Keeping Track

1. Log into ACS.
2. Select Distribution.
3. Select Order Processing.
4. Select Order Entry.
5. Enter the customer #
6. Enter the order # or create a new order #
7. Once steps 5-6 have been completed, look at the bottom right of the page for Notes/ATT.
8. Click on it.

* This will only be available after steps 5-6 have been completed.

1. When the next screen opens, select folder.
2. You have now created a folder for that specific order you are working on.

* This folder will always be linked to that specific order.
* You can create or access a new or existing folder during the creation or reopening of a quote or sales order.
* It can be created/accessed during the Ribbon, Detail, and Footer of a quote or sales order.
* REMEMBER THE ABOVE STEP WILL NOT BE ABLE TO HAPPEN IF STEPS 5-6 HAVE NOT BEEN COMPLETED.
* Also no matter how many times the folder is opened in ACS it will not duplicate.

1. Whenever this folder is opened all of the contents placed in the folder will be available.
2. Once the folder is created the system will automatically save the folder to the “Z” drive.
3. To access the folder without going through ACS, just go to the sales order folder under the “Z” drive.
4. Click start

* Documents
* “Z” drive
* Firms
* Firms01
* Images
* Salesord

1. Type the order # with the proceeding zeros into the search bar, then click enter.

* The folder will appear and once you click on it to open it, you will find everything that has been placed in it.

1. Copy the sales order folder to your desktop for easier access.

* This way you do not have to complete step 14 each time you are trying to access a folder.

1. Complete the above steps for each quote/sales order that you create.