

Powered by: International Financial Services, Inc.

Search Change Orders

Hover over Manage, click Search Change Orders.

♦ CONNEX [™] Logout My Setup Full Men						
Home Create 🚽	Manage 👻	Analyze & Report 👻	Admin 👻	Training	•	
Hello, Admin User from Tr	nin User from Tr Search Change Orders					
Welcome to the D Delete Change Order Payments						
	Approve Cha	ange Orders		:: Quick Menu		
:: DTS Message Center You have no current mess	Change Orders			<u>Create a Change Order</u>		
				:: Last Lo	gin	
				3/6/2020) 2:06:44 PM ET	
				:: Availab	le Locations	
				All Locati	ons	

Determine the date range for which you wish to see the change orders. Click the calendar button next to the From date and the To Date to select the date range. Then click the green search magnifying glass.

Search Change Orders		
	From 3/30/2020	To 4/7/2020
Bank All Enter a location #, an amount, a carrier	Carrier All All Carrier etc. You can also enter keywords. S	the second

Next Page >>	Now showing 100 records at a time (1 up to 100 on-screen)	Download
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	Location #	<u>Delivery</u> <u>Date</u>	<u>Order</u> Amount	DTS Confirmation #	<u>Vendor</u> Confirmation #	Change Order Detail	Payment Detail	<u>Status</u>
0	1234	4/3/2020	1,000.00	0123400030		Detail		Placed
0	72718	4/6/2020	1,500.00	7271800039		<u>Detail</u>		Approved
0	72718	4/6/2020	2,500.00	7271800038		<u>Detail</u>		Cancelled

To access the quick view of the information for each change order; select the bullseye to the left of the change order. To access the complete detail for each change order; select the detail button.

The status is related to the stage in fulfillment it has gone through. There are 5 different status.

- **Placed**: The bank has received the file containing the change order
- **Transferred**: DTS has sent the file containing the change order to the bank.
- Confirmed: The bank has fulfilled the change order
- **Delivered**: The courier has delivered the change order. This status is dependent upon the courier and if they provide this information to DTS.
- **Cancelled**: An approved user has cancelled a change order.