

Create an Other Order

Sometimes Caches issue materials to organizations that aren't incidents, such as for demonstrations at schools. This lesson shows how to enter an Other Order into the system.

Create Other Order Steps:

1. Log in as a **Cache Worker**
2. On the top menu bar click on **Incident/Other Orders** to drop down the **Incident Menu**
3. Select **Create Other Order** to open the Create Other Order form
4. Populate the fields in the **Create Other Order** form from the order information in the document above
 - a. Order #: **Enter the Order Number** (this is an optional field)
 - b. Other Order Name: **Enter a Name for the Order** (this is an optional field)
 - c. Customer Name (by search):
 - a. Click on magnifying glass to get to search screen
 - b. Enter some selecting information on the search screen
 - c. Click on Search
 - d. Select **The Customer**
 - e. Tab out of the Customer ID field to populate the addresses
 - d. Customer Name (direct entry)
 - a. Enter the **Customer ID**, and tab out of the field.
 - e. Select **Order Type** (e.g. Normal) from the drop down list (defaults to Normal, this field is not optional)
 - f. Input the Account Code into one of **FS**, **BLM**, or the **Other Account Code** fields
5. Click the **Create Other Order** button in the upper right