

CREATING THE PENDING ORDER REPORT IN OPSTECHNOLOGY:

Start by clicking on **Reports** on the menu bar at the top of the Ops screen and then select **Order Register**.

The screenshot shows the Opstechnoology dashboard. At the top, there is a navigation bar with 'Storefront', 'Orders', 'Invoices', 'Approvals', 'Vendors', 'Setup', 'Reports', and 'Help'. A search bar is located to the right of the 'Reports' menu item. Below the navigation bar, the dashboard is divided into three main sections. On the left, there is a 'Today' section with a 'Pending Approvals' widget. The widget contains a large circular graphic with a checkmark and the text 'No Pending Items'. In the center, there is a vertical menu of report options. The 'Order Register' option is highlighted in orange. On the right, there is a 'Dashboard Reflects:' section with a 'Mine' button selected and an 'All' button. Below these buttons, there are three rows of data, each with a value and a 'View' button: '\$0.00 View', '\$0.00 View', and '-- View'. The bottom row shows '\$0.00'.

Click on the word **Asset** (second field down under the **Run Report** button) and select the property you are running the report for. This should be run for each property separately. Click the drop down list for **Order Status** (fourth down under the **Run Report** button) and select **"Pending"**.

The screenshot shows the 'Run Report' dialog box in Opstechnoology. The dialog box has a title bar with 'Report' and a search bar. Below the title bar, there are four buttons: 'Run Report', 'Export Report', 'Print Report', and 'Print To PDF'. The 'Run Report' button is selected. The dialog box contains several fields and dropdown menus. The 'Report' field is set to 'Order register'. The 'Asset...' field is set to 'UNITED APT GROUP (United Core Mgmt)'. The 'Supplier...' field is empty. The 'Order Status...' field is set to '-----ALL-----' and has a dropdown arrow. The 'Receipt Status' field is set to '-----SELECT ONE-----'. The 'Chart Of Account' field is set to 'Standard'. The 'Fiscal Calendar' field is set to 'Converted FC for Standard COA'. The 'Date Range...' field is set to '05/24/2017 - 06/23/2017'. The 'Date type' field is set to 'Approval Date'. The 'Ignore Disabled Props' checkbox is checked. The 'Show Workflow Comments' checkbox is unchecked.

Click on the Words **"Date Range"** (eighth under the **Run Report** button)

