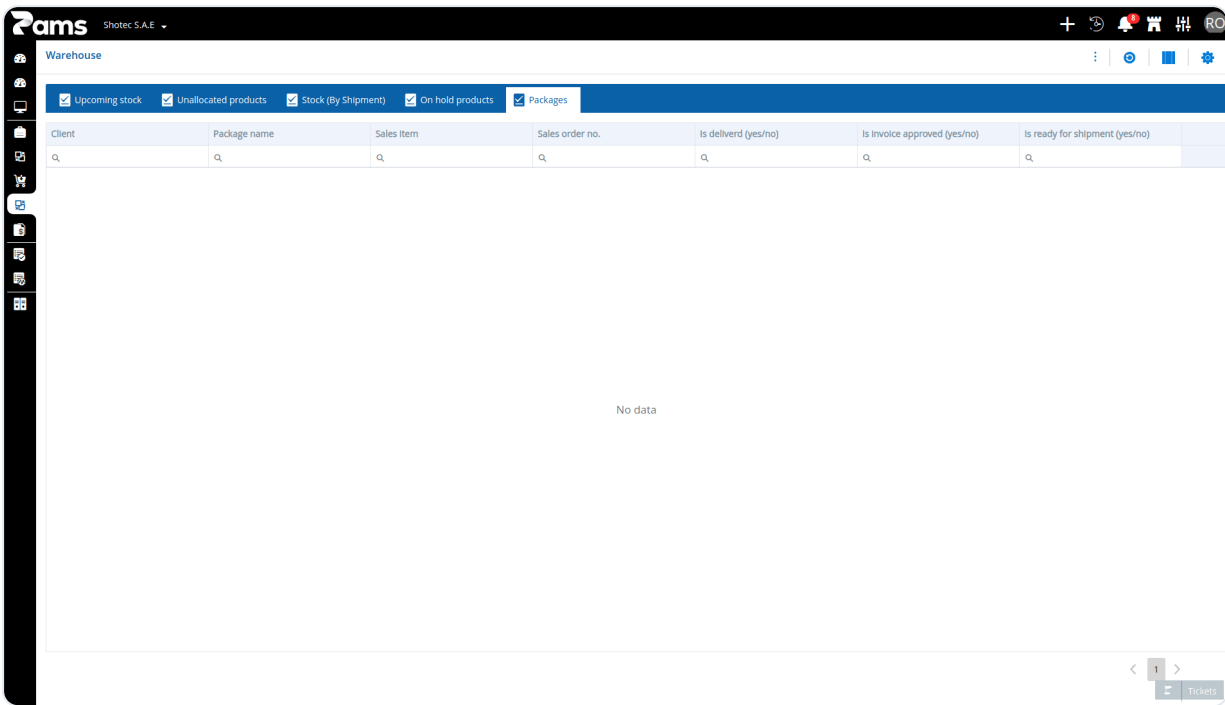


Packages

August 8, 2026

Packages

Applications > Warehouse > List



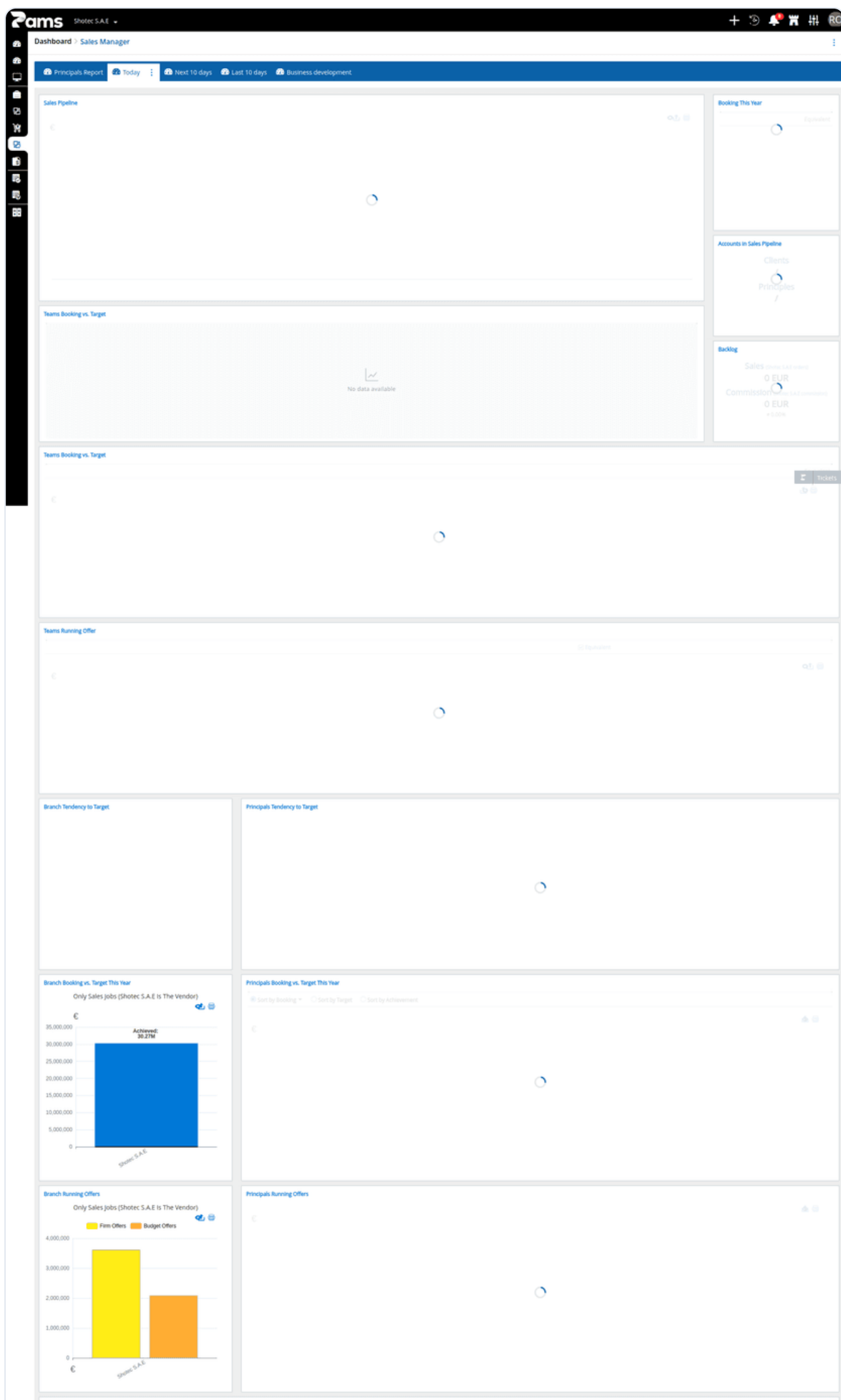
Packages

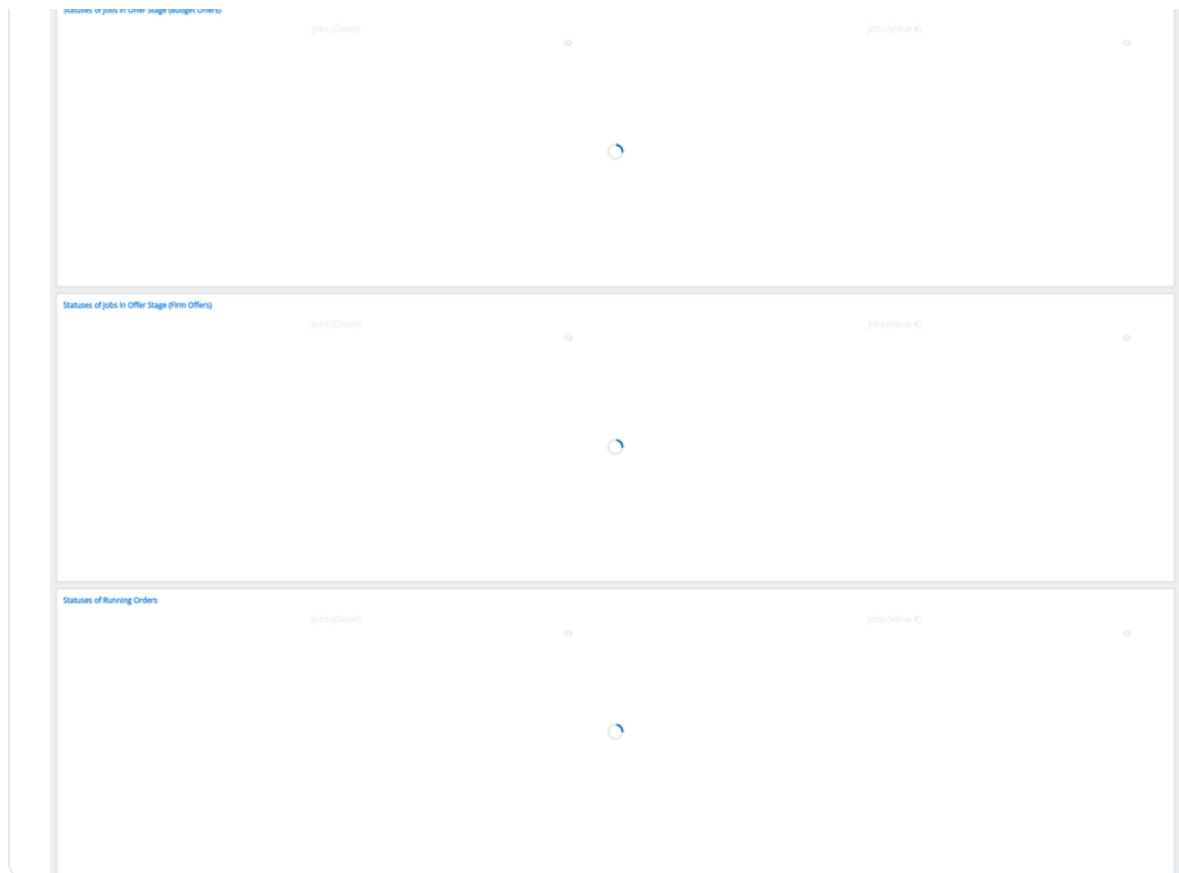
Overview

Use Packages in Warehouse to review package-related sales items by client, package name, and sales order number. Warehouse and sales users use this list to identify products that are on hold or not yet allocated, then focus their follow-up on the relevant package records. You can search, filter, adjust the list layout, and export the displayed results.

Workflow

1. Open **Warehouse**, then select **packages** to display the package list.





Packages

2. Decide whether you need a specific package or a broader list review.

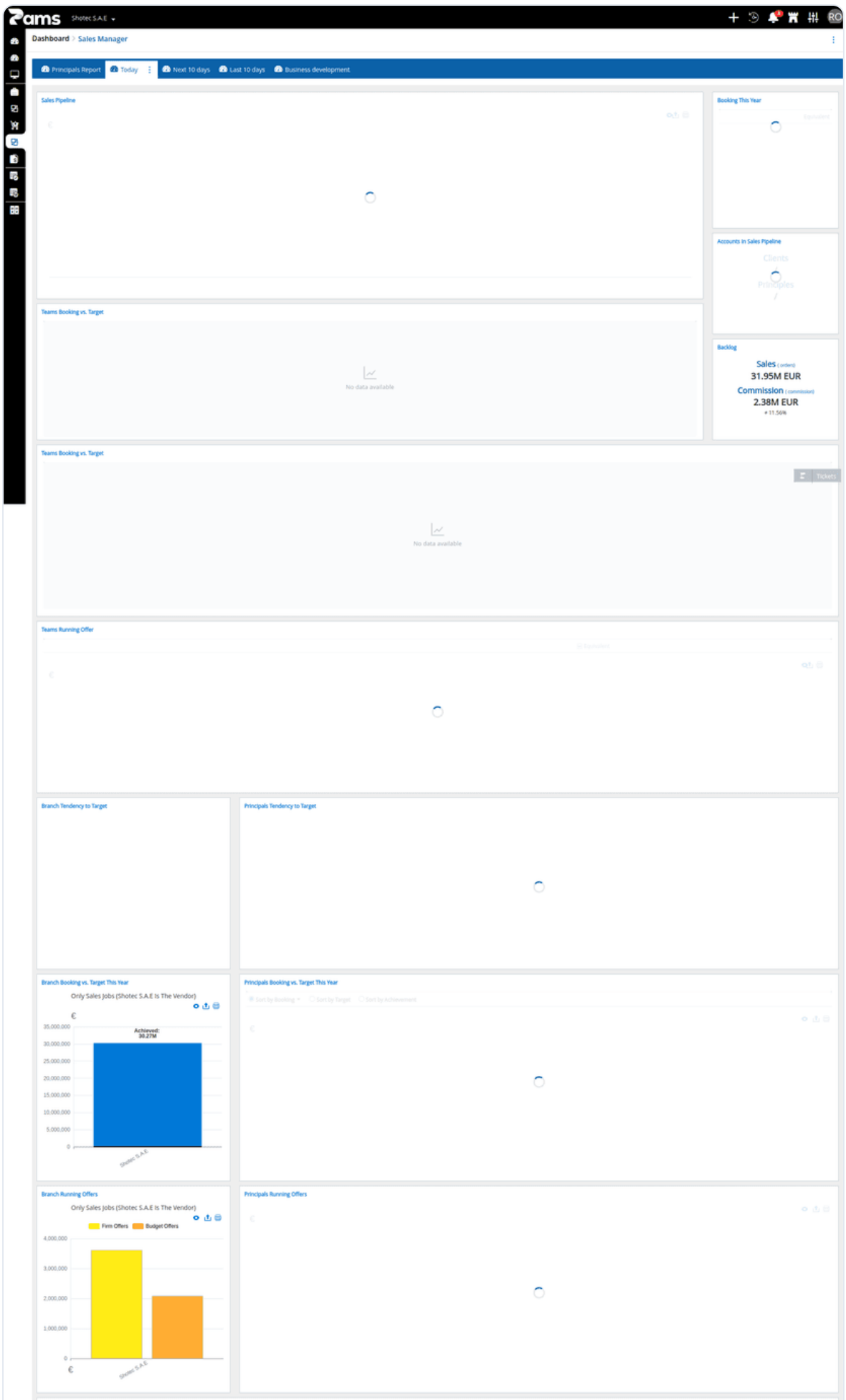
- To find a known record, enter a client, package name, sales item, or sales order number in **Search**.
- To apply the available list criteria, select **Apply filter**.
- Review the visible columns, including Client, Package name, Sales item, Sales order no., and delivery information.

Tip: Search for the sales order number when several packages have similar names.

3. Decide whether the current list layout is suitable for your review.

- Select **Standard Layout** to return to the standard list arrangement.
- Select **Columns Chooser** to choose the columns needed for the current review.
- To create a layout, select **Add Layout**, enter a value in **Layout name**, and select **Save**.
- To save changes to the selected layout, select **Update Current**.

- To remove a layout that is no longer required, select **Delete Current**.





Packages

- When the displayed list is ready for sharing or further analysis, select **Export**.

Note: Export only after applying the required search, filter, and column layout so that the exported result contains the intended package records.

On Hold Products

The **on hold products** tab contains package-related product records currently shown as on hold. Use the Client, Package name, Sales item, and Sales order no. columns to identify the affected customer package and its related sales order. Review the delivery indicator to distinguish records that have already been delivered from those requiring attention.

Unallocated Products

The **unallocated products** tab contains package-related products that are not allocated. Use this tab to review the client, package, sales item, and sales order information for products requiring allocation review. Search and filtering can help narrow the list to a particular client or order.

Examples

A warehouse user needs to review packages for a customer before discussing an outstanding order with the sales team.

1. Open **Warehouse** and select **packages**.
2. Enter the customer name in **Search**, then select **Apply filter**.
3. Review Package name, Sales item, and Sales order no. to identify the customer's package records.
4. Select the **on hold products** tab and review any products listed there for the customer.
5. Select the **unallocated products** tab to review products that are not allocated for the same customer.
6. Select **Columns Chooser** if additional visible list columns are needed for the review.
7. Select **Export** to produce an extract of the filtered package list for follow-up.

Tips

Tip: Use a saved layout when you regularly need the same package columns for operational reviews.

Warning: Selecting **Delete Current** removes the current layout. Use it only when the layout is no longer needed.

Troubleshooting

Symptom	Likely cause	Fix
The expected package is not visible.	The current search or filter is too restrictive.	Clear or revise Search , then select Apply filter again.
Important package information is not shown in the list.	The current layout does not include the required columns.	Select Columns Chooser and adjust the visible columns, or select Standard Layout .
Layout changes are not retained in the current layout.	The changes have not been saved to the selected layout.	Select Update Current . For a new layout, use Add Layout , enter Layout name , and select Save .

Related pages

- [Issue Goods](#)
- [Received](#)
- [Warehouse — Learning Path](#)
- [Warehouse — Overview](#)
- [Delivery Note](#)
- [External Service](#)
- [Inspection](#)
- [Issue Goods](#)
- [Awaiting Inspection](#)
- [Awaiting Storage](#)
- [Delivery Note](#)
- [External Service](#)
- [Inspection](#)
- [Stock](#)
- [Stock By Products](#)