

History Press ASR/POD Viewer - User Guide

Quick Start Guide

Loading Your Data File

1. Open the History Press ASR/POD Viewer in your web browser
2. Click the "Choose File" button under "Upload CSV File"
3. Find and select your ASR/POD CSV file
4. The data will automatically load and display in the table
 - A success message will appear briefly to confirm the load
 - If there's an error, you'll see an error message

Working with ASR/POD Data

Viewing Orders ≥ 50 Units

1. Look for the "Show ≥ 50 only" toggle switch in the top right
2. Click the toggle to show only orders with 50 or more units
 - Orders ≥ 50 units are highlighted in green
 - Click the toggle again to show all orders

Selecting and Copying Orders

1. Choose which orders to copy:
 - Click individual checkboxes for specific orders
 - Use the checkbox in the table header to select all visible orders
2. Click the "Copy Selected" button
3. The selected orders are now copied to your clipboard

Getting and Using the Template

1. Click the "Download Template" button to get the PO template
2. Open the downloaded template in Microsoft Word
3. Place your cursor where you want to paste the order data
4. Paste the copied data (Ctrl+V or right-click → Paste)
 - The data will paste as a formatted table
 - Green highlighting for ≥ 50 unit orders will be preserved

Tips and Tricks

- **Clearing Your Work:** Click "Clear Data" to start fresh
- **Finding Large Orders:** Use the ≥ 50 toggle to quickly identify larger orders
- **Multiple Selections:** You can select multiple orders before copying
- **Order Colors:**
 - Regular orders appear in white
 - Orders ≥ 50 units appear with green backgrounds

Common Issues and Solutions

Issue: File won't load

- Make sure you're using a valid ASR/POD CSV file
- Check that the file isn't open in another program

Issue: Can't see copied data after pasting

- Make sure you're pasting into a program that supports formatted tables (like Microsoft Word)
- Try using "Paste Special" if available

Issue: Toggle isn't showing any orders

- This is normal if no orders meet the ≥ 50 threshold
- Toggle back to see all orders

Need More Help?

If you encounter any issues:

1. Try refreshing your browser
2. Clear your browser cache
3. Make sure you're using a modern web browser (Chrome, Firefox, Edge, or Safari)
4. Contact technical support if issues persist