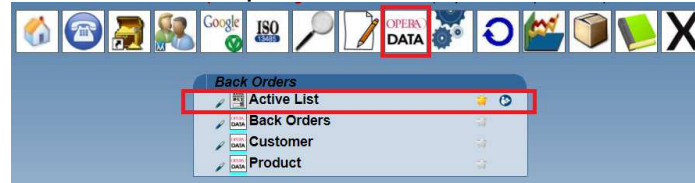# VM3COP29.02 - Goods Out - Processing the Active List

To be completed every working day after the full update has been completed.

From IntraStats, click on the 'Opera data' tab and click on, 'Active List'.

All outstanding orders will then be displayed in a list in priority/date order.

Working from the top of the list, click on the order number.

Check the notes attached to the order.

To check stock availability, click the box icon in the, 'Stock Reference' column.

This will display the quantity and location of the available stock and whether or not it is sellable.

If stock is not available on any part of the order, notes must be added. To do this, go back to the active list and click on the account number of the same line.

Locate the product which is out of stock and select your name from the drop down menu named, 'User'.

Click on the drop down menu named, 'Notes' and select the appropriate option, e.g. if the product is in production, click, 'Back Order – Production', if it is on order with the supplier, click, 'Back Order – Supplier'.

Type your notes as appropriate and click 'Add'. If you do not need to add any notes, you must still click, 'Add'.
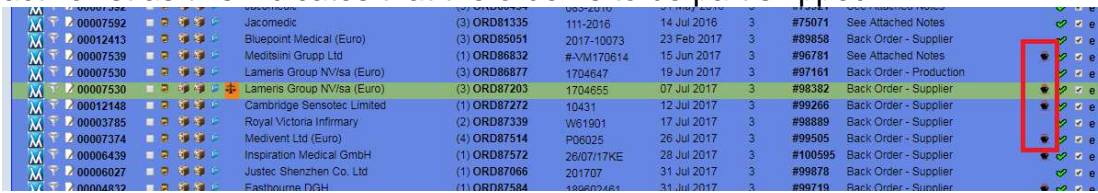
Complete this for every order except for pink lines as these orders are on hold and are not for processing yet.

For blue lines, check if there is an icon of a ship on the right hand side of the active list as this indicates that the order is to be part shipped.

If there are any yellow lines that have an icon of a pair of glasses on the right-hand side of the active list, do not pick the order as it has not yet been checked by the office. Consult with the office to have the order checked.

ALWAYS pick orders in the correct order, working from the top of the list downward. Orders MUST be picked one at a time.