

# CopperLink Orders Support Documentation

For Copper Peak



The following documentation addresses the functionality under the Orders menu. It will cover Single Order Entry, Suspended Orders, Order Search, Ship Complete Orders, Order Import and Weather Holds.

#### <u>Orders</u>

**Suspended Orders** 

Order Search

Ship Complete Orders

#### Order Import

#### Weather Holds

Weather Map State Weather Holds Configuration Creating a Weather Hold Orders on Weather Hold

# **Orders**

Once logged in, select Orders from the Main Menu on the left side of the page as shown below:



This will navigate to the main Orders Dashboard, which by default displays the following quick links (in yellow text):

- Enter Single Order
- Suspended Orders
- Order Search
- Ship Complete Orders
- Order Import
- Weather Holds



# **Enter Single Order**

When creating a new Order, you will be prompted through the following steps:

- 1. Customer Selection
- 2. Recipient Selection
- 3. Warehouse Selection
- 4. Product Selection
- 5. Extra Details
- 6. Review Order
- 7. Order Confirmation

To begin a new order, click the Enter Single Order button as shown below:



This displays the following screen:

Order Dashboard	Weather -		Training Co 👻 🔍 Customer Training 🔻
	Customer Selection Is this order for an existing customer? Yes, look up the customer No, add a new customer	Cancel	<ol> <li>Customer Selection</li> <li>Recipient Selection</li> <li>Warehouse Selection</li> <li>Product Selection</li> <li>Extra Details</li> <li>Review Order</li> <li>Order Confirmation</li> </ol>
			7. Order Commation

Note that you can add a new Customer here by clicking "No, add a new customer." Or you may click

"Yes, look up the customer" brings us to the Customer Search, as shown below:

Order Dashboard	Weather *	Training Co 🔹 💿 🗨 💽 Customer Training 👻
Order Dashboard	Weather	<ul> <li>Training Co *  <ul> <li>A</li> <li>Customer Training *</li> </ul> </li> <li>A. Customer Selection <ul> <li>B. Recipient Selection</li> <li>Warehouse Selection</li> <li>Warehouse Selection</li> </ul> </li> <li>B. Extra Details <ul> <li>B. Review Order</li> </ul> </li> <li>Order Confirmation</li> </ul>
	City	

You can complete any, all or none of the fields above. Scroll down and enter "Training" for the Name field and hit Next, as shown below:

Order Dashboard	Weather -	Training Co 👻 📀 🔍 Customer Training *
	CPL Customer #	7. Order Confirmation
	Name	
	Training	
	Address	
	City	
	State 	
	ZIP	
	Country	
	Cancel Back Next	

This displays all Customers with "Training" in the name.

Select "Training Co" a	as shown below:
------------------------	-----------------

Order Dashboard	Weather 🔻		Training Co 👻 ⊘ 🔍 🙎	Customer Training -
	Customer Re	esults	1. Customer Selection	
	To use this scre	en:	2. Recipient Selection	
	Listed below ar this order.	e the customers that match your search criteria. Click on a customer to use it in	3. Warehouse Selection	
	Maria		4. Product Selection	
	Name	Contact Information	5. Extra Details	
	Joe Training	100 Michigan Ave Chicago IL 60622 United States	6. Review Order	
	Training Co	1234 Test St St. Louis MO 63101 United States	7. Order Confirmation	
		Cancel Back		

On the next page confirm the selection and click Next, as shown below:	

Order Dashboard	Weather 👻			Training Co 👻 💿 💶 🚺 Customer Training 👻
	Customer Results Customer	Training Co 1234 Test St St. Louis, MO 63101 testco@company.com	Cancel Back Next	1. Customer Selection 2. Recipient Selection 3. Warehouse Selection 4. Product Selection 5. Extra Details 6. Review Order 7. Order Confirmation

Next is the Recipient Selection. The page displays the following three options:

- Yes, they are the same (as the Customer)
- No, look up the recipient
- No, add a new recipient

Choose "No, look up the recipient" as shown below:

Recipient Selection       1. Customer Selection         Is the customer for this order also the recipient?       2. Recipient Selection         Yes, they are the same       3. Warehouse Selection         No, look up the recipient       5. Extra Details         No, add a new recipient       6. Review Order         Encel       Back       7. Order Confirmation	

The following screen has the same fields as the Customer look up. This time, complete the state field with Missouri and hit Next, as shown below:

Order Dashboard	Weather *		2	Customer Training -
	Name			
	Address			
	City			
	State			
	mo			
	Republic of Mordovia (RU)			
	Modena (IT)			
	Aomori (JP)			
	Kumamoto (JP)			
	American Samoa (US)			
	Bergamo (IT)			
	Search More	-		
	Cancel Back Next			

This will display all Recipients located in Missouri.

Select "Training Co" as shown below:

Order Dashboard	Weather 🔻		Training Co 👻 🥝 🔍	Customer Training *
	Recipient Re To use this scre Listed below an this order.	isults ren: e the recipients that match your search criteria. Click on a recipient to use it in	1. Customer Selection 2. Recipient Selection 3. Warehouse Selection 4. Product Selection	
	Name	Contact Information	5. Extra Details	
	David Wright	16308 Autunm View Terr suite 34 Saint Louis MO 63141 United States	6. Review Order	
	Joe June TEST	1160 Research Blvd St Louis MO 63132 United States	7. Order Confirmation	
	June Test	1160 Research Blvd St Louis MO 63132 United States		
	T3ST	1160 Research Blvd St Louis MO 63132 United States		
	TEST	1160 Research Blvd St Louis MO 63132 United States		
	Test	1160 Research Blvd St Louis MO 63132 United States		
	Training Co	1234 Test St St. Louis MO 63101 United States		
		Cancel Back		

On the next page, confirm the selection and click Next:

Order Dashboard	Weather -				Training Co 👻 🕗 🔍	Customer Training *
	Recipient Results Recipient	Training Co 1234 Test St St. Louis, MO 63101 testco@company.com	Cancel Back	Next	<ol> <li>Customer Selection</li> <li>Recipient Selection</li> <li>Warehouse Selection</li> <li>Product Selection</li> <li>Extra Details</li> <li>Review Order</li> <li>Order Confirmation</li> </ol>	

Next is the Warehouse selection. For this example, leave the Broadway warehouse and click Next.

Order Dashboard	Weather -	Training Co = 🕐 📢 Customer Training *
	Warehouse Selection         To use this screen:         Please select a warehouse from which to ship this order. If you want the warehouse to be automatically selected based on the destination state, please choose "Determine Automatically".         Warehouse         5555 Broadway         Determine Automatically?         Cancel       Suspend This Order         Back       Next	1. Customer Selection 2. Recipient Selection 3. Warehouse Selection 4. Product Selection 5. Extra Details 6. Review Order 7. Order Confirmation

Next is Product Selection. Here there are two options:

- Choose from entire catalog
- Search for a product

Click "Search for a product" as shown below:

Order Dashboard	Weather 🔻		Training Co 🔹 🕐 💶	Customer Training 🝷
	Product Selection Add products to this order: Choose from entire catalog Search for a product	Cancel Suspend This Order Back	<ol> <li>Customer Selection</li> <li>Recipient Selection</li> <li>Warehouse Selection</li> <li>Product Selection</li> <li>Extra Details</li> <li>Review Order</li> <li>Order Confirmation</li> </ol>	

On the following Product Search screen, select the Product Type:

- All
- Alcohol
- Other

Order Dashboard Weather +	Training Co 🔹 💿 💶 🚺 Customer Training *
Product Search To use this screen: Fill in the fields below with criteria on which you would like to search. Keyword Product Type Vall Alcohol Other Back Next	1. Customer Selection 2. Recipient Selection 3. Warehouse Selection 4. Product Selection 5. Extra Details 6. Review Order 7. Order Confirmation

Enter a keyword by which to search. In this example, type in "Dolphin" and click Next.

Order Dashboard Weather -	Training Co 🔹 🕐 🧟 Customer Training *
Product Search To use this screen: Fill in the fields below with criteria on which you would like to search. Keyword Product Type Cancel Back Next	1. Customer Selection 2. Recipient Selection 3. Warehouse Selection 4. Product Selection 5. Extra Details 6. Review Order 7. Order Confirmation

This will display all results with "Dolphin" in the title. Select the "2019 White Dolphin" as shown below:

Order Dashboard	Weather 🔻			Training Co 👻 🕐 🔍	Customer Training *
	Adding Product: sku 19WHTDOL	Name 2019 White Dolphin	Cancel Back	<ol> <li>Customer Selection</li> <li>Recipient Selection</li> <li>Warehouse Selection</li> <li>Product Selection</li> <li>Extra Details</li> <li>Review Order</li> <li>Order Confirmation</li> </ol>	
			Cancel Back		

On the following screen, enter a quantity - Qty 1 / \$50 price and click Next. (Note that price is not a required field.)

Order Dashboard	Weather 🔻		Training Co = 🕐 📢 Customer Training *
	Adding Product: Please note: Fields ma SKU Name Quantity * Unit Price (\$)	rked with * are required. 19WHTDOL 2019 White Delphin 1 0.00 Cencel Suspend This Order Back Nest	1. Customer Selection 2. Recipient Selection 3. Warehouse Selection 4. Product Selection 5. Extra Details 6. Review Order 7. Order Confirmation

Here you can add more product, and edit or remove a line item. Click Next - no need to add additional products for this example.

Order Dashboard	Weather 👻			Training Co 👻 🕐 👥	Customer Training *
	Product Selection Add products to this order: Choose from entire catalog Gearch for a product Update products on this order: Edit a line item Remove a line item	Suspend This Order Back	Next	<ol> <li>Customer Selection</li> <li>Recipient Selection</li> <li>Warehouse Selection</li> <li>Product Selection</li> <li>Extra Details</li> <li>Review Order</li> <li>Order Confirmation</li> </ol>	

Here you will see a weather hold, which can be ignored by selecting "Ignore State Weather Holds" - Yes (you'll need to scroll down further on the page).

Order Dashboard	Weather -		Customer Training *
	Real Invalid Order Alcohol may not be shipped when the order details combination is: Shipping State: Missouri (US) License Type: Producer Gerrier: Transaction Type: Off-site You must correct the preceding errors before your order can be placed.	1. Customer Selection 2. Recipient Selection 3. Warehouse Selection 4. Product Selection 5. Extra Details 6. Review Order 7. Order Confirmation	
	There may be a delay in your order due to a weather hold.  Extra Details To use this screen: Supply some additional details about this order. Please note: Fields marked with * are required. Please enter the additional order details: Order Date 06/19/2022		

Scroll down and enter the carrier, as shown here:

Order Dashboard	Weather -	Training Co 👻 📀 🔍	Customer Training -
	Transaction Type *		
	Off-site +		
	Order Type *		
	Daily ~		
	Service Level *		
	Standard 👻		
	Distribution Channel		
	Direct To Consumer 🗸		
	Carrier *		
	· · ·		

The customer order # is not required but it's important to enter if it's existing in the system to prevent duplication.

Order Dashboard	Weather +	Training Co 🔹 💿 📌 🚺 Customer Training 🝷
	Local Condex Alcohol may not be shipped when the order details combination is: Shipping State: Missouri (US) License Type: Produce: Carrier: Transaction Type: Off-site You must correct the preceding errors before your order can be placed.	1. Customer Selection 2. Recipient Selection 3. Warehouse Selection 4. Product Selection 5. Extra Details 6. Review Order 7. Order Confirmation
	Warning There may be a delay in your order due to a weather hold.	
	Extra Details To use this screen: Supply some additional details about this order. <i>Please note: Fields marked with * are required.</i> Please enter the additional order details:	
	Order Date 06/19/2022 Customer Order #	

Once the fields are complete, click Next:

Order Dashboard	Weather -		2	Customer Training -
	Send a Shipment Confirmation Email for This Order?			
	No -			
	Gift			
	Is This a Gift Order?			
	No -			
	Gift Message			
	Weather Hold			
	Ignore State Weather Holds			
	No			
	Manual Weather Hold			
	No			
	Manual Weather Hold Notes			
		_		
	Cancel Suspend This Order Back Next			

On the next screen, review all details and click Submit to confirm the order.

Order Dashboard	Weather 👻					Training Co 👻 🕐 🔍	Qc
	Customer	Training Co 1234 Test St St. Louis, MO 63101 testco@company.cor	n				
	Recipient						
	(CPL #)	100000382					
	Recipient	Training Co 1234 Test St St. Louis, MO 63101 testco@company.com	n				
	Order Contents						
	ѕки	Product name	Quantity Requested	Unit Price			
	19WHTDOL	2019 White Dolphin	1	0.00			
		Cancel Sus	pend This Order Back	Submit	-	-	

## **Suspended Orders**

Suspended Orders have been started, but not completed. By suspending an order, you can return to it later to complete or delete it. Orders can remain in Suspended status indefinitely.

We'll begin by entering a single order and suspending it. This process will be almost identical to the Enter Single Order process above, but we will suspend the order and retrieve it afterwards to demonstrate a few more functions of the system.



From the main orders dashboard, select Enter Single Order.

Select "Yes, look up the customer" as shown below:

Order Dashboard	Weather 🔫				Training Co 👻 🔿 🕵	Customer Training *
		Customer Selection Is this order for an existing customer? Yee, lack up the customer No, add a new customer	Cool	1. Custamer Selection 2. Recipions Selection 3. Warehouse Selection 4. Product Selection 5. Extra Details 6. Review Order 7. Order Conformation		

Do not enter any information in the Customer Search fields. Just click Next at the bottom of the screen.

Order Dashboard	Weather *			Training Co 🍷 🔿 📢	Customer Training *
		Customer Search	1. Customer Selection		
		To use this screen:	2. Recipient Selection		
		Fill in the fields below with criteria on which you would like to search.	3. Warehouse Selection		
		Customer 8	4. Product Selection		
			5. Extra Details		
		Cu	6. Review Order		
		CPI. Custamer 8	7. Order Confirmation		
		Name			
		Address			
		City			
		State			
		· · ·			
		ZIP			
		Country			
		·			
		Cancel Back Next			

This will display an exhaustive list of available Customers. Select your desired Customer (in this example, "Training Co").

Order Dashboard	Weather 👻					Training Co 🍷 📀 👊	Customer Training *
		Customer Results To use this screen: Listed below are the o	ustomers that match your search criteria. Click on a customer to use it in this order		1. Customer Selection 2. Recipient Selection 3. Warehouse Selection		
		Name	Contact Information		4. Product Selection		
		David Brock	4802 E Ray Rd #23-324 Phoenix AZ 85044 United States		5. Extra Details		
		David Wright	16308 Autunm View Terr suite 34 Saint Louis MO 63141 United States		6. Review Order		
		Diane Wolff	18 Loch Loyal Ct New York NY 10023 United States				
		Jason Morgan	6098 Calderwood Hwy Tallahassee TN 37878 United States				
		Joe June TEST	1160 Research Blvd St Louis MO 63132 United States				
		Joe Training	100 Michigan Ave Chicago IL 60622 United States				
		June Test	1160 Research Blvd St Louis MO 63132 United States				
		Peter Kelley	310 W Avenida Ave San Clamente CA 92672 United States				
		T3ST	1160 Research Blvd St Louis MO 63132 United States				
		TEST	1160 Research Blvd St Louis MO 63132 United States				
		Test	1160 Research Blvd St Louis MO 63132 United States				
		Tom Hanson	5682 N Highland Ave Atlante GA 31210 United States				
		Tracy Morel	19 Beechwood New York NY 10021 United States				
		Training Co	1234 Test St. Louis MO 63101 United States				
				Cancel Back			

Confirm your selection by clicking Next.

Customer Results     1. Customer Solection       Customer     1000 QC       1203 Tex 20     2. Resigners Solection       1203 Tex 20     3. Wandhouse Solection       1204 Tex 20     4. Product Solection       1205 Tex 20     5. Tex 20       1205 Tex 20     5.	Order Dashboard Weather 👻						Training Co 👻 🔿 👊	Q Customer Training -
		Customer Results Custemer	Training Co 1224 Tua Sa Sa Luku, MO 63001 Taataa Doompany.com	Canal Beck	Kat 🔶	1. Customer Selection 2. Recipient Selection 3. Warehouse Selection 4. Product Selection 5. Barro Datals 6. Review Order 7. Order Conformation		

For the Recipient selection, click "Yes, they are the same" (as the Customer).

Order Dashboard Weather 👻				Training Co = 💿 🔹 🚺 Customer Training =
	Recipient Selection Is the customer for this order also the recipient? Yee, they are the same No, look up the recipient No, udd a new recipient	Conel Book	1. Customer Solection 2. Recipient Solection 3. Warshouse Solection 4. Produce Solection 5. Extra Dataile 6. Review Order 7. Order Confernation	

#### Confirm the selection by clicking Next.

Order Dashboard	Weather -					Training Co 👻 🔿 📢	Customer Training -
		Recipient Results Recipient	Turking Ca 224 Ene S 254 Land, MC 4303 Se Land, MC 4303 Vetera@Company.com	Concel Back Next 4	1. Custamur Salectian 2. Recipient Selectian 3. Workhous Selectian 4. Product Selectian 5. Extra Datable 6. Review Order 7. Order Canformation		

Next, make a Warehouse Selection and click Next.

Order Dashboard Weather 🔫		Training Co * 💿 🕫 🚺 Customer Training *
	Warehouse Selection       1. Customer Selection         To use this scream:       2. Resignent Selection         Present Selection       2. Resignent Selection         distination state, please choose "Determine Automatically."       4. Product Selection         Wurkeware       5555 Broadway       •         Determine Automatically?       6. Review Order         Determine Automatically       6. Review Order	

For Product Selection, you can "Choose from Catalog" which is an exhaustive list of all available products. For example, select the 2019 White Dolphin.

Order Dashboard Weather 👻			
	09COPSAV	2009 Copper SAV	
	10COPCAB	2010 Copper Cab	
	10COPSAV	2010 Copper SAV	
	15RESCAB	2015 Res Cab Sauv	
	15RESCAB15	2015 Res Cab Sauv 1.5L	
	19WHTDOL	2019 White Dolphin	
	CH07	2001 Copper Cab	
	C506	2011 Copper SAV	
	C599	2011 Copper Cab	
	JUNE123	JUNE TEST	
	JUNETEST123	JUNE TEST	
	NOINV	No Inventory Wine	
	T3ST	T3ST	
	TD123	Can Opener	
	TEST0001	TEST	
	TEST20220531	Test 20220531	
	TEST6922	TEST 6922	
	~3760178880022	Logo Glass Stemless	
	~3770000170016	Chocolate	
	~696240000025	Corkscrew	
			Cancel Back

Enter a Qty and Unit Price and click Next.

Order Dashboard Weather 👻								Training Co 🔻 🕐 🥠	Customer Training *
	Adding Product:						1. Customer Selection		
	Please note: Fields marked with * are required.								
	SKU	19WHTDOL					3. Warehouse Selection		
	Name	2019 White Dolphin					4. Product Selection		
	Quantity *	2					5. Extra Details		
	Unit Price (\$)	50					6. Review Order		
							7. Order Confirmation		
			Cano	cel Suspend This Order	Back Next				

On the following screen select "Suspend This Order."

Order Dashboard Weather 🔫				Training Co = 💿 🤹 🚺 Customer Training =
	Product Selection Add products to thin order: Choose from entire catalog Bearch for a product Update products on this order: Edits a line item Remove a line item	Casel Support This Order Back Next	1. Custamer Selection 2. Recipient Selection 3. Workbourd Selection 4. Product Selection 5. Extra Details 6. Review Order 7. Order Confirmation	

To access the order you just suspended, as well as all other Suspended Orders, go to the Orders dashboard and select Suspended Orders.



This brings up the following screen, with a list view of all Suspended Orders:

Order Dashboard	Weather -							Customer Trainin
		Suspended Orders To Use this screen: Choose "Resume" to continue an o the order.	rder where it had been suspended. Choo:	e "Cancel" to discard				
		Updated On	Customer	Recipient				
		06/09/202214:06:52	Training Co	Training Co	Resume	Cancel		
		06/15/2022 11:17:46	Diane Wolff	Diane Wolff	Resume	Cancel		
						[	Back	

On the above screen, an order can be canceled by clicking the Cancel button, or Resumed. To Resume a Suspended Order, click the Resume button to the right of the line item you'd like to Resume.

Order Dashboard Weather 👻						Training Co 🝷 🔘 🔍	D Custome
	Suspended Orders						
	To Use this screen: Choose "Resume" to continue an oro the order.	ler where it had been suspended. Cho	ose "Cancel" to discard				
	Updated On	Customer	Recipient				
	06/09/202214:06:52	Training Co	Training Co	Resume	Cancel		
	06/15/2022 11:17:46	Diane Wolff	Diane Wolff	Resume	Cancel		
						Back	

Click Edit in the upper left corner of the screen, as shown below:

Order Dashboard Weather 👻						Training Co = 💿 🔹 🚺 Customer Training =
Single Order / SO553						и <mark>с &gt;</mark>
1 T						
	CPL Order #	SO553	Status	Suspended		
	Customer Order #		Order Date	06/09/2022		
	Client	Training Co	Warehouse	5555 Broadway		
	Customer	Training Co	Transaction Type	Off-site		
		1234 Test St	Order Type	Daily		
		St. Louis, MO 63101	Service Level	Standard		
	De statues	Tenining Co.	Distribution Channel	Direct To Consumer		
	Recipient	1234 Test St	Carrier			
		St. Louis, MO 63101				
		testco@company.com				
	Special Instructions		Is This a Gift Order?	No		
	Destruction Order		Gift Message			
			-			
	Hold Order to Ship	Yes	Send a Shipment	No		
	Complete?		Confirmation Email for			
			This Order?			
	Ignore State Weather	No				
	Holds	Ne				
	Manual Weather Hold	140				
	Notes					
	110103					
	Product Lines	Product		Quantity Requested	Unit Price	
		19WHTDOI 1 2019 White Deletie		2	60.00	
		[istritiood]2019 thite bolpin		3	00.00	

Make the desired changes and then click Save to confirm or Discard to abandon the changes:

Order Dashboard Weather 👻					Training Co = 💿 🕫 🚺 Customer Training =
Single Order / SO553					11 ( )
	CPL Order # Customer Order # Client Customer	50953 Training Co Training Co T234 Tea St So Luxiu, NO 50101	Status Order Date Warehouse Crimanaction Type Order Trans	Surgended 04/08/2022 - 5555 Broadway - Off-tole -	
	Recipient	testes/Gompany.com Training Co - 224 Test St Sc. Lovin, MO S3101 testes/Bcompany.com	Service Level Distribution Channel Carrier	Day -	
	Special Instructions Destruction Order		ls This a Gift Order? Gift Message	No -	
	Hold Order to Ship Complete?	Yes -	Send a Shipment Confirmation Email for This Order?	No -	
	ignore State Weather Holds Manual Weather Hold Manual Weather Hold Notes	No -			

Once the order has been updated and placed, it will no longer be visible under the Suspended Orders view.

### **Order Search**

Order Search is available from the main Orders dashboard.



Order Search allows the user to search by Customer Order #, CPL Order #, and Order Date. Advanced Search is also available.

Confirmed Orders			×
Advanced Search			
Order #			
Customer Order #		CPL Order #	
Order Date			
Search by Order Date			
Search Cancel	7		

### Note: you can edit any order with a status of "on order."

### **Ship Complete Orders**

Ship Complete Orders contain items with insufficient quantities, and "yes" is selected for "Hold Order to Ship Complete" on the order. To access, select Ship Complete Orders from the main Orders dashboard.



The following screen will display all Ship Complete Orders. To view a Ship Complete Order, click on the line item. This will display the details for a given Ship Complete Order. Orders can be edited from here, and if you choose a product with sufficient quantity, the order will no longer be held until Ship Complete, but will be processed normally.

# **Order Import**

Order Import allows you to upload a CSV or XLSX file to expedite the order process when the user has all necessary information for an order.



To access, click Order Import from the main Orders dashboard:

Next, upload your file and select the Shipping Warehouse.

Sale Order Import

To use this screen:

Upload a CSV or XLSX file containing orders and specify a Shipping Warehouse. The file should be in Standard CPL format.

Download a sample CSV file in Standard CPL format here.

Download instructions for using the CPL order upload service here.

File Selection		
File to Import	Upload your file	
Shipping Warehouse	5555 Broadway -	
Options		
Update customer data		

Cancel

# Weather Holds

Weather Holds temporarily pause shipments to specific locations so they are not adversely affected by inclement weather. Weather Holds have a start and end date. The following will explain each aspect of a Weather Hold in more detail.

### Weather Map

The Weather Map displays where there is inclement weather across the country, and can be accessed from the main Orders dashboard:



Clicking above will display the Weather Map:



### State Weather Holds Configuration

From the State Weather Holds Configuration drop down menu, you can view all current state weather holds, and create a new weather hold. This is found here:

Order Dashboard	Weather -					Treining Co = 💿 🔹 🚺 Customer Treining =
Weather Hold	Weather Map State Weather Hold Configuration State Weather Hold Map		-	Search Y Filters = Group By = ★ Fourits		Q 15/3 ( )
Name		When the hold begins	When the hold ends	State on hold	Applies to all carriers	Carriers on hold
AZ-Summ	mer 2022	05/31/2022	10/01/2022	Arizona (US)		No records
IL TEST		06/06/2022	09/21/2022	Illinois (US)		No records
MO Hold	d - Training Co	06/06/2022	08/07/2022	Missouri (US)		No records
NV-Sumr	mer 2022	05/31/2022	10/01/2022	Nevada (US)		No records
NY June 1	Heat Wave	06/15/2022	06/29/2022	New York (US)		No records

### Creating a Weather Hold

Weather Holds can also be created from the Weather Hold Map by clicking on a state and clicking the Create button, as shown below:





Complete the fields and click Save

- Name
- When the hold begins
- When the hold ends
- State on hold (will be selected by default)

#### • Carriers on hold

 Note: you have the option of selecting all carriers via the checkbox, or choosing specific desired carriers by clicking the add a line and selecting from the carrier list

Odoo			×
Name			
Client	Training Co		- 2
When the hold begins			-
When the hold ends			•
State on hold	Colorado (US)		•
Applies to all carriers	~		
Carriers on hold	Carrier	Provider	
	Add a line		



Now if you attempt to place an order for the state on weather hold a warning message will pop up and you can choose whether to ignore it or not.

### Orders on Weather Hold

For a list of all orders on Weather Hold, choose Weather Holds from the main Orders dashboard as shown below:



From here you can view a line item or choose to have an order "Ignore State Hold" to bypass that hold and ship it anyway.

ler Dashboard Weather 🔻					Traini	gCo - 📀 📢
	Weather Holds					
	To Use this screen: Choose "View" to display an existi	ing order on Weather Hold.				
	Updated On	Customer	Recipient			
	06/20/2022 13:50:46	Training Co	Training Co	Ignore State Hold	View	
	06/15/2022 11:13:15	Training Co	Training Co	Ignore State Hold	View	
	06/15/2022 09:55:31	Training Co	Training Co	Ignore State Hold	View	
	06/15/2022 11:16:22	Training Co	Training Co	Ignore State Hold	View	
	06/13/2022 15:12:48	Training Co	Training Co	Ignore State Hold	View	
	06/13/2022 15:16:30	Training Co	Training Co	Ignore State Hold	View	
	06/09/2022 15:17:05	Training Co	Training Co	Ignore State Hold	View	
	06/09/2022 15:14:04	Training Co	Training Co	Ignore State Hold	View	
	06/09/2022 12:15:02	Training Co	Training Co	Ignore State Hold	View	
	06/09/2022 12:09:24	Training Co	Training Co	Ignore State Hold	View	

There is another way to release an order from Weather Hold. Click View on the line item and then click Edit in the upper left corner, as shown below.

Order Dashboard We	ather 🔻		Training Co 👻 🕐 💽 Customer Training *
Single Order / 462	29.0	Action T	1/1 < >
CPL Order #	4629.0	Status	Weather Hold
Customer Order #	Training Co.	Order Date	06/28/2022
Customer	Diane Wolff	Warehouse	5555 Broadway
Customer	18 Loch Loyal Ct	Transaction Type	Off-site
	New York, NY 10023	Order Type	Daily
	dwolff@ytesting.com	Service Level	Standard
Recipient	Diane Wolff	Distribution Channel	Direct To Consumer
	18 Loch Loyal Ct	Carrier	UPS-1 DAY (UPS 1)
	dwolff@ytesting.com		
Special Instructions		Is This a Gift Order?	No
Destruction Order		Gift Message	

Scroll down and set "Ignore State Weather Hold" to Yes, and then click Save in the upper left corner.

Order Dashboard Weathe	ar 🔻		ng Co 👻 🕐 🔍	Customer Training 🔻
Single Order / 4629. Save Discard	•		1	1/1 < >
Special I structions Destruction Order		ls This a Gift Order? Gift Message	No	•
Hold Order to Ship Complete?	Yes 🔹	Send a Shipment Confirmation Email for This Order?	No	•
Ignore State Weather Holds	Yes 👻			
Manual Weather Hold	No			
Manual Weather Hold Notes				

This order will now be removed from Weather Hold.