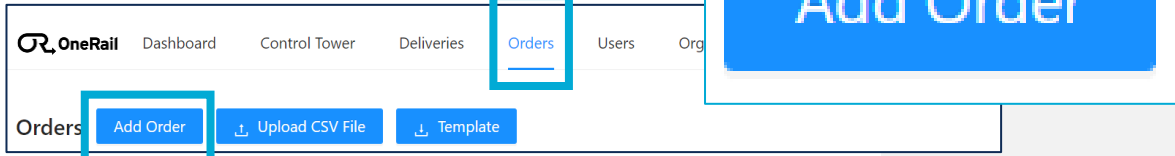
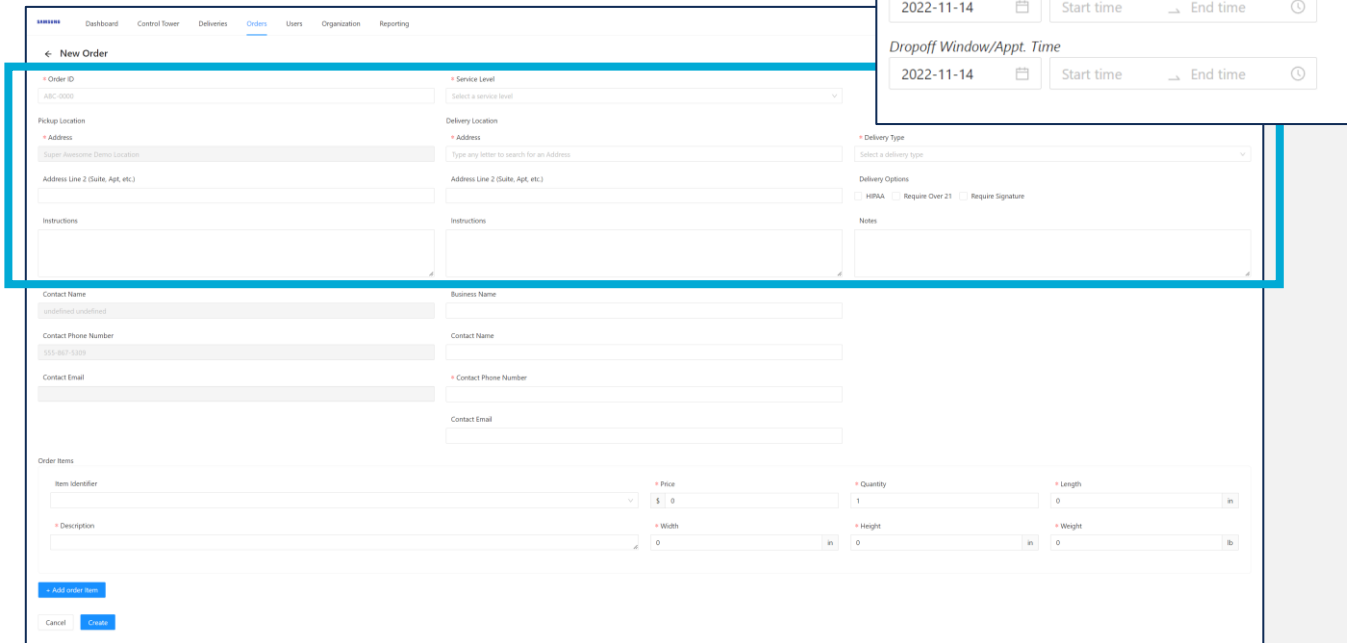


Order Entry

Manually Creating an Order



From the Orders page:
1. Select Add Order.

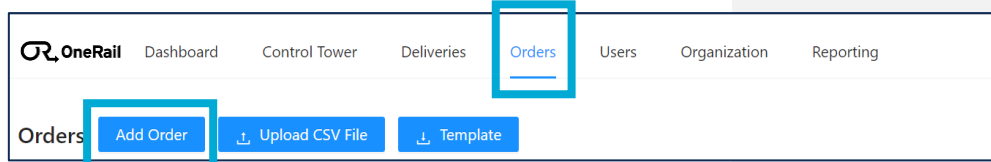


The screenshot shows the 'New Order' form in the OneRail system. The form is divided into several sections: 'Order ID' (ABC-0000), 'Service Level' (Select a service level), 'Pickup Location' (Super Warehouse Demo Location), 'Address' (Address Line 2 (Suite, Apt, etc.)), 'Delivery Location' (Type any letter to search for an address), 'Delivery Type' (Select a delivery type), 'Delivery Options' (HIPAA, Require Over 21, Require Signature), 'Notes', 'Contact Name', 'Business Name', 'Contact Phone Number', 'Contact Name', 'Contact Email', 'Contact Phone Number', 'Contact Email', 'Order Items' (Item Identifier, Price, Quantity, Length, Description, Width, Height, Weight), and 'Add Order Item' button. A blue box highlights the 'Add Order' button and the 'New Order' form. A callout box titled 'Scheduled Delivery' shows 'Delivery Windows' with 'Pickup Window/Appt. Time' and 'Dropoff Window/Appt. Time' fields, both set to 2022-11-14, with 'Start time' and 'End time' dropdowns.

2. Enter/select all needed information:
- *Store Order/CSR#*
 - *Pickup Location*
 - This may auto populate.
 - *Service Level*
 - Select **Priority, Same Day or Scheduled**.
 - If **Scheduled Delivery**, select date and time for delivery.
 - *Delivery Location*
 - Address will auto populate while typing.
 - *Delivery Type*
 - Business or Residential
 - *Delivery Options*
 - Check HIPAA, Require Over 21 and/or Require Signature if needed.
 - Special delivery *Instructions* if needed.

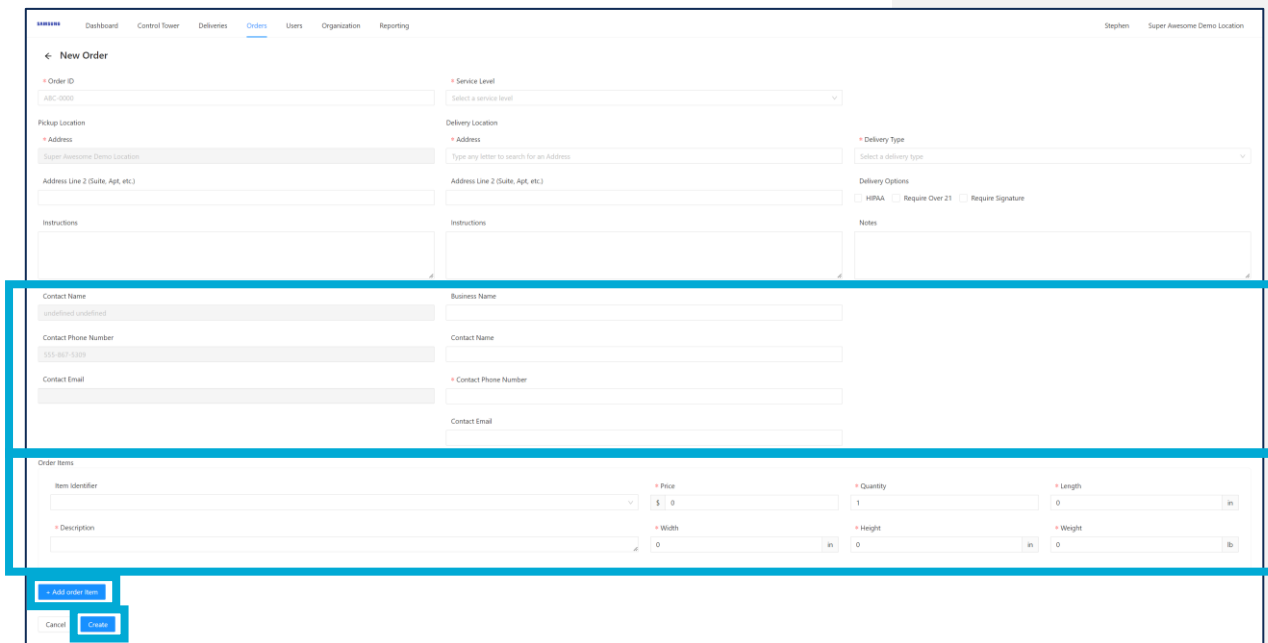
Order Entry

Manually Creating an Order Continued...



From the Orders page:
1. Select Add Order.

Scheduled Delivery



A screenshot of the 'New Order' form in OneRail. The form is divided into several sections: 'Order ID', 'Service Level', 'Pickup Location', 'Delivery Location', 'Delivery Type', 'Delivery Options', 'Notes', 'Contact Information', and 'Order Items'. The 'Add Order Item' button is highlighted with a blue box. The 'Create' button is also highlighted with a blue box.

3. Enter/select all needed information:
 - Business/Contact Information.
 - Select the Items to be delivered.
 - Enter the product number or select from dropdown and the Quantity.
4. Select **Add order items** as needed.
5. Select **Create**.
 - The order has been created.