## Sort by Color in PO Status Monitor

Color-coded columns in the PO Status Monitor, such as *Acknowledge Date* and *Shipping Confirmation* can now be sorted by color. This visual enhancement groups by color giving the user an at-a-glance view of purchase orders that might need immediate attention.

## How it works:

- 1. Launch Software for Hardware and from the Logo screen click the *Purchase Orders* menu selection.
- 2. Click the *PO Status Monitor* submenu selection. **Note**: you can also access the PO Status Monitor from within a Contract Job.



Sample Builders Hardware



- 3. This action opens the PO Status Monitor.
- 4. Below the search boxes located in the lower left of the screen you will see a dropdown combo box entitled, *Sort by*. Select *Backcolor* from the choices.

Search for	
Non-Exported	/
Sales Order	
All	/
Sort by	
Backcolor	/

5. In this example we will focus on the *Shipping Confirmation* color-coded column.

Shipping Confirmation
10/23/2020
2/14/2021

- 6. Upon entering the PO Status Monitor our sample data places the green purchase orders at the head of the column followed by red then yellow with white interspersed.
- 7. By clicking the column heading, to the right of the *Shipping Confirmation* label, the sorting will change as follows:



8. Continuing to click the down arrow in the column header will toggle through further color sort results.