

# Viewing Job Status, Tracking a Shipment, and Saving Order Reports

Detailed information can be viewed for ordered parts from the Job Status list. This information includes some basic details from the order file as well as manufacturing status and shipment tracking information.

1. Login to decimal Direct ([click here for login instructions](#)).
2. Select the “**Status**” page from the left navigation bar.
3. Select Site ID from the drop down list, pertaining to the part under consideration (only customers with multiple sites associated with their user will have multiple numbers in the drop down menu).
4. Search or filter the job list to display the part under consideration.
  - **NOTE:** If you want to search by Site ID, begin typing into the “**Filter by Site**” box and you should see the list of sites filter down to those containing the provided number.
  - For all other filtering, it is best to use the normal search bar as all the data in the table will be filtered down to jobs that contain what is entered in the search bar. For example, if you type “1001” the Table will show all jobs with “1001” in any data field for the job (including all data fields shown in the table: job number, Site ID, Patient ID, tracking number, and comp ID, as well as some fields not shown in the table, such as: Orderer and Orderer Phone Number).
5. Once you see the job you are looking for, click the job in the table and you will be shown additional details, including: the manufacturing phase (Engineering, Manufacturing, Shipping, or Invoicing), the size of the ordered device, and a tracking link (if the part has been shipped).

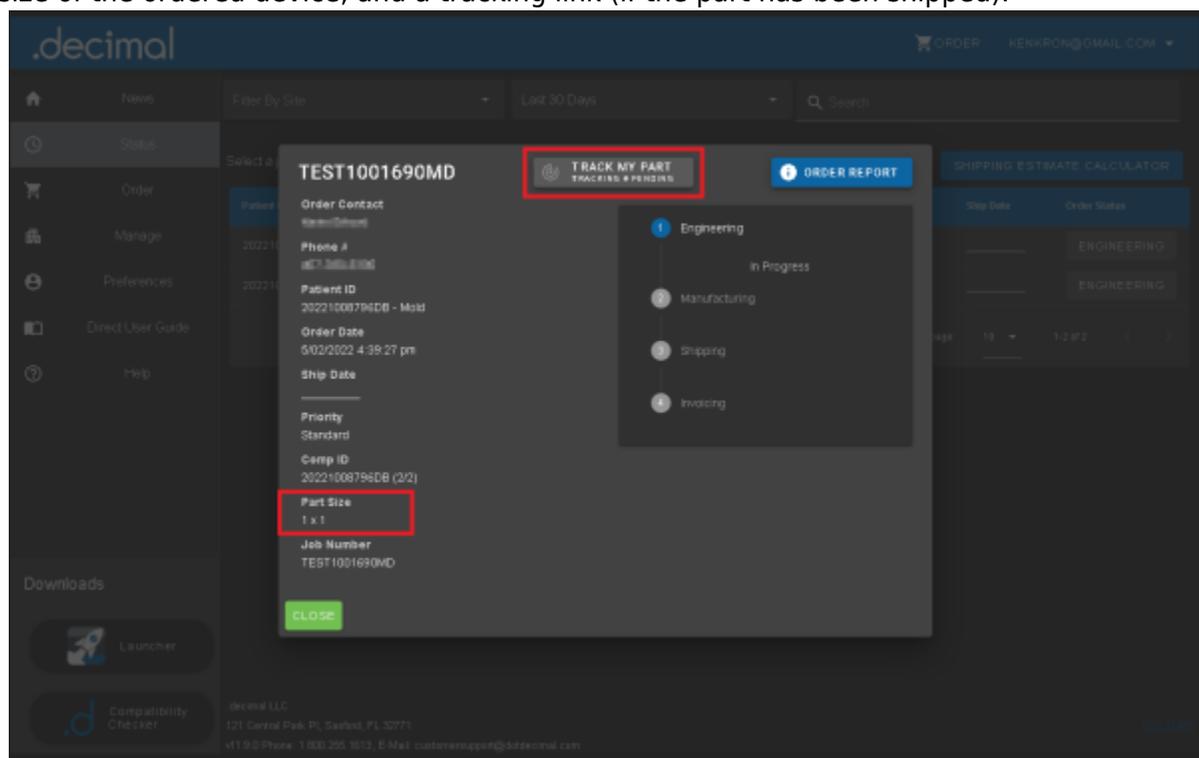


Fig. 1: The details for this ordered job

An Order Summary Report can be also be viewed and downloaded (or printed) from the Job Status list for any ordered devices. Simply follow the steps above to locate the part needed, then from the job details

view:

1. Click the **Order Report** button to view the PDF order report.
2. Print or save the report as a PDF by clicking the **“Print”** button.

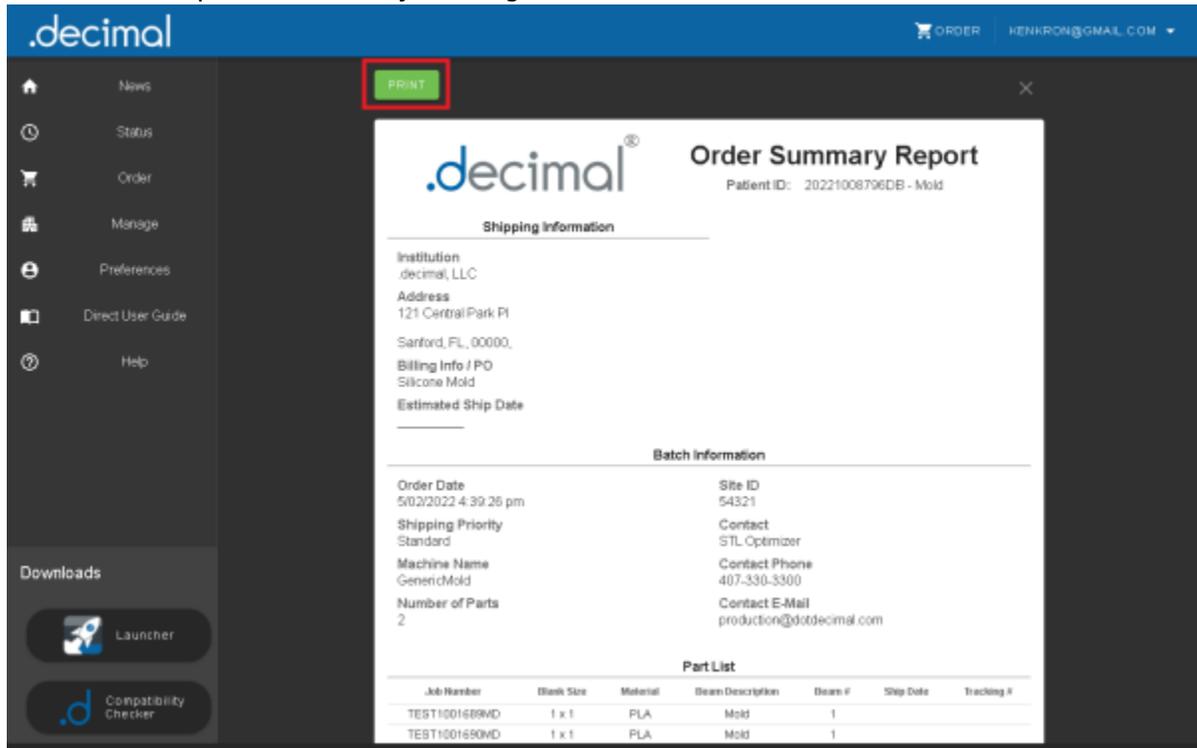


Fig. 2: The order summary report

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Last update: **2024/11/21 17:42**

