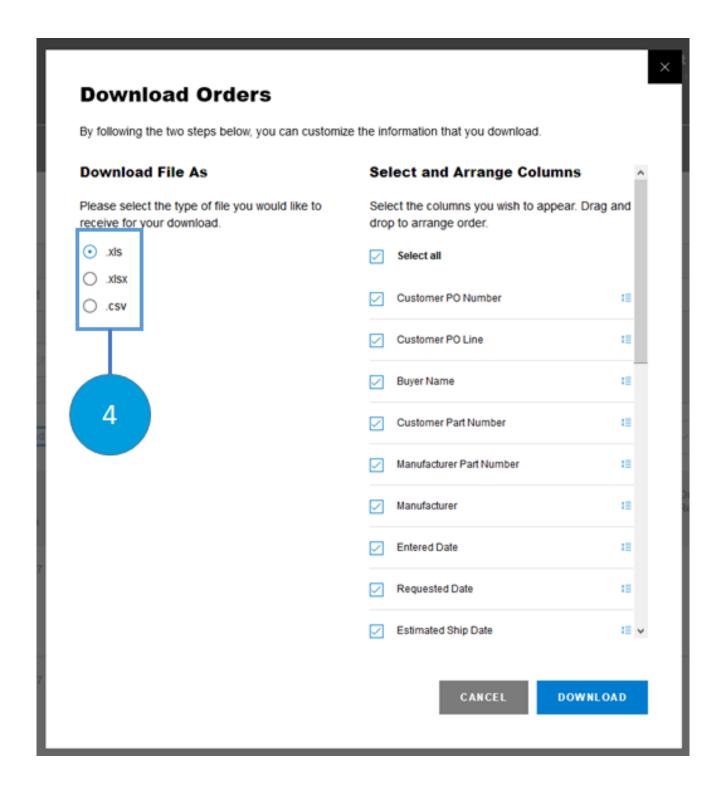


3. Click 'Download All Orders'



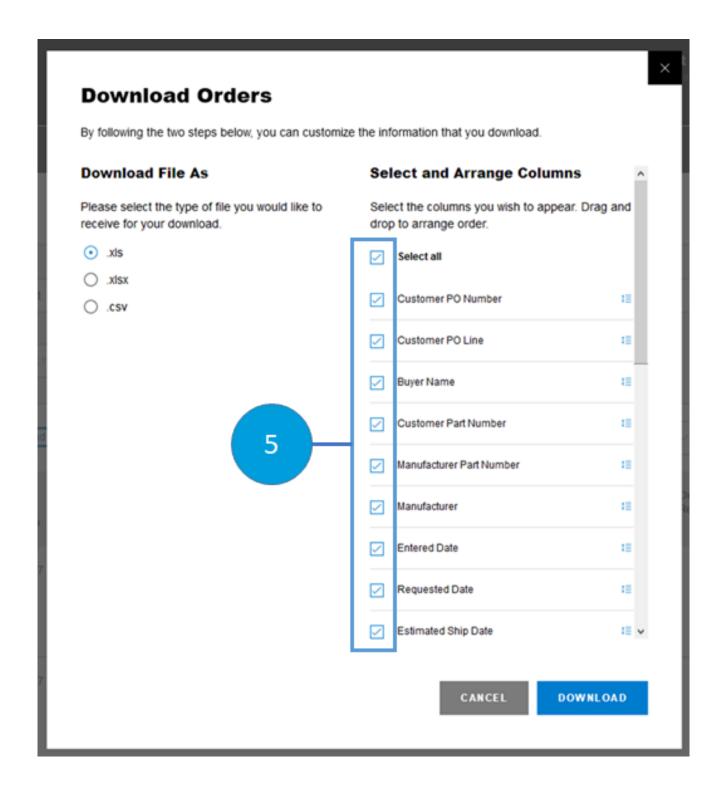


4. Select a file format



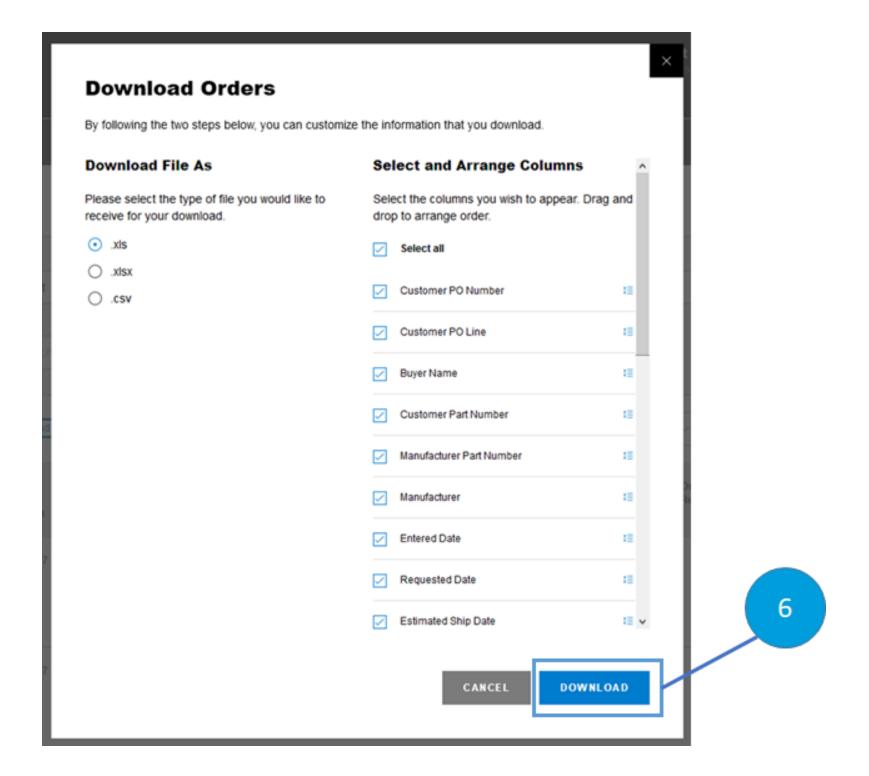


5. Arrange the columns in the order you would like to download them in





6. Click 'Download'

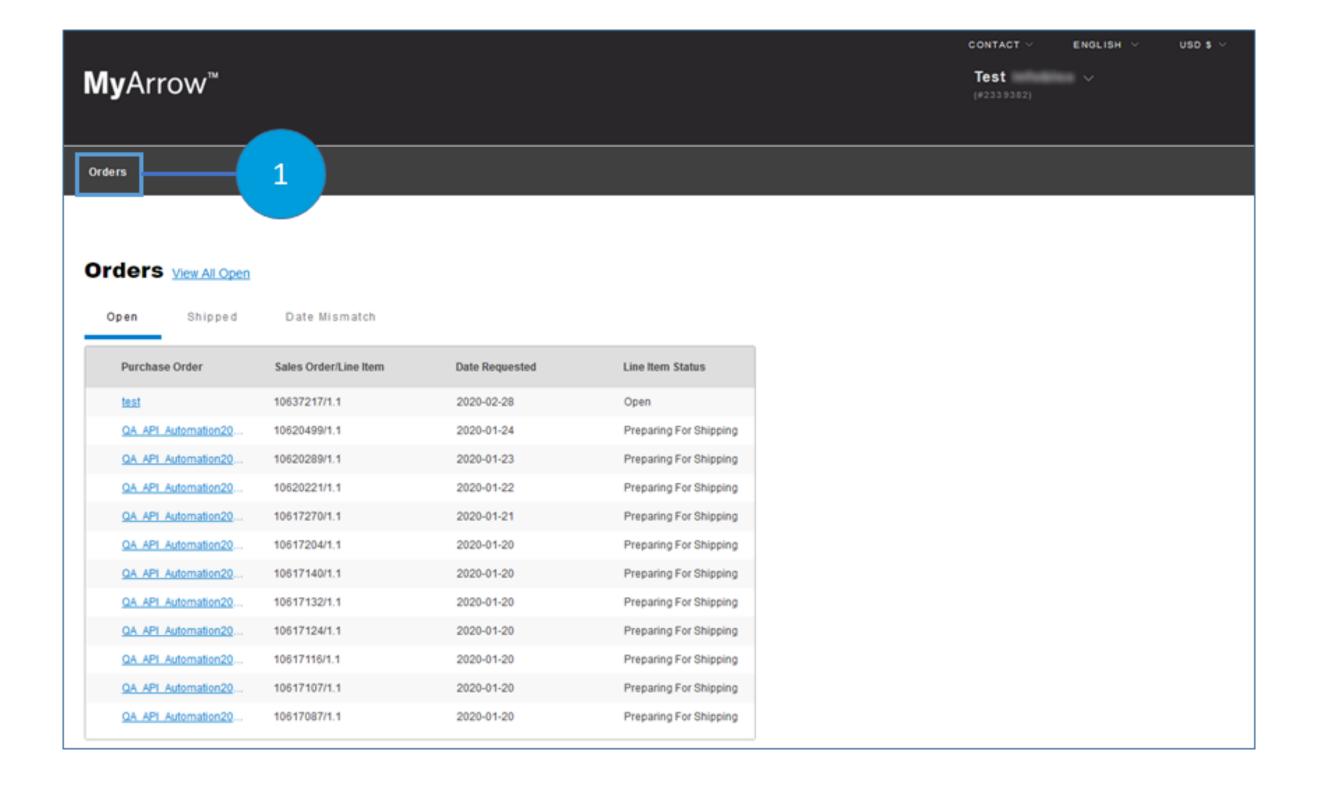




Option 2



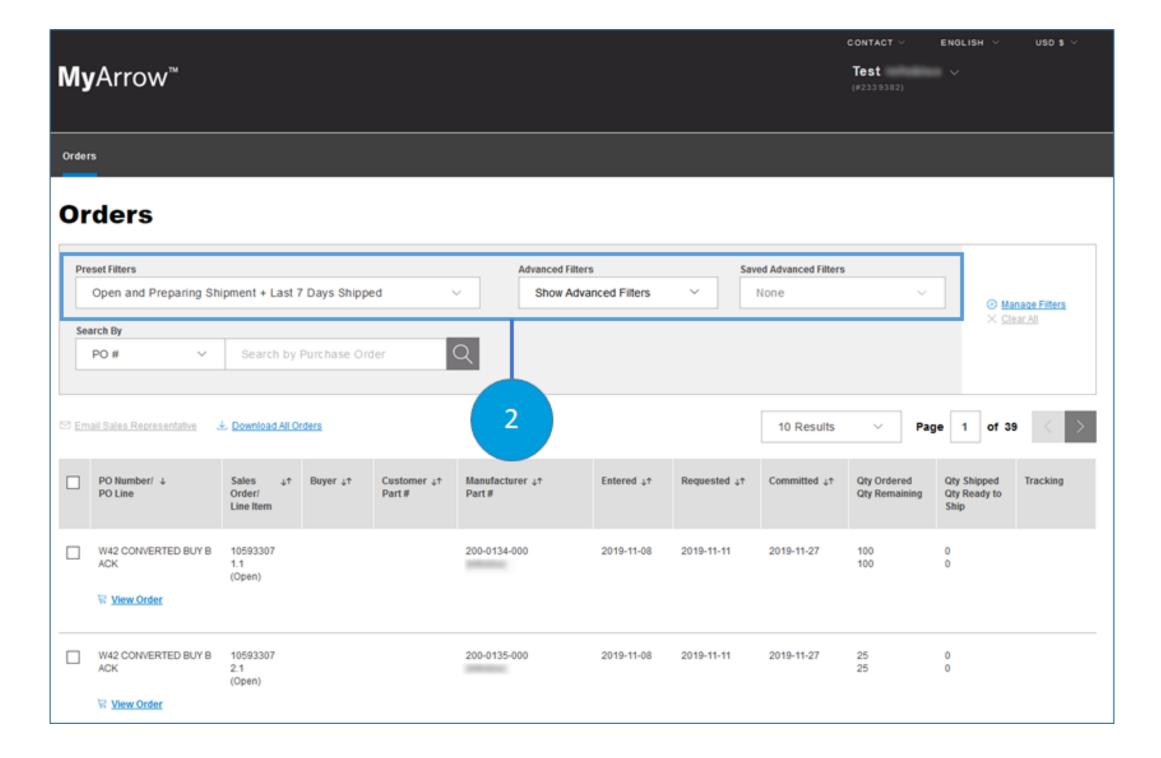
1. From the dashboard click 'Orders'



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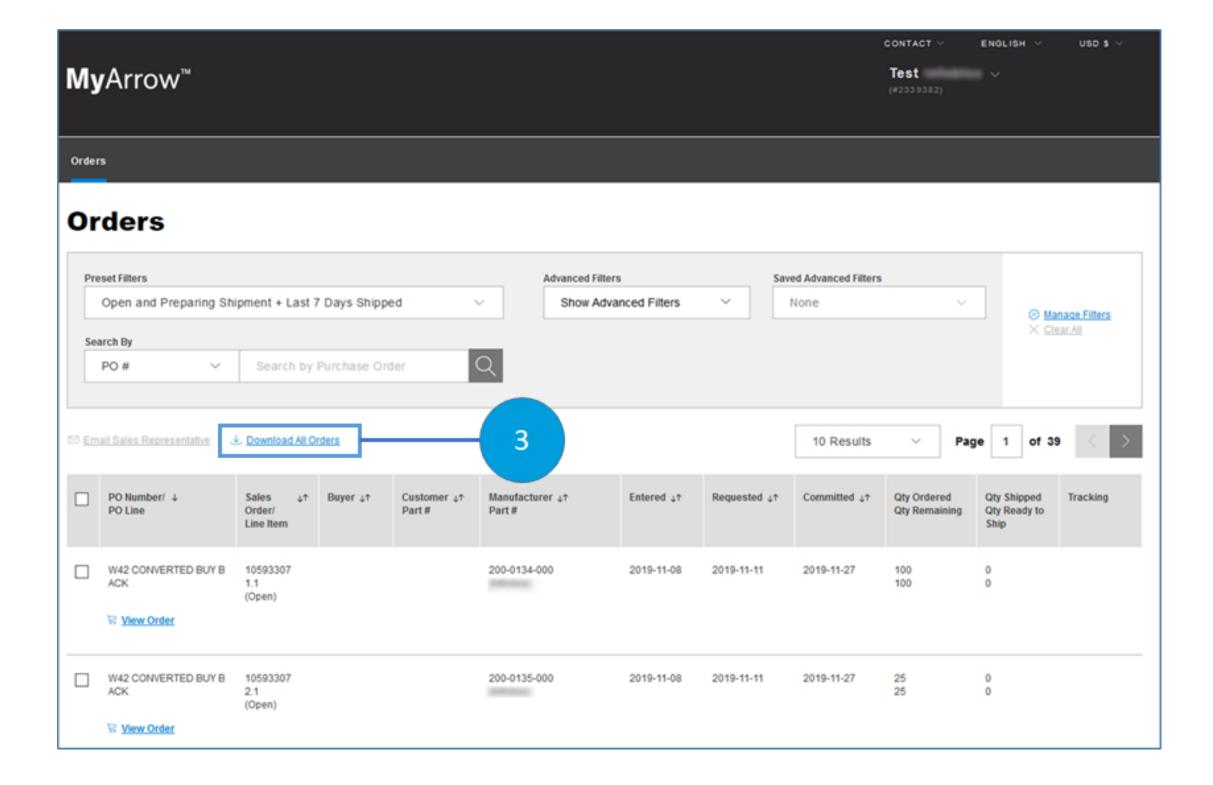


2. Use either preset filters or advanced filters to view the orders you would like to download





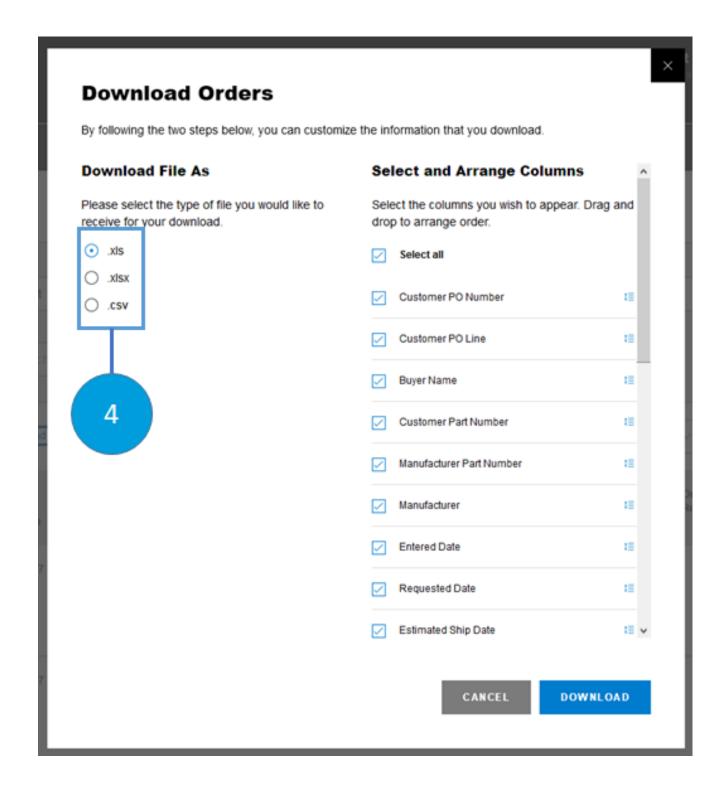
3. Click 'Download Orders'



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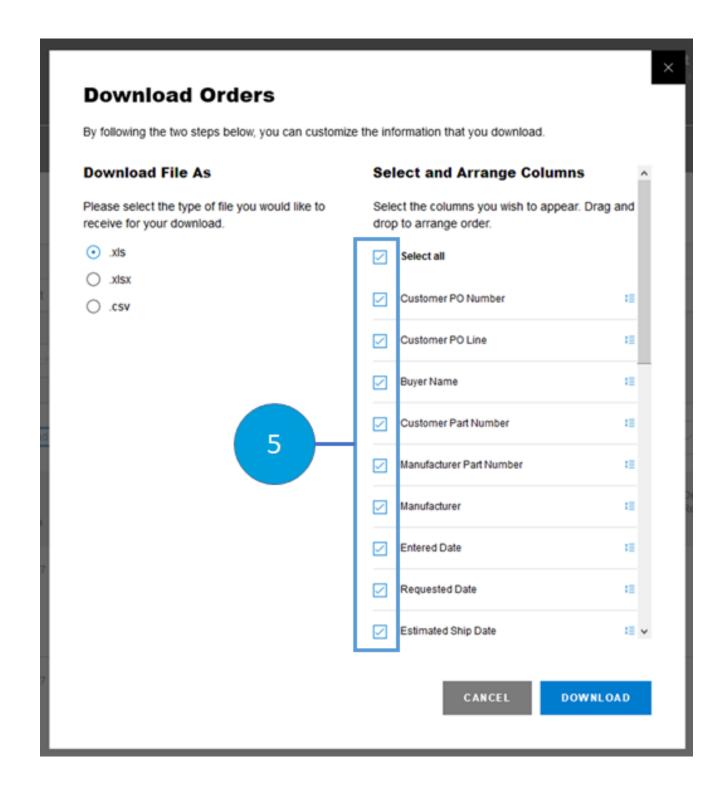


4. Select a file format



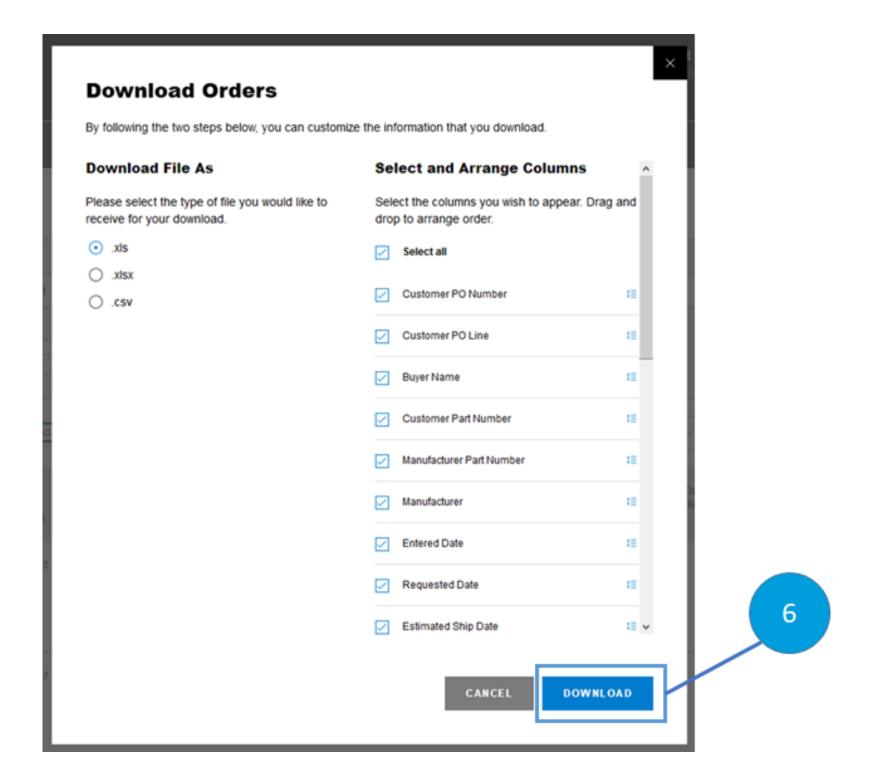


5. Arrange the columns in the order you would like to download them in





6. Click 'Download'



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