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).

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O Status	Salada TEST1001690MD	BE TRACK MY PART	
T Order	Order Contact		
🚓 Manage	202211 Phone A ut7.2004.0000		
Drawt Deer Guide	Patient ID 20221000796D6 - Mald	Manufacturing	
 O Help 	6/02/2022 4:39:27 pm Ship Date	Shipping	
	Priority	Invoicing	
	Cemp ID 20221008796D8 (2/2)		
	Part Size 1 x 1		
Downloads	Job Number TEST1001690WD		
7	CLOSE		
2 Lauscher			
d Compatibility Checker			

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.

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2. Print or save the report as a PDF by clicking the "**Print**" button.

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0	Status				®	Order Si	ımmaı	rv Rep	ort	
π			.dec	IMC	1	Patient ID:	202210087	96DB - Mold	011	
s.	Manage		Shippir	ng informatio	n					
e	Preferences		Institution .decimal, LLC							
m	Direct User Guide		Address 121 Central Park Pl							
_			Sanford, FL, 00000,							
0	Help		Billing Info / PO Silicone Mold							
			Estimated Ship Date							
					Bat	cn information				
			Order Date 5/02/2022 4:39:26 pm			Site ID 54321				
			Shipping Priority Standard			Contact STL Optimize	r			
Downloa	ads		Machine Name GenericMold			Contact Pho 407-330-330	one 0			
			Number of Parts 2			Contact E-M production@	lail dotdecimal.cr	om		
Launcher										
						Part List		-		
	Conpatibility Checker		TEST1001689MD	1 x 1	PLA	Mold	1	Ship David	racking /	
			TEST1001690MD	1.61	PLA	Mold	1			

Fig. 2: The order summary report

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