

Helpful Hints

1. Clicking on the column name on every page will resort the data in ascending order. Click again and it will resort in descending order.
2. Going with the tip above: In the ATS Selection page, clicking the "Name" column will display items by product name (instead of product number).
3. For reorders, use the "Add By Recent Product for This Customer" feature. In the Lines page, enter quantities for the styles you want to order. Click "Delete Zero Lines" to remove all other product from the order.
4. To trim down page length in the ATS Selection, click the "Immediate + Next Available" function.
5. The more specific you are with style names, the fewer products will be displayed upon ATS order entry and availability look up.
6. If you process the order and have errors, click "5b. Place order" directly from the Lines page to place the order directly once changes are made to the lines page.
7. On homepage, in the Open Orders list, clicking on the Order ID will take you to that order.
8. My RepSpark Orders-Clicking the Blue link in the "Cross Ref ID" column for valid orders will take you to the order detail for the order selected.
9. Order Summary Status Report- Clicking on a specific order # in the Order # column will take you to the order detail for that order.
10. Order Detail Status Report- Clicking on a specific order # in the Order # column will take you to the order detail for that order.
11. Order Detail Status Report- Checking the "Suppress Details" box will give a quick report summary without including all of the order detail.