

<b>Department</b>	
<b>Responsibility/Role</b>	
<b>File Name</b>	Reviewing Open Orders_SPD
<b>Revision</b>	
<b>Document Generation Date</b>	4/30/2012 3:51:00 PM
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<b>Last Changed by</b>	
<b>Status</b>	

### Reviewing Open Orders

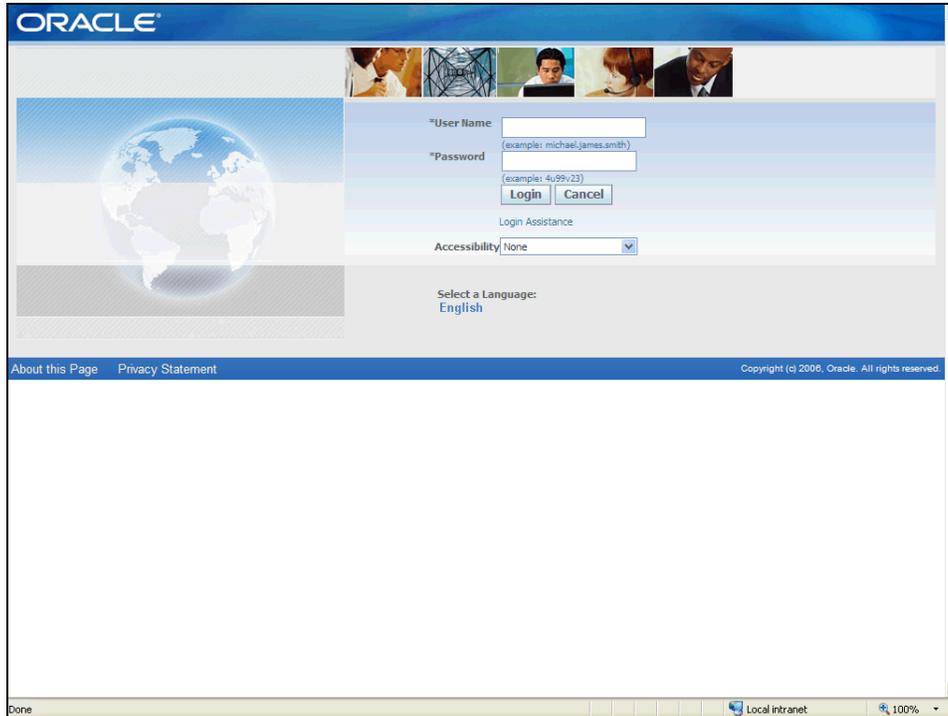
#### Trigger:

Required Field(s)	Comments

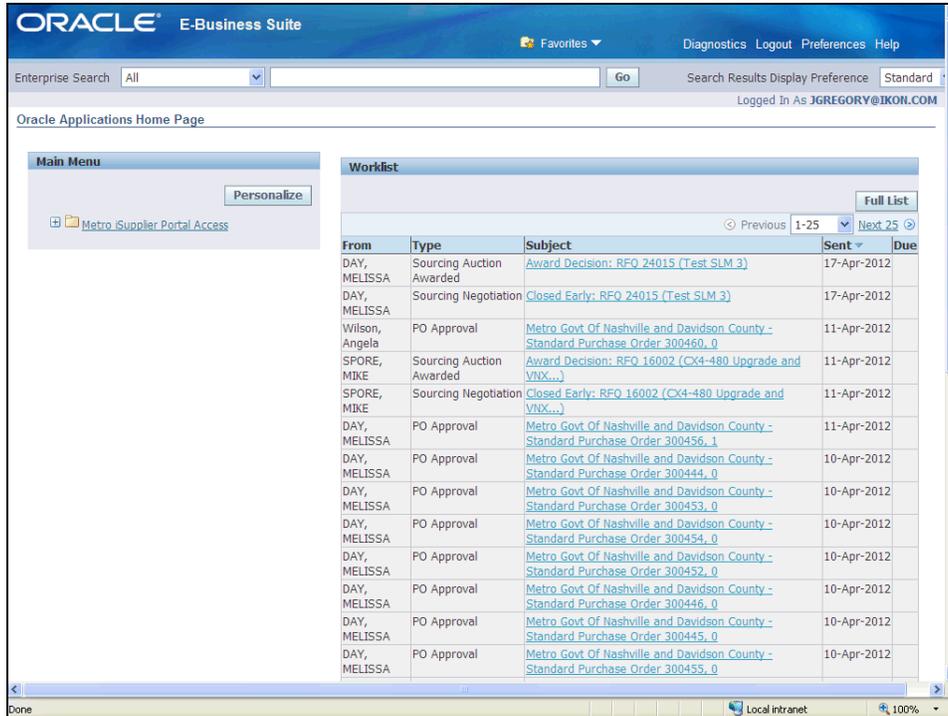
Output - Result(s)	Comments

#### Additional Information

### Procedure



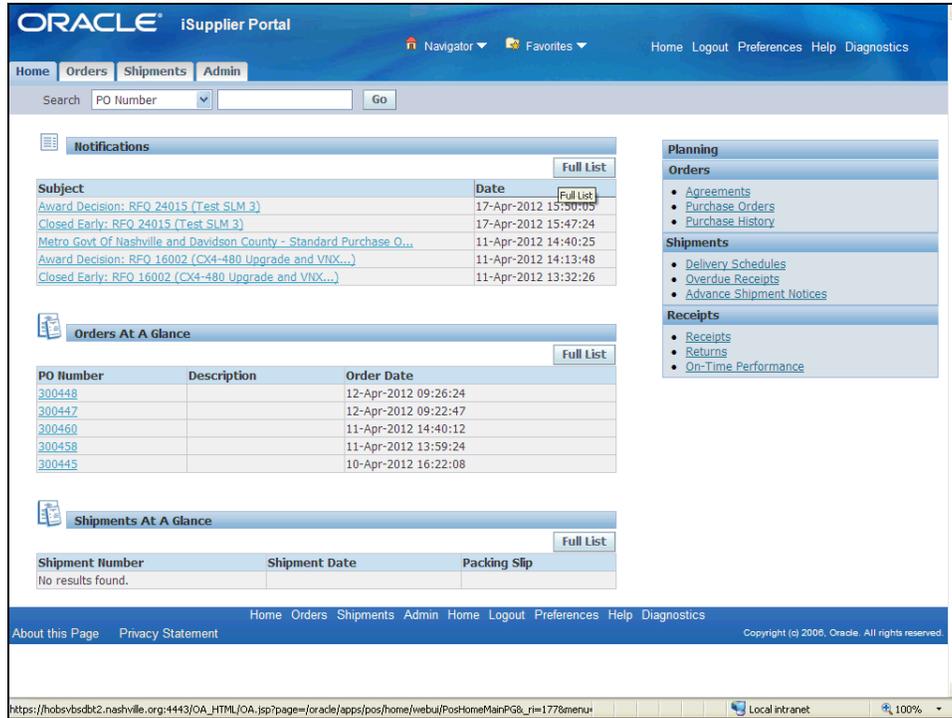
Step	Action
1.	Click in the <b>User Name</b> field. <input type="text"/>
2.	Enter your companies <b>User Name</b> Example: Enter " <b>jgregory@ikon.com</b> "
3.	Click in the <b>Password</b> field. <input type="password"/>
4.	Enter your companies <b>Password</b> Example: Enter " <b>Metrogov1</b> "
5.	Click the <b>Login</b> button. <input type="button" value="Login"/>

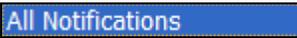


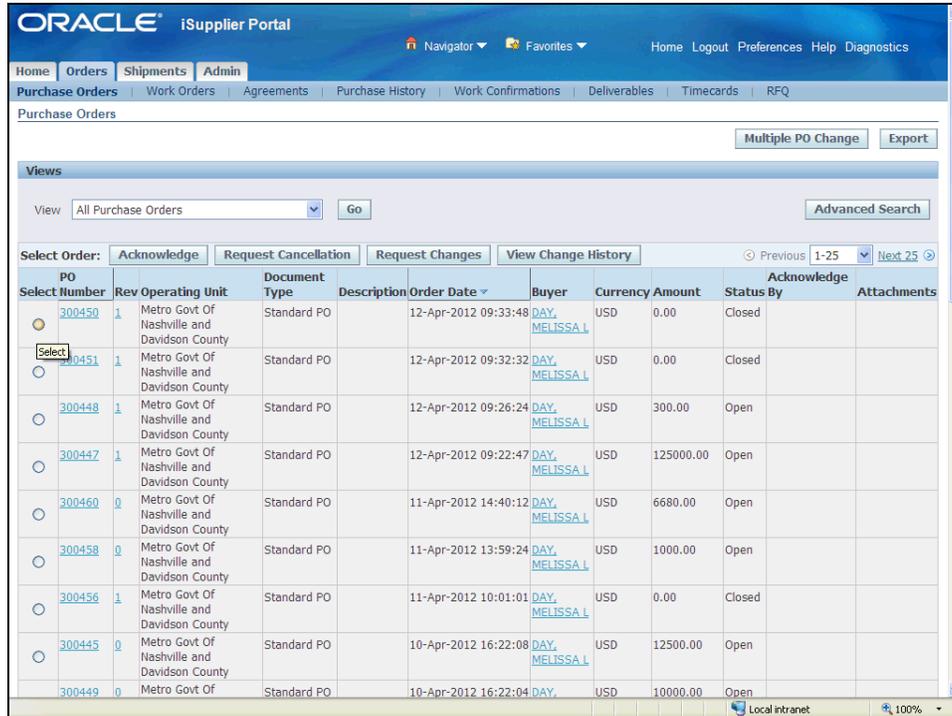
Step	Action
6.	You can view all orders that are pending from your worklist.
7.	You can also access your portal to view additional choices  Click the <b>expand</b> button. 
8.	Click the <b>Home Page</b> link.

# System Process Document

## Reviewing Open Orders



Step	Action
9.	Click the <b>Full List</b> button. 
10.	Click <b>All Notifications</b> to view Open and Closed PO's 
11.	Click <b>Go</b> 
12.	Click <b>Orders</b> 



Step	Action
13.	To view the order click the radio button 
14.	Click <b>Home</b> to return to the home page 
15.	<b>End of Procedure.</b>