

Focus an Orders review

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Choose the required Orders work-state view and use search to identify the order records relevant to the current review.

Before you start

- Access to the Projects-Management record and Orders screen.

Steps

1. **All** on [Orders](#) — Displays the broad available Orders population.
2. **PM** on [Orders](#) — Switches to the Project Management Orders context.
3. **Planned (BOM)** on [Orders](#) — Displays planned BOM Orders.
4. **To Order (MRQ)** on [Orders](#) — Displays Orders requiring MRQ ordering review.
5. **Search** on [Orders](#) — Narrows displayed records by identifying text such as a job number, client, or job title.

Result

Narrows displayed records by identifying text such as a job number, client, or job title. Confirm this on [Orders](#).

Screens involved

[Orders](#)