

## Slide 1

Slide notes: Contact Orders that have not yet been assigned to a Distribution queue will be listed on the 'New Order Report'. Therefore, the Report is used to reveal all Orders that are awaiting allocation to a Distribution queue.

IES Client(Q) v8.24 : My IES

Help Submit Quit Functions Commands

IES REPORTS AND QUERIES: - User Instructions

NAME: OPEN CONTACT ORDERS

1: - CHOOSE VERSION [Versions](#)

Report Version: system version: Open Contact Orders

2: - CHOOSE SETTINGS

Format: report  
OutPut: FILE  
File Type: htm html file  
Template: 04: Infolab  
Report Header: Open Contact Orders

3: - CHOOSE DATA SELECTOR [Change Selector](#)

Data Selector: fixed choice  
RETAIL.COMARK CONTACT ORDERS

4: - TO e-MAIL THE RESULTS Priority: normal

☐ Despatch By E-Mail Mail Drive \*

Mail To: Open Contact Orders  
Mail Title: report by mail  
Message Body:

5: - ADAPT DATA SELECTION (if prompts are present)  
How to define MY CHOICE

Selection Tip	My Choice
1	

Nex Pre Add Ins Ed Del

6: - Record Select:

☐ OPEN Records only  
☐ CLOSED Records Only  
☒ EITHER

7: - CHOOSE NEXT [Next](#)

Slide 2

Slide notes:

IES Client(Q) v8.24 : My IES

Help Submit Quit Functions Commands

IES REPORTS AND QUERIES: - User Instructions

NAME: OPEN CONTACT ORDERS

1: - CHOOSE VERSION [Versions](#)

Report Version: system version: Open Contact Orders

2: - CHOOSE SETTINGS

Format: report  
OutPut: FILE  
File Type: htm html file  
Template: 04: Infolab  
Report Header: Open Contact Orders

3: - CHOOSE DATA SELECTOR [Change Selector](#)

Data Selector: fixed choice  
RETAIL.CORPARK CONTACT ORDERS

4: - TO e-MAIL THE RESULTS Priority: normal

☐ Despatch By E-Mail Mail Drive \*

Mail To: Open Contact Orders  
Mail Title: report by mail  
Message Body: report by mail

5: - ADAPT DATA SELECTION (if prompts are present)  
How to define MY CHOICE

Selection Tip	My Choice
1	

Nex Pre Add Ins Ed Del

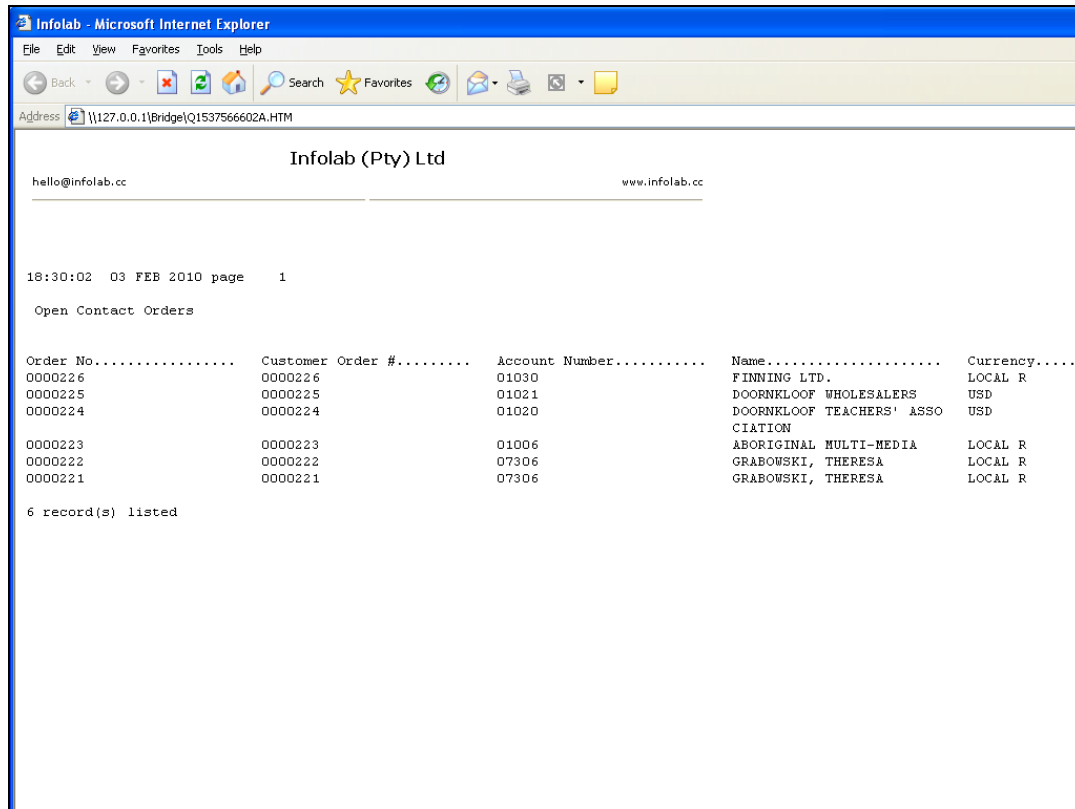
6: - Record Select:

☐ OPEN Records only  
☐ CLOSED Records Only  
☒ EITHER

7: - CHOOSE NEXT [Next](#)

Slide 3

Slide notes:



Slide 4

Slide notes: This is an example.