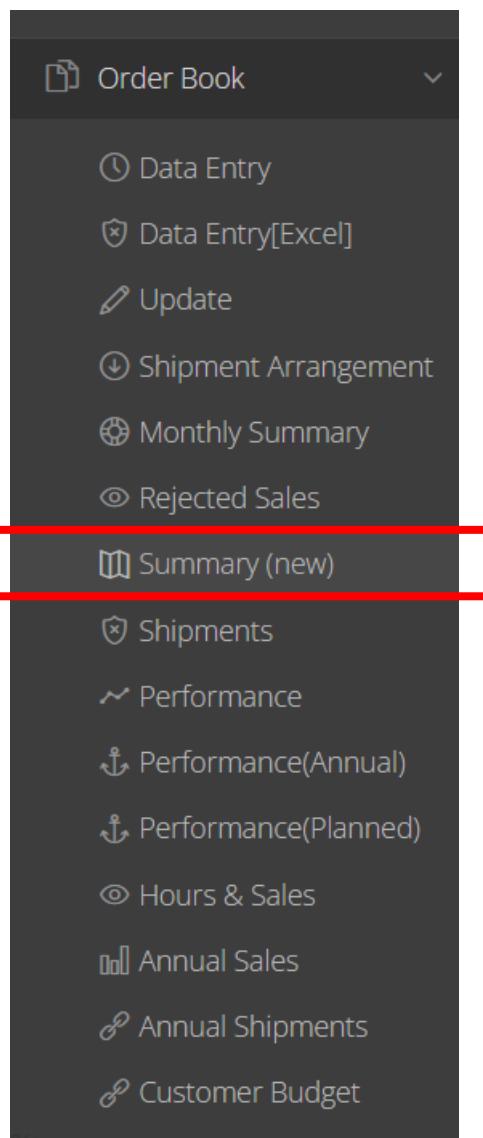


# User Guide for Updating Order Tracking Sheet

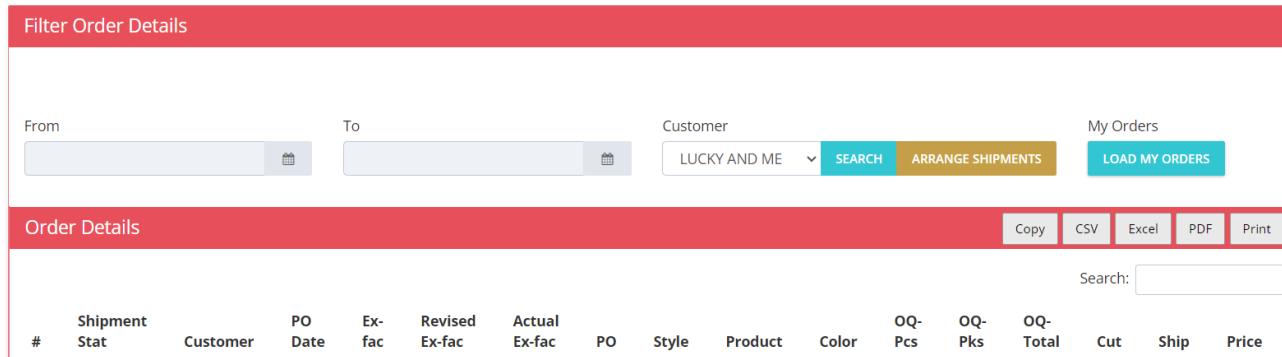


## Home Page



## 1. Summary New

### Order Book Summary



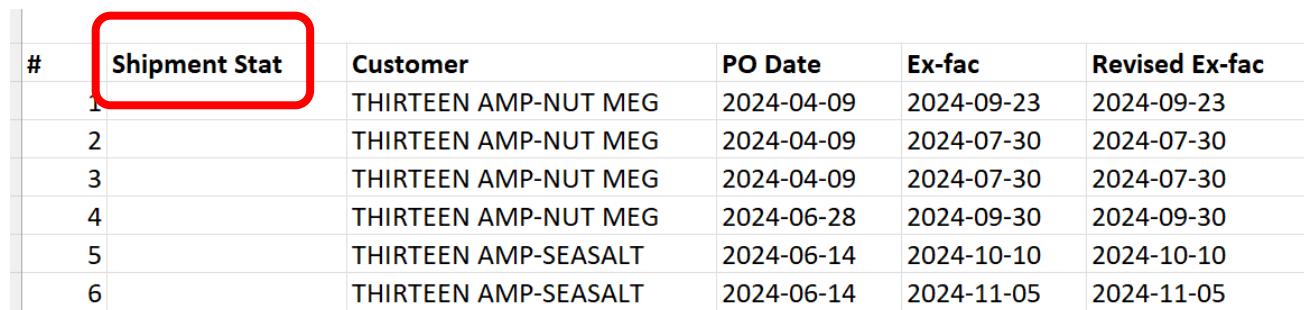
The screenshot shows the 'Filter Order Details' section of the Order Book Summary. It includes fields for 'From' and 'To' dates, a 'Customer' dropdown set to 'LUCKY AND ME', and buttons for 'SEARCH', 'ARRANGE SHIPMENTS', 'My Orders', and 'LOAD MY ORDERS'. Below this is the 'Order Details' section with a header row containing 'Copy', 'CSV', 'Excel', 'PDF', and 'Print' buttons. The header row includes columns for '#', 'Shipment Stat', 'Customer', 'PO Date', 'Ex-fac', 'Revised Ex-fac', 'Actual Ex-fac', 'PO', 'Style', 'Product', 'Color', 'OQ-Pcs', 'OQ-Pks', 'OQ-Total', 'Cut', 'Ship', and 'Price'. The main table body is empty.

### Steps to download the data from Order Book to Excel file for updating order tracking sheet

1. Fill the Data Range as follows:  
**From - Always 01.01.2023**      **To – 31.12.2025** (Future data to get all the data)
2. Click “LOAD MY ORDERS” Tab
3. Once you get the required data click the “Excel” button to export your order details into Excel file.

### Steps to update the downloaded Excel file data into your Excel order tracking sheet

1. Open your Excel Order Tracking Sheet.
2. Delete the “Shipment Stat” column (Select entire “B Column”, right mouse click and select “Delete”) from the order book down loaded Excel file.



#	Shipment Stat	Customer	PO Date	Ex-fac	Revised Ex-fac
1		THIRTEEN AMP-NUT MEG	2024-04-09	2024-09-23	2024-09-23
2		THIRTEEN AMP-NUT MEG	2024-04-09	2024-07-30	2024-07-30
3		THIRTEEN AMP-NUT MEG	2024-04-09	2024-07-30	2024-07-30
4		THIRTEEN AMP-NUT MEG	2024-06-28	2024-09-30	2024-09-30
5		THIRTEEN AMP-SEASALT	2024-06-14	2024-10-10	2024-10-10
6		THIRTEEN AMP-SEASALT	2024-06-14	2024-11-05	2024-11-05

3. Copy the entire data set using “Ctrl + Shift + right arrow & Down arrow”
4. Go to “OB Upload File tab” ( tab 01 in Blue colour ) in your Order tracking sheet, select “Cell B2” and paste as value.
5. Next select the data range till end of “Yellow column” from this file and paste as a value by selecting Yellow highlighted cell = B2 in “Order Tracking File tab”( tab 02)
6. Once you want to look at the Sales forecast, select “Sales Forecast tab” ( tab 03 in green color) select any cell inside pivot table, right mouse click and select “Refresh”.