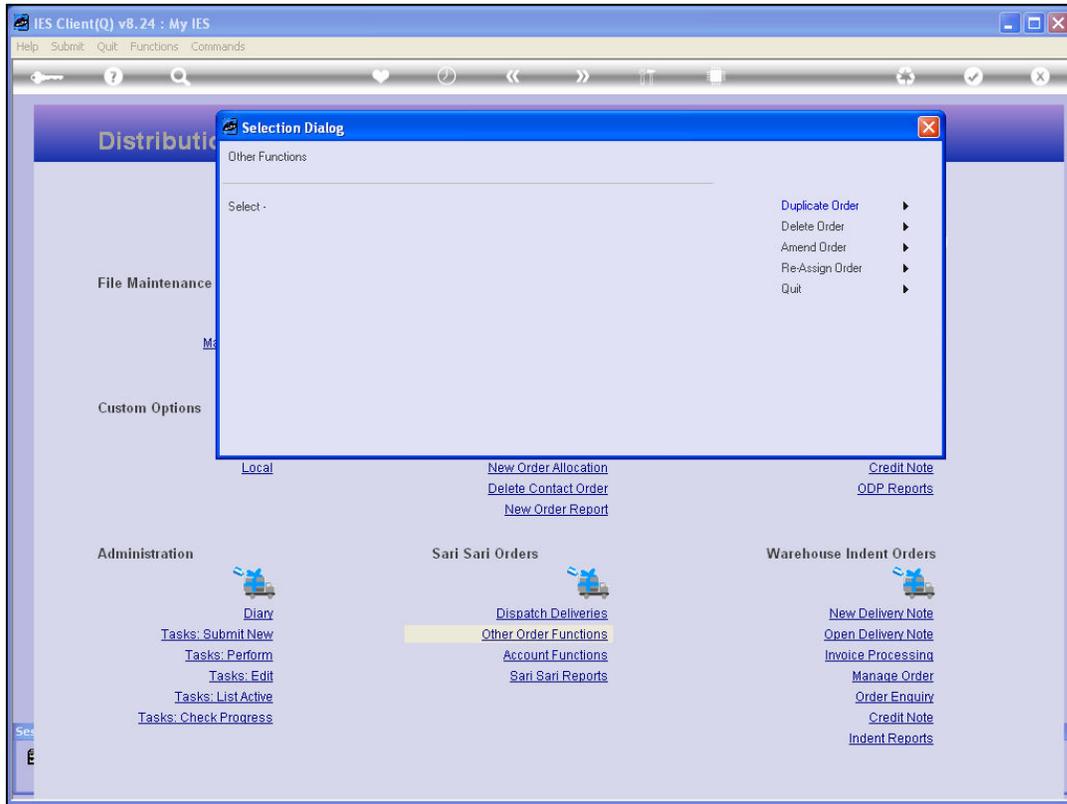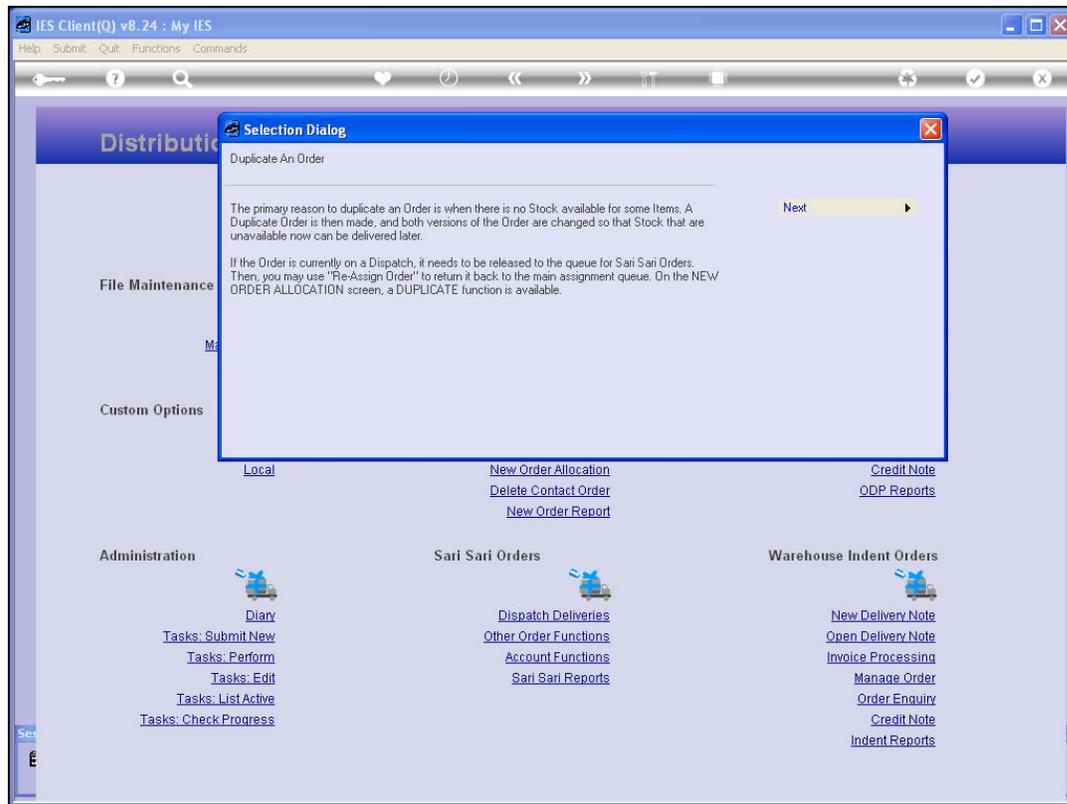Slide 1

Slide notes: Sometimes we have a need to Duplicate an Order.
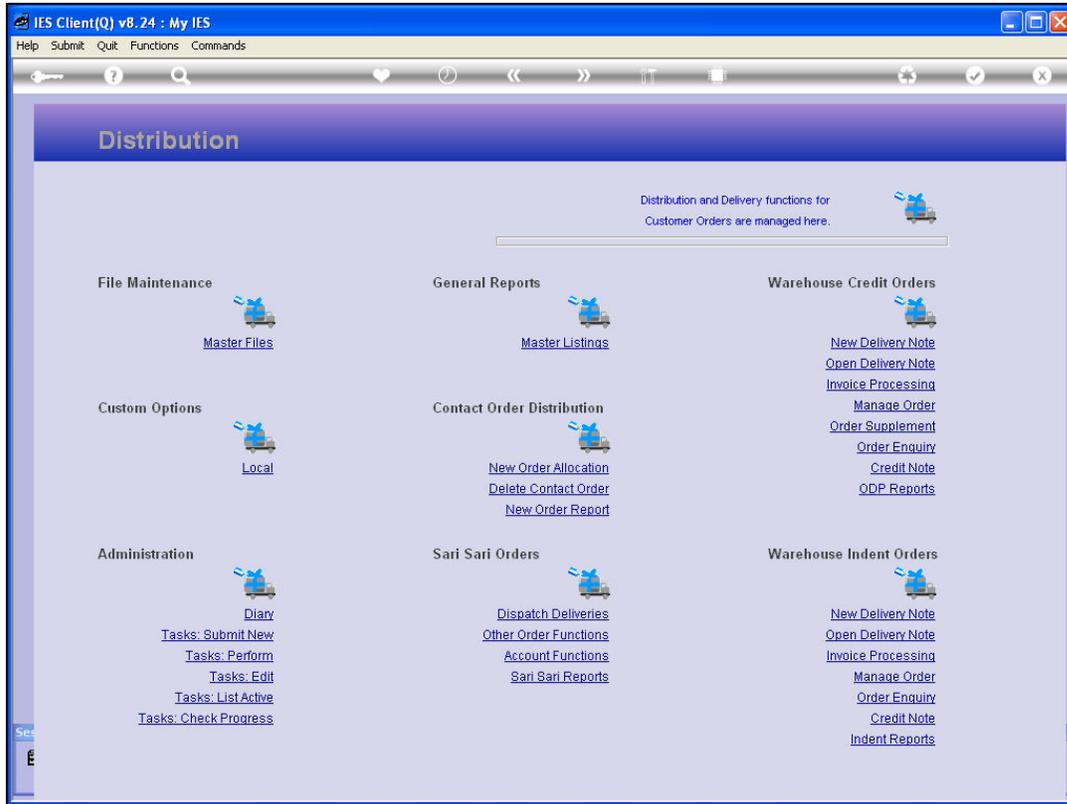
Slide 2
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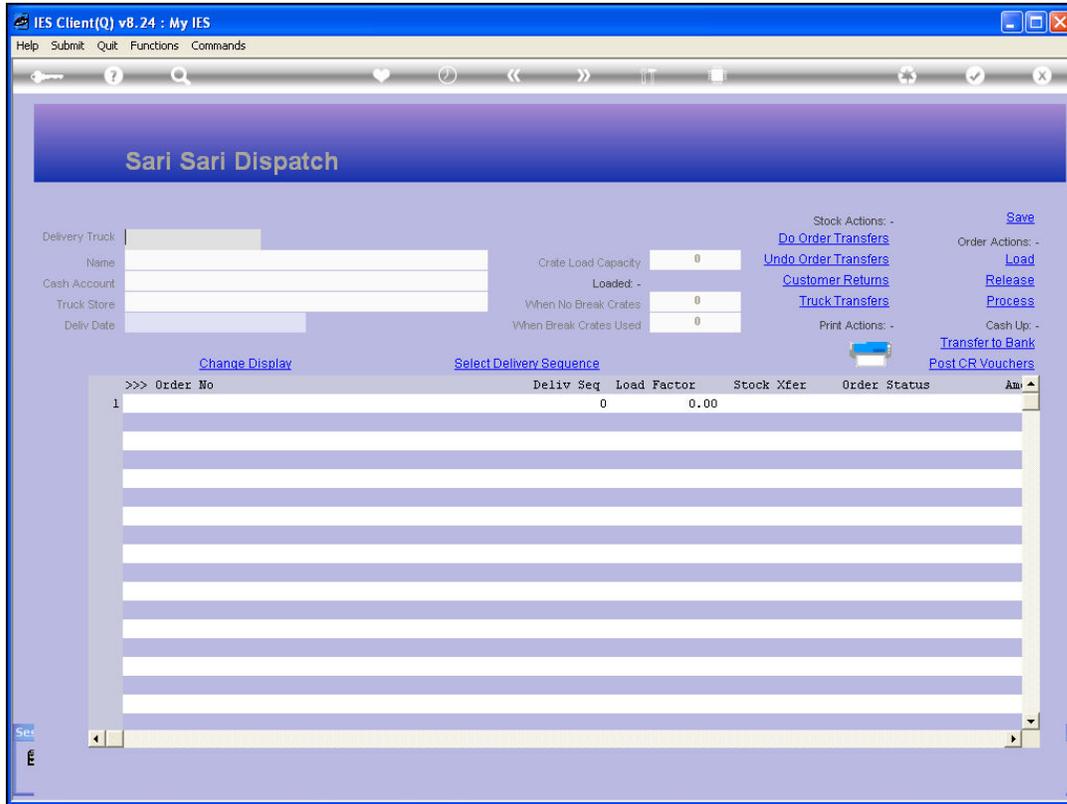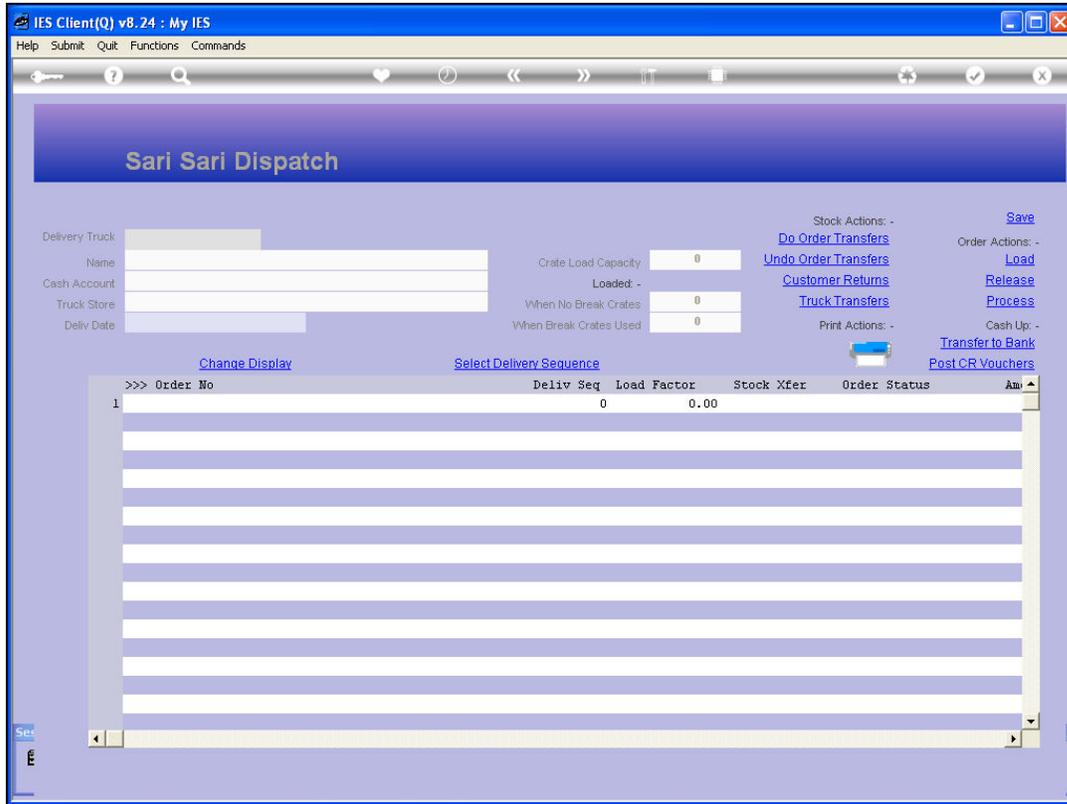
Slide 3

Slide notes: The system explains why we may need to duplicate an Order, and how to go about it.
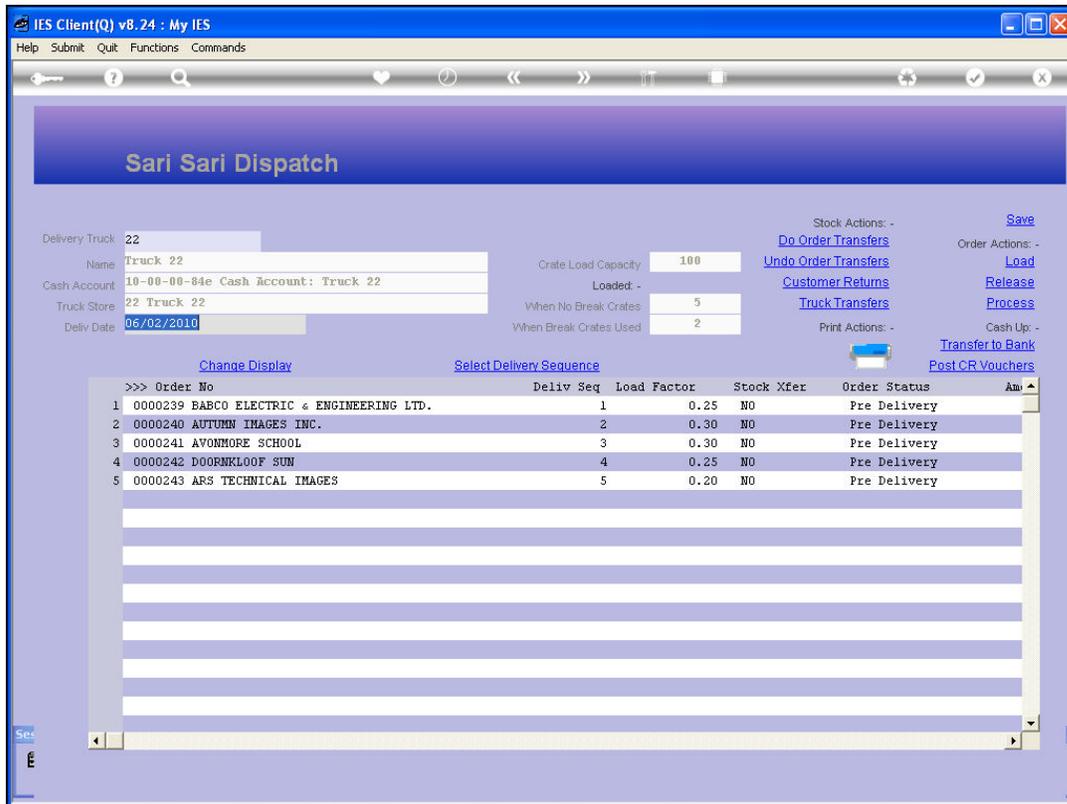
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Slide notes: So, for the sake of the example, we'll say that we have Order 239 for which we have insufficient Stock to deliver the Order at this time. However, we have some of the Stock available, and therefore, we will release this Order from the Dispatch. Then re-assign it so we can duplicate it and split it into 2 Orders. Then we will load the amended Order with Stock that we have available so that it can be delivered, and then the new Order with Stock that is not available right now will then be delivered later.

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Slide notes:
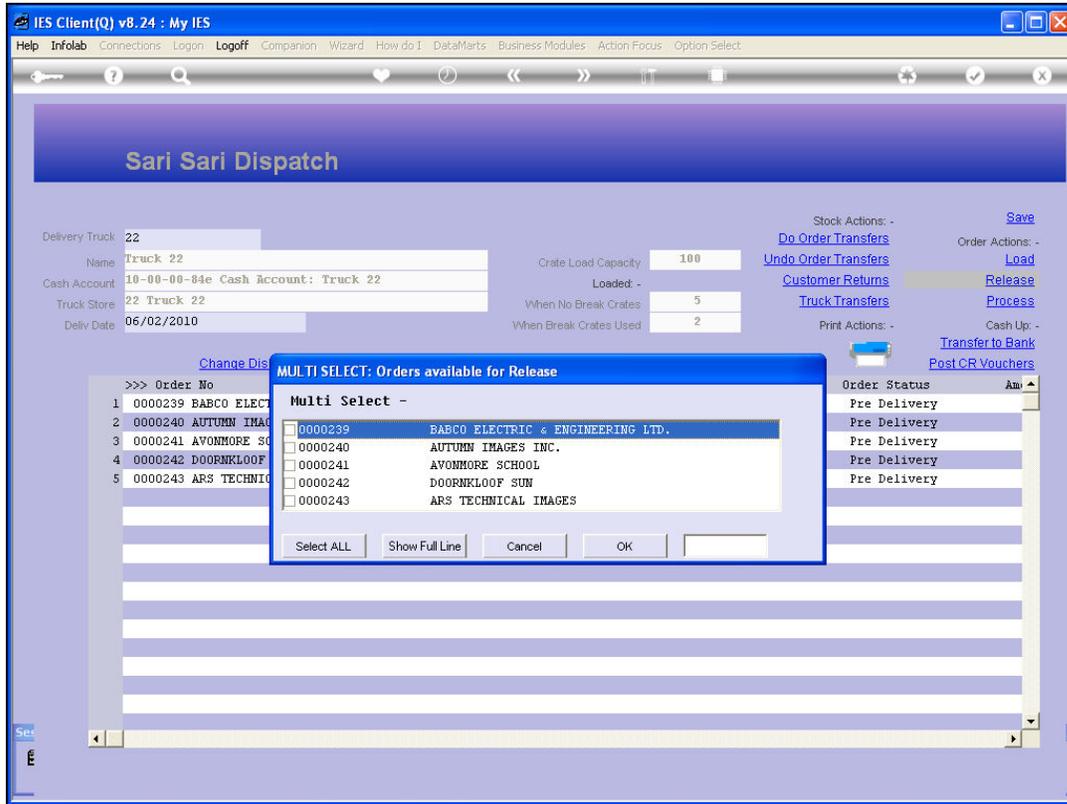
Slide 10

Slide notes:
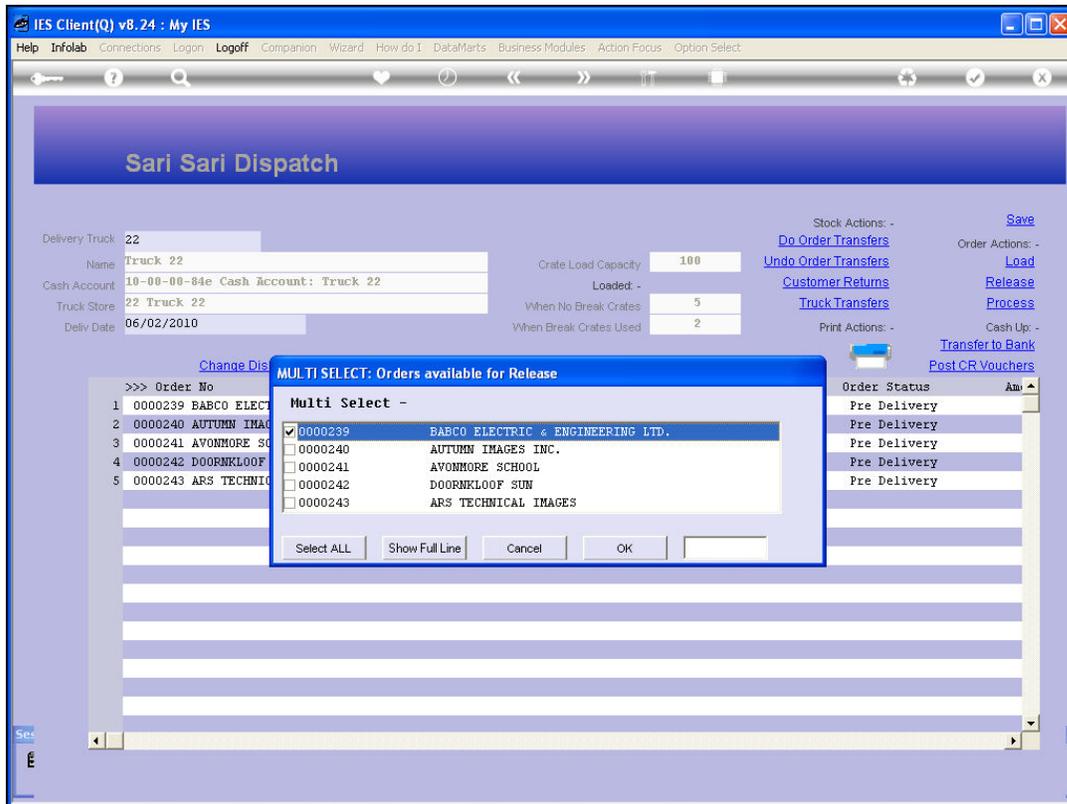
Slide 11

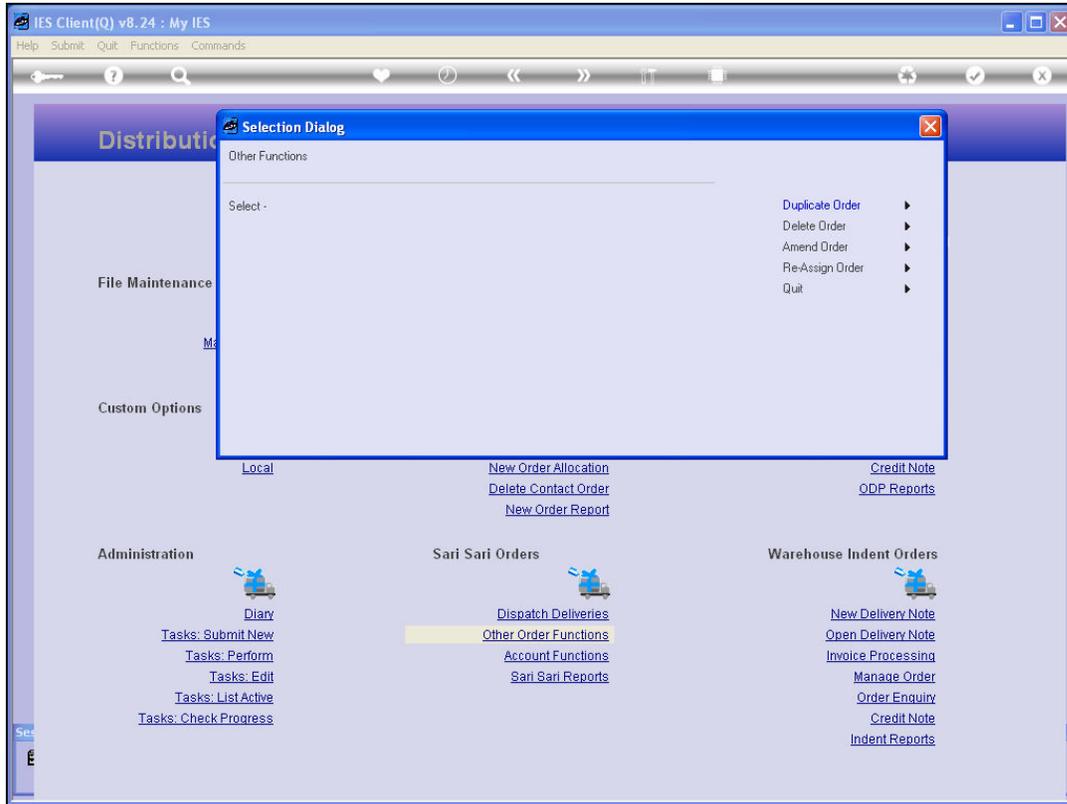Slide notes: So we release Order 239 from the current Dispatch.
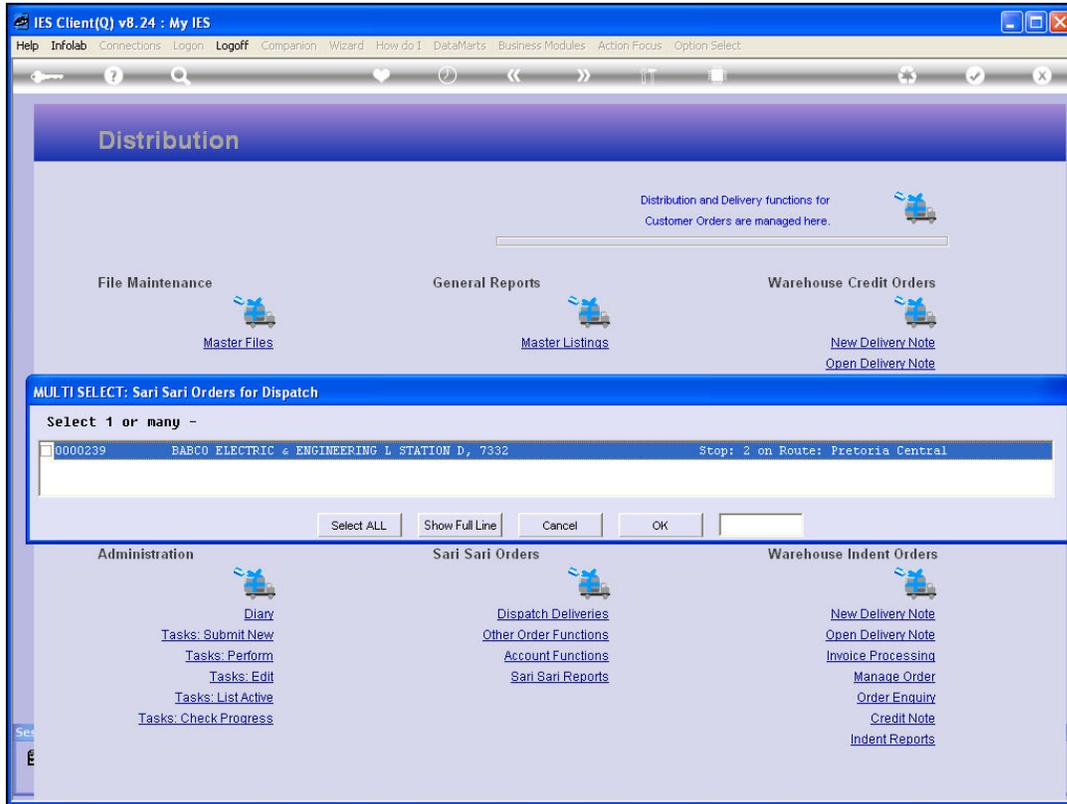
Slide 12

Slide notes:
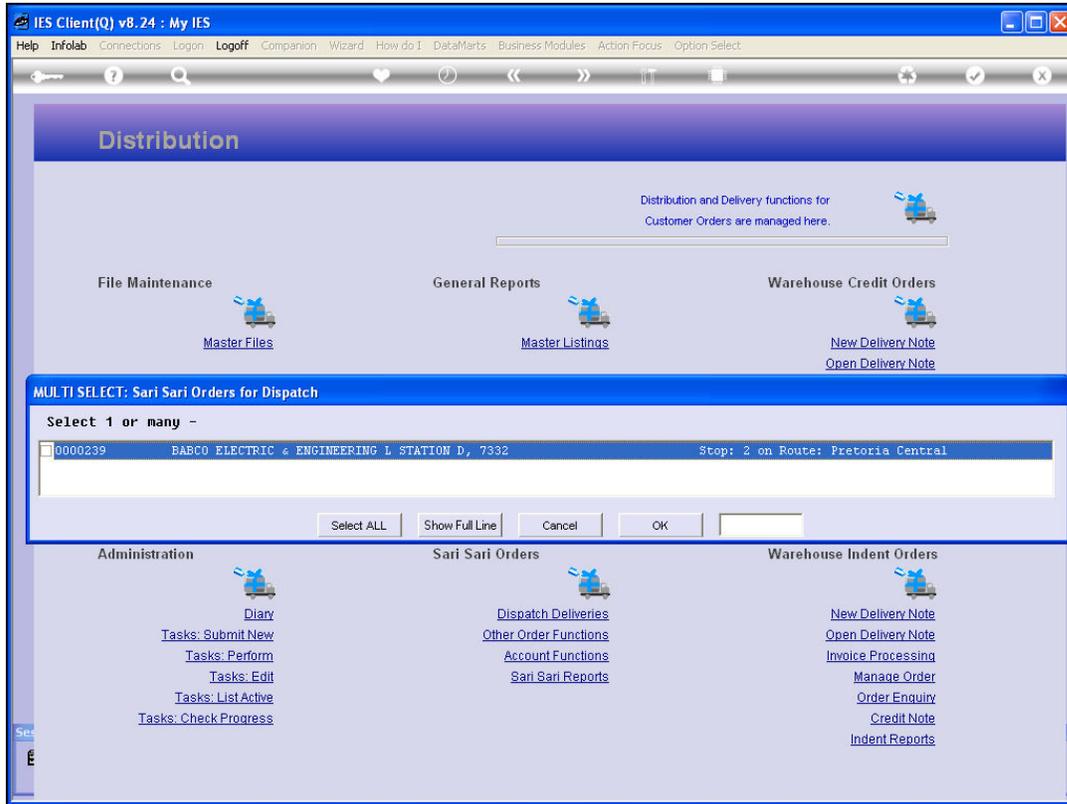
Slide 13

Slide notes:
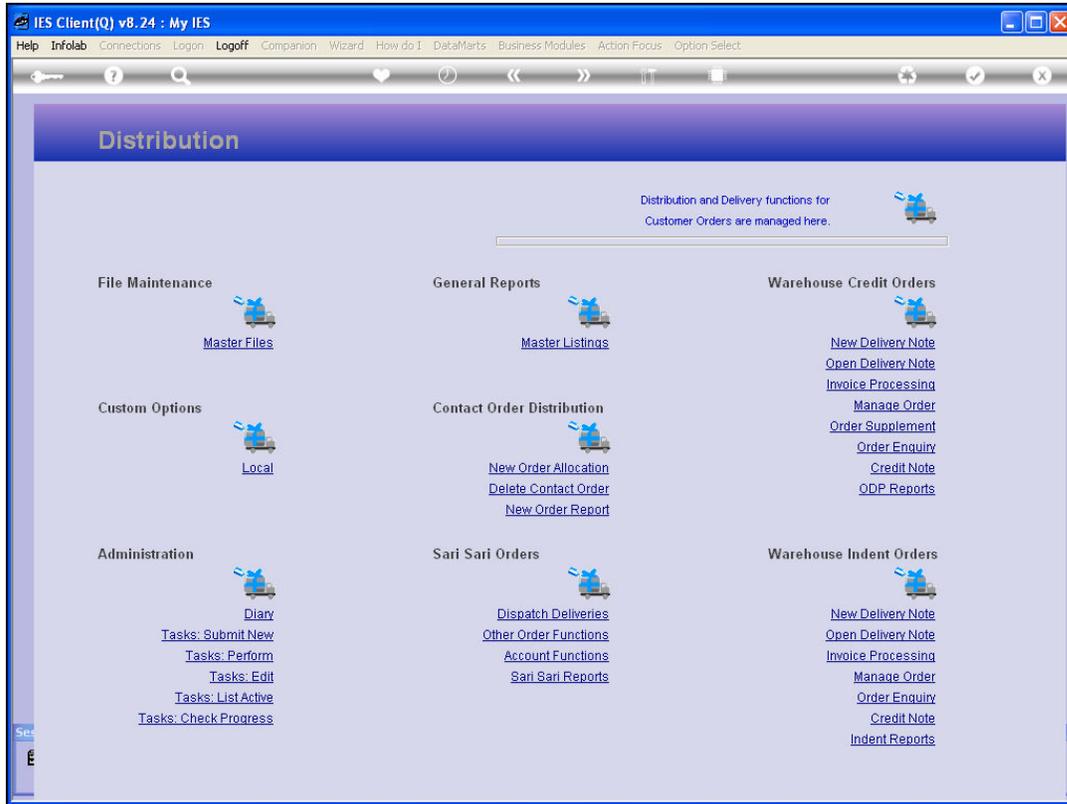
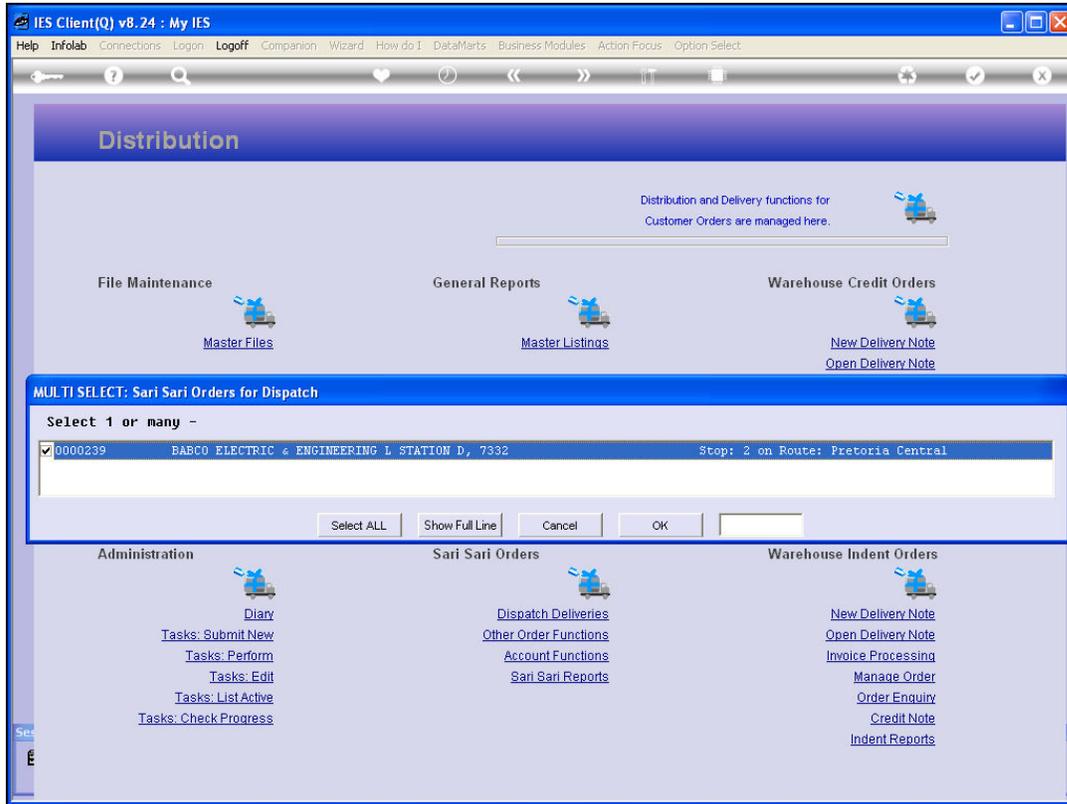Slide 14
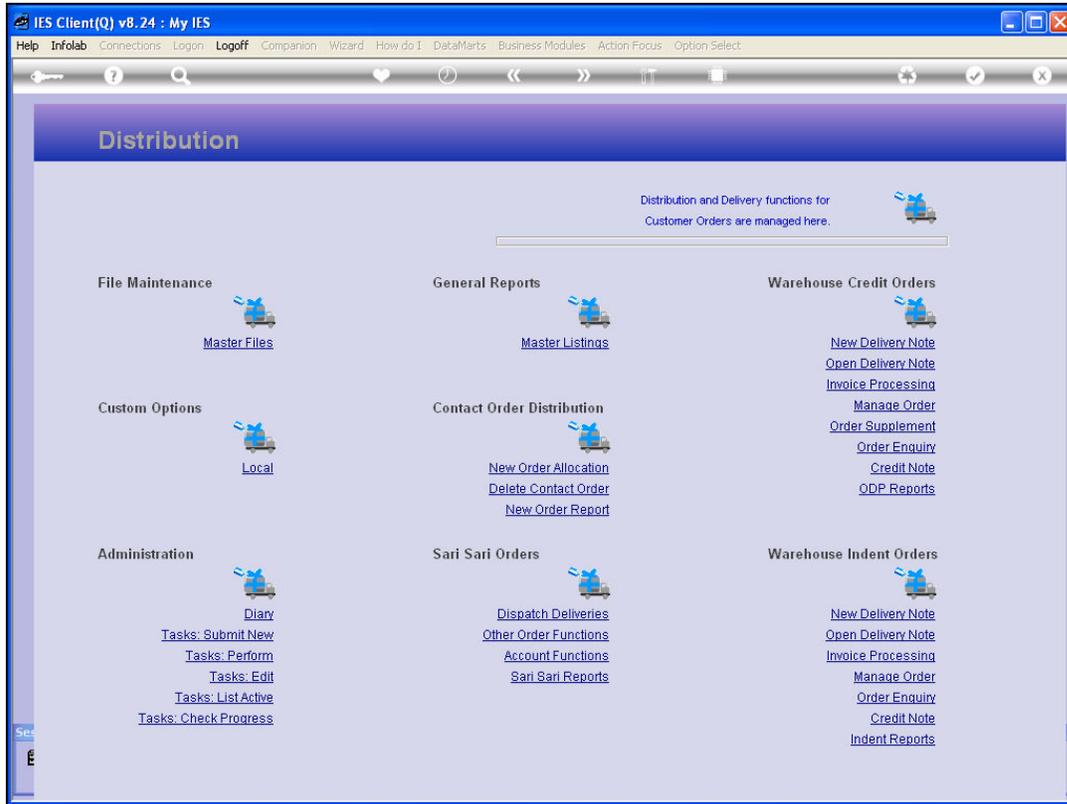Slide notes:

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Slide notes: And then we re-assign this Order back to the Contact Order queue.

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Slide notes: Once we retrieve the Order at the Contact Order queue, we note that we have a quantity of 2 for this Stock Item on the Order. At the moment, we have only a quantity of 1 available in Stock. So we duplicate the Order.
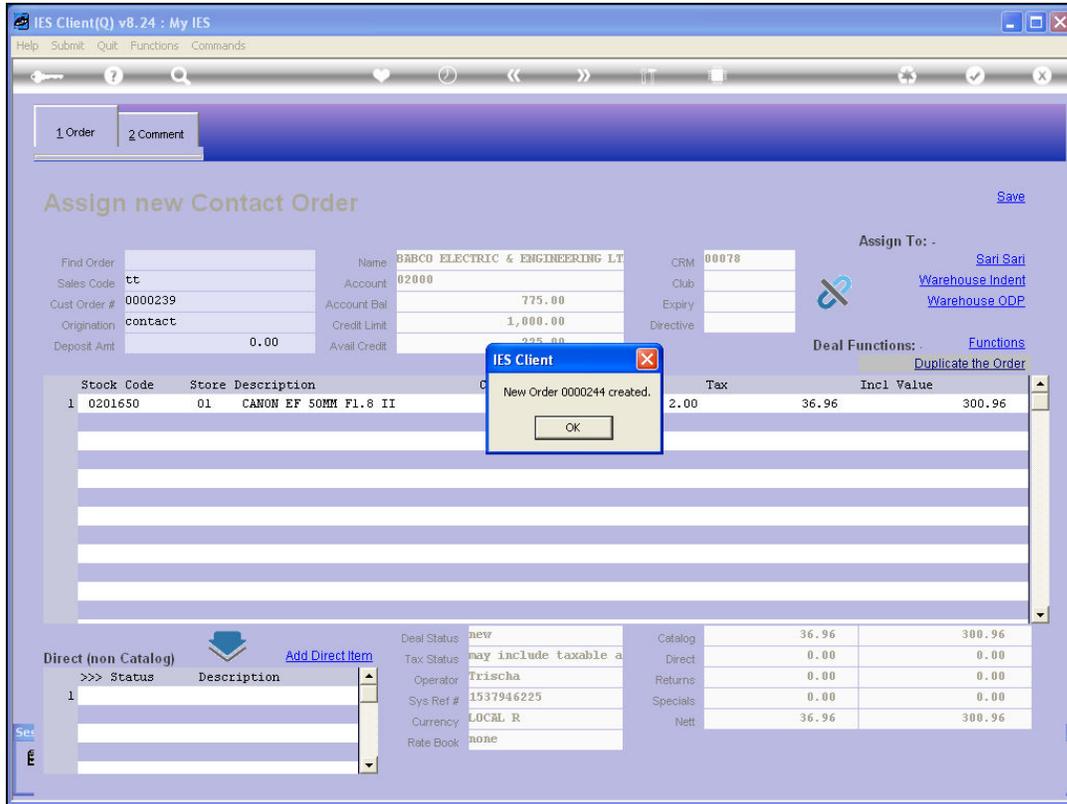
Slide 27

Slide notes: And a new Order is created, with the exact same Order List as the original Order. Now we can change both Orders so that the original Order will only include Stock we can deliver now, and the rest will be on the new Order for later delivery.

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Slide notes: We now have 2 Orders instead of the original 1, and both are assigned again to the Sari Sari queue.
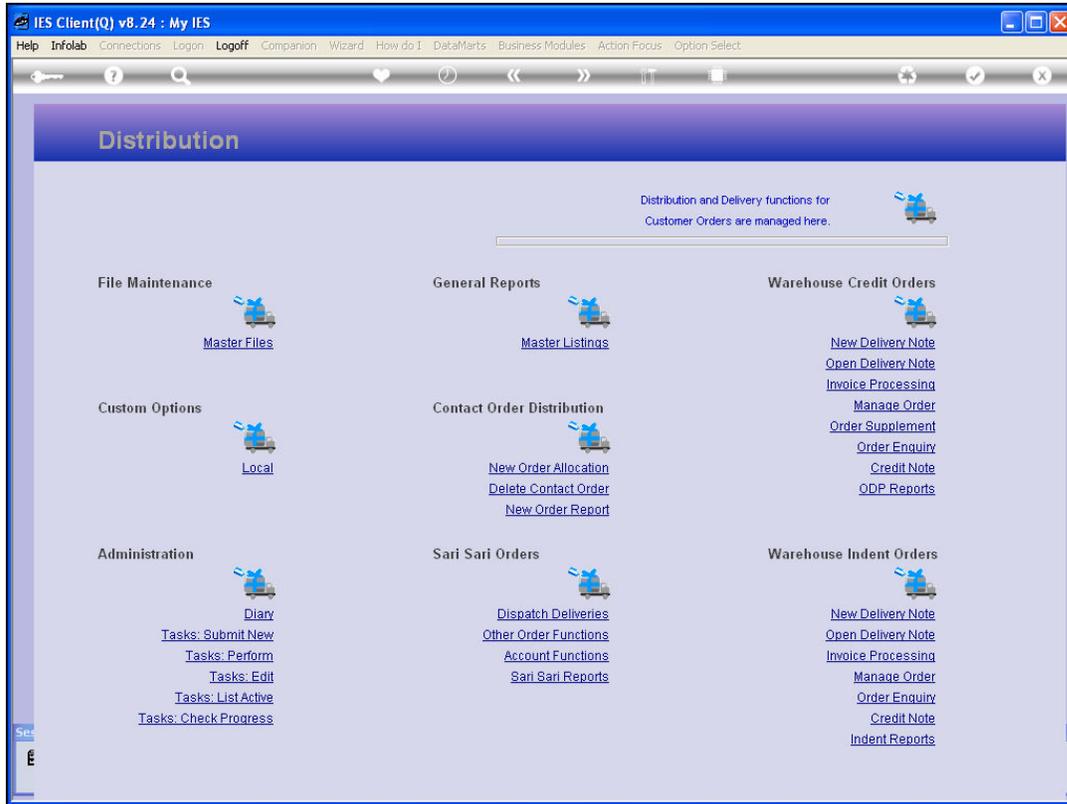
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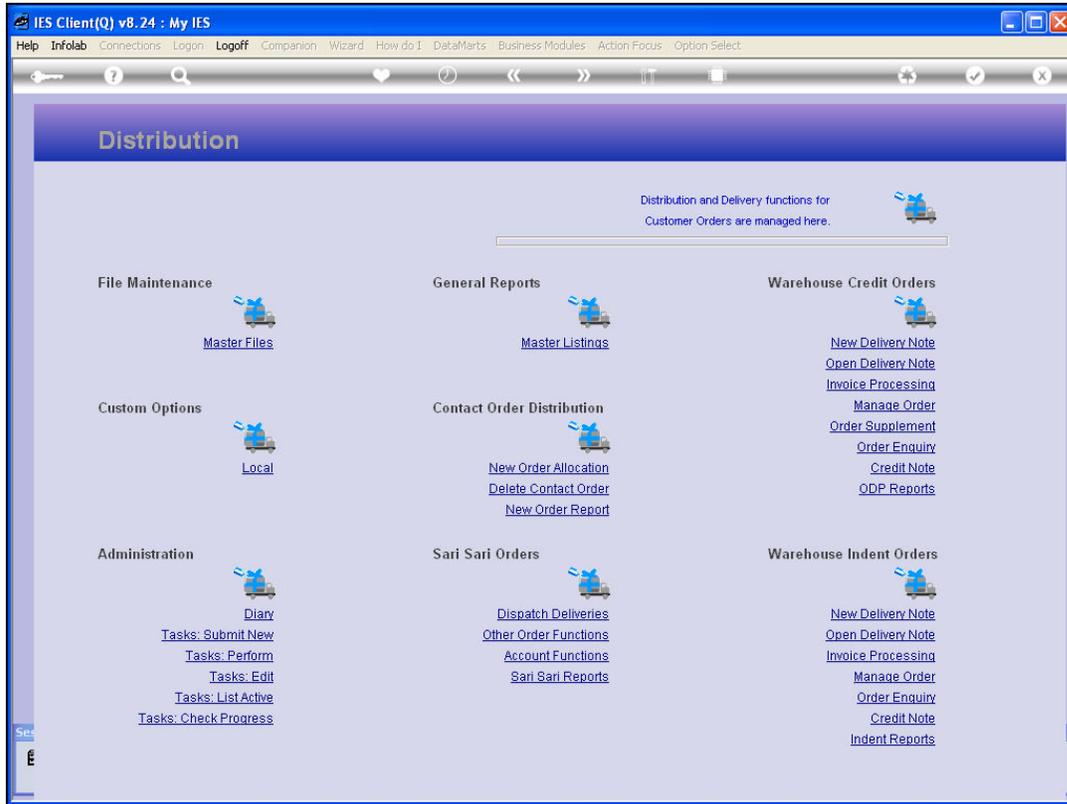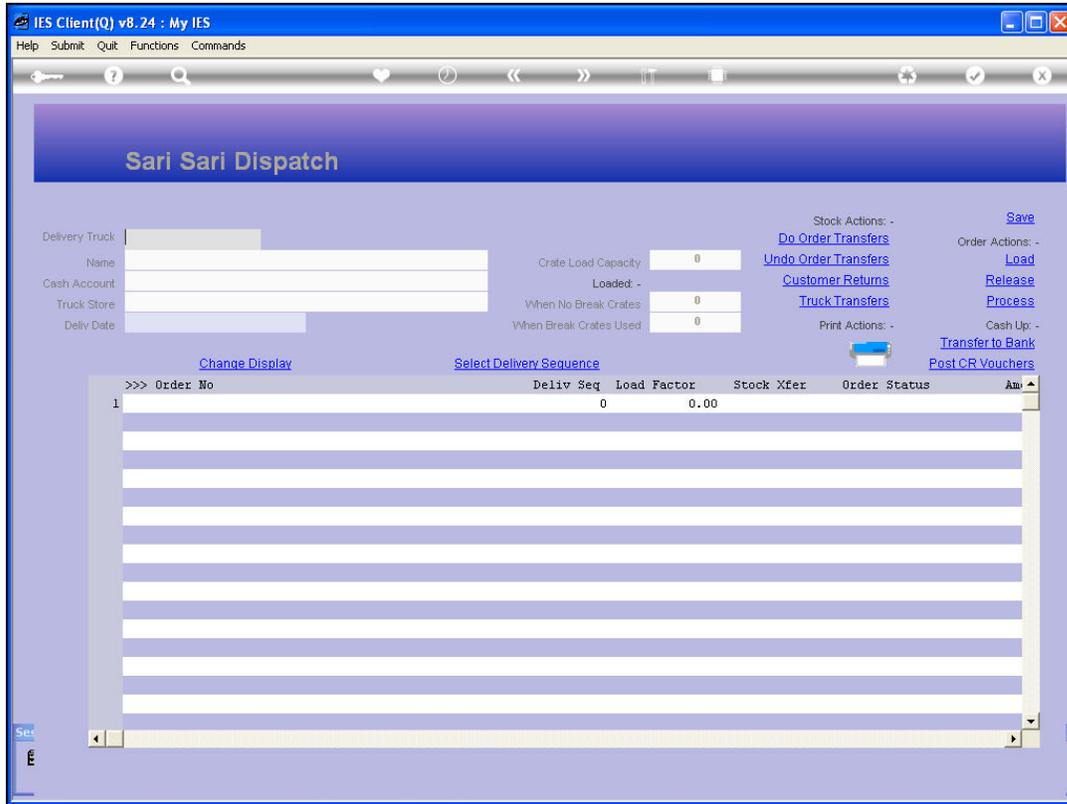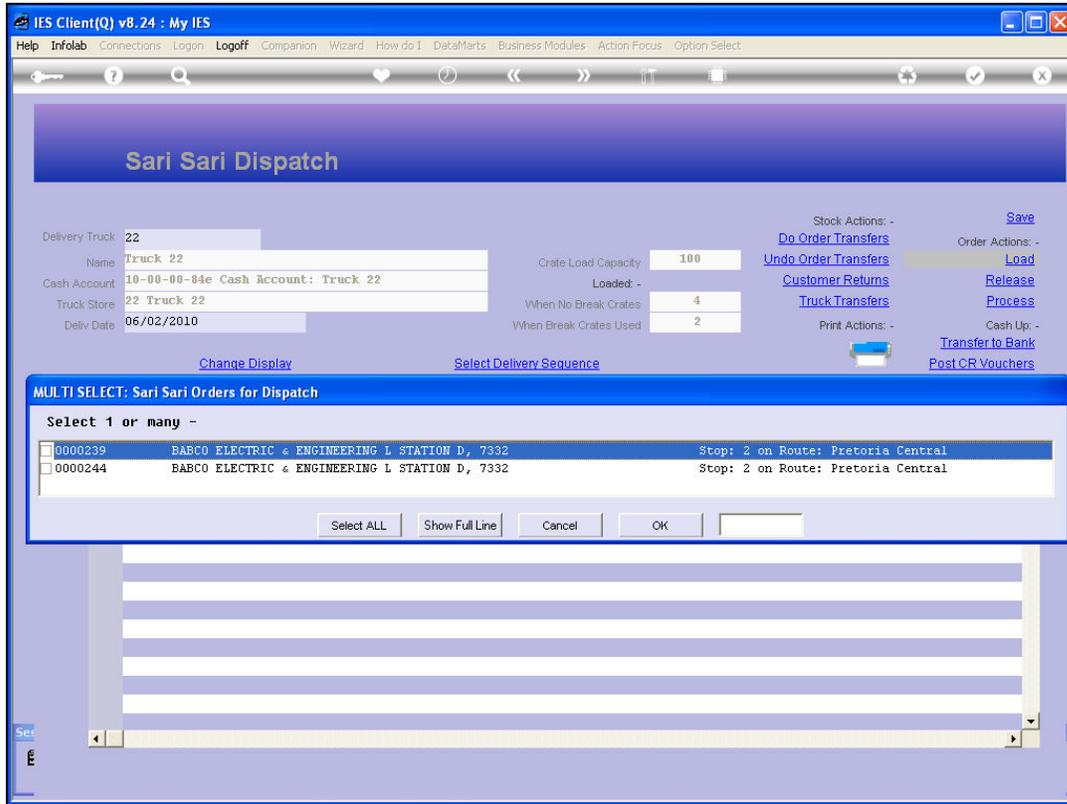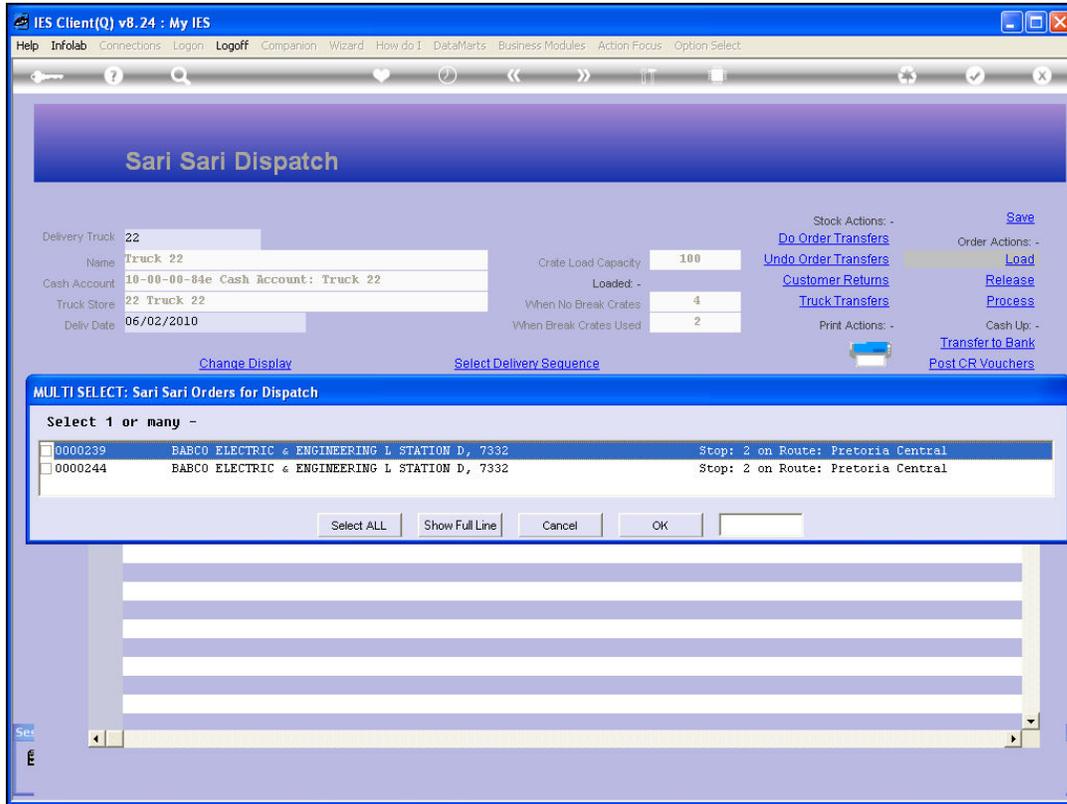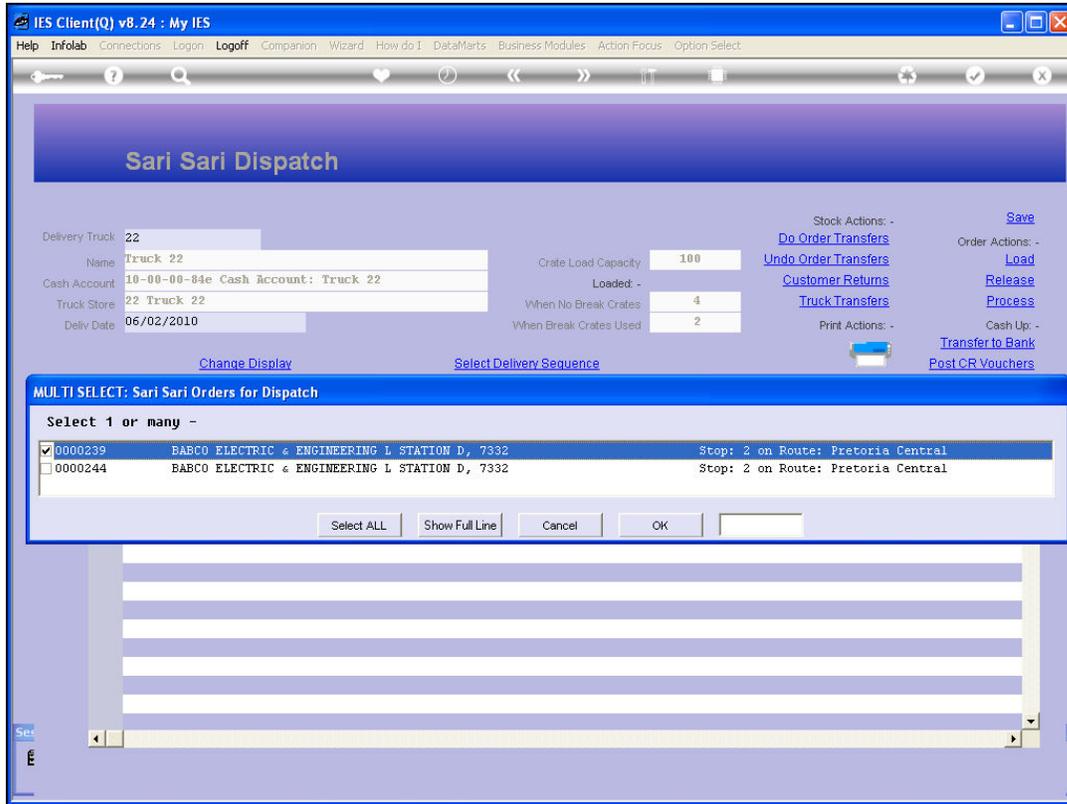Slide notes: So now we load Order 239 again, and we leave Order 244 in the queue for later when that Stock may be available again.

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