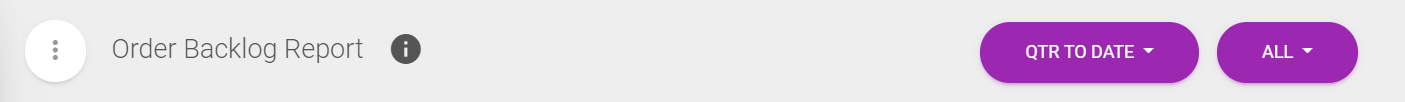
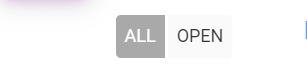
***Order Backlog Report***

The DOF Backlog Report tracks the progress of every revenue order from Salesforce to Fusion, factory status, all the way through ship confirmation.

***Functionality***



* **Information**: Click on it to take a tour of the page.
* **Date Range**: The default view is all orders in the current fiscal quarter, but you can click to change it.
* **Order Type**: We show all revenue orders by default, but you can filter a specific order type with a click.



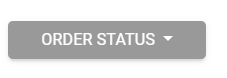
* **Open Orders:** You can use this toggle switch to see all orders (default) or filter out Closed orders to reduce your view.



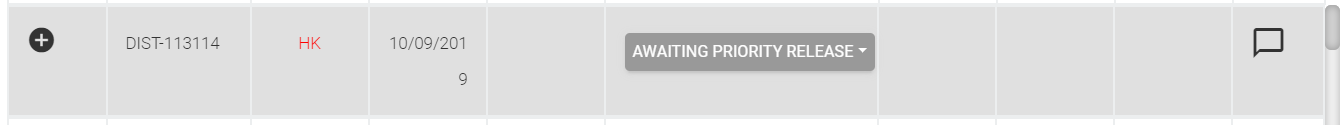
* **Special Status**: Dropdown menu to show orders with special status, including exceptions, shipping priority, and US vs non-US orders.



* **Download View**: Click this button to download the current view to an Excel spreadsheet.



* **Order Status Filter**: Use the dropdown menu to filter the list of orders by various status.



3..

2..

1.

1. **Order Details**: Click on the plus sign to expand the row and see the order details.
2. **Status Dropdown**: Click on the status dropdown to change the status of any order.
3. **Comment**: Click on the message icon to register a comment for any order.

**List of Tables and Views Used**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Serial No. | Table Name | View Name | Procedure Name | Purpose |
| 1. | OL\_BACKLOG\_REPORT |  |  | Report |
| 2. |  | V\_BACKLOG\_SUMMARY |  | Dashboard |
| 3. | OL\_SHIP\_REPORT |  |  | Updating manual status |
| 4. | OL\_EXCEPTION\_REPORT |  |  | Extract Exception category of each order |
| 5. | OL\_ORDER\_STATUS |  |  | Order Status details and status code |
| 6. |  |  | Proc\_ORDER\_CANCEL | Updating manual status |
| 7. |  |  | Proc\_data\_edit | Manual editing of columns |