



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

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MyArrow™

Test ▾
(#233 9382)

Orders

Orders [View All Open](#)

OpenShippedDate Mismatch

1

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 ‘View All Open’, View All Shipped in Last 30 Days’, or ‘View All Date Mismatches’

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Orders

Orders

View All Open

2

Open

Shipped

Date Mismatch

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test	10637217/1.1	2020-02-28	Open
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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

3. Click ‘Download All Orders’

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MyArrow™

Test ▾
(#2339382)

Orders

Orders

Preset Filters

All Open and Preparing Shipment ▾

Advanced Filters

Show Advanced Filters ▾

Saved Advanced Filters

None ▾

Manage Filters

Clear All

Search By

PO # ▾

Search by Purchase Order

🔍

Email Sales Representative

Download All Orders

10 Results ▾

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< >

☐	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	2019-11-08	2019-11-11	2019-11-27	100 100	0 0	
											View Order
☐	W42 CONVERTED BUY B ACK	10593307 2.1 (Open)			200-0135-000	2019-11-08	2019-11-11	2019-11-27	25 25	0 0	
											View Order

4. Select a file format

Download Orders

By following the two steps below, you can customize the information that you download.

Download File As

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

☒ .xls

☐ .xlsx

☐ .csv

Select and Arrange Columns

Select the columns you wish to appear. Drag and drop to arrange order.

☒ Select all

☒ Customer PO Number

☒ Customer PO Line

☒ Buyer Name

☒ Customer Part Number

☒ Manufacturer Part Number

☒ Manufacturer

☒ Entered Date

☒ Requested Date

☒ Estimated Ship Date

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4

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

Download Orders

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☐ .xlsx
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Select and Arrange Columns

Select the columns you wish to appear. Drag and drop to arrange order.

5

☒ Select all

☒ Customer PO Number

☒ Customer PO Line

☒ Buyer Name

☒ Customer Part Number

☒ Manufacturer Part Number

☒ Manufacturer

☒ Entered Date

☒ Requested Date

☒ Estimated Ship Date

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6. Click ‘Download’

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Select and Arrange Columns

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☒ Customer PO Number

☒ Customer PO Line

☒ Buyer Name

☒ Customer Part Number

☒ Manufacturer Part Number

☒ Manufacturer

☒ Entered Date

☒ Requested Date

☒ Estimated Ship Date

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Option 2

1. From the dashboard click ‘Orders’

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Test (#2339382)

Orders

1

Orders

[View All Open](#)

Open

Shipped

Date Mismatch

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

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Test

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Orders

Orders

Preset Filters

Open and Preparing Shipment + Last 7 Days Shipped

Advanced Filters

Show Advanced Filters

Saved Advanced Filters

None

Manage Filters

Clear All

Search By

PO #

Search by Purchase Order

Email Sales Representative

Download All Orders

10 Results

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	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	2019-11-08	2019-11-11	2019-11-27	100 100	0 0	
		View Order									
☐	W42 CONVERTED BUY B ACK	10593307 2.1 (Open)			200-0135-000	2019-11-08	2019-11-11	2019-11-27	25 25	0 0	
		View Order									

2

3. Click ‘Download Orders’

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Orders

Orders

Preset Filters

Open and Preparing Shipment + Last 7 Days Shipped ▾

Advanced Filters

Show Advanced Filters ▾

Saved Advanced Filters

None ▾

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☒ Select all

☒ Customer PO Number

☒ Customer PO Line

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☒ Manufacturer

☒ Entered Date

☒ Requested Date

☒ Estimated Ship Date

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5

☒ Select all

☒ Customer PO Number

☒ Customer PO Line

☒ Buyer Name

☒ Customer Part Number

☒ Manufacturer Part Number

☒ Manufacturer

☒ Entered Date

☒ Requested Date

☒ Estimated Ship Date

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☒ Customer PO Number
☒ Customer PO Line
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☒ Customer Part Number
☒ Manufacturer Part Number
☒ Manufacturer
☒ Entered Date
☒ Requested Date
☒ Estimated Ship Date

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