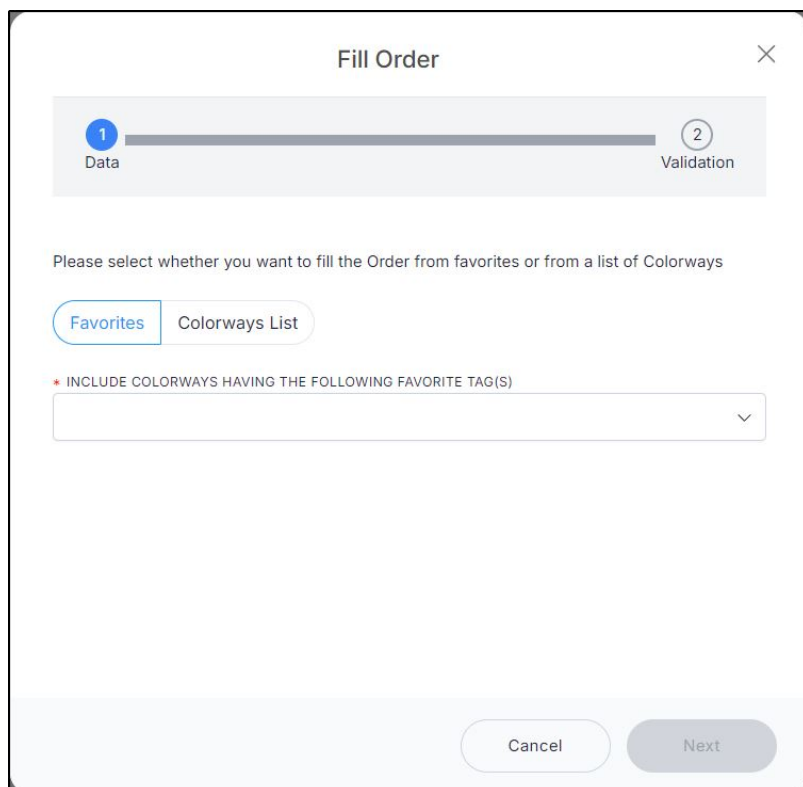


## Fill order

To add orderlines to an order, follow these steps:

1. Select the order you want, then click **Fill order**, the following window appears:



The screenshot shows a dialog box titled "Fill Order" with a close button (X) in the top right corner. At the top, there is a progress bar with two steps: "1 Data" (highlighted in blue) and "2 Validation". Below the progress bar, the text reads "Please select whether you want to fill the Order from favorites or from a list of Colorways". There are two buttons: "Favorites" (highlighted in blue) and "Colorways List". Below these buttons is a text input field with a red asterisk and the label "INCLUDE COLORWAYS HAVING THE FOLLOWING FAVORITE TAG(S)". The input field is currently empty and has a dropdown arrow on the right. At the bottom of the dialog, there are two buttons: "Cancel" and "Next".

2. Select the favorite tags you want their colorways to be added to the order, or click Colorways list if you want to paste the colorway numbers as shown below:

### Fill Order

✕

12

DataValidation

Please select whether you want to fill the Order from favorites or from a list of Colorways

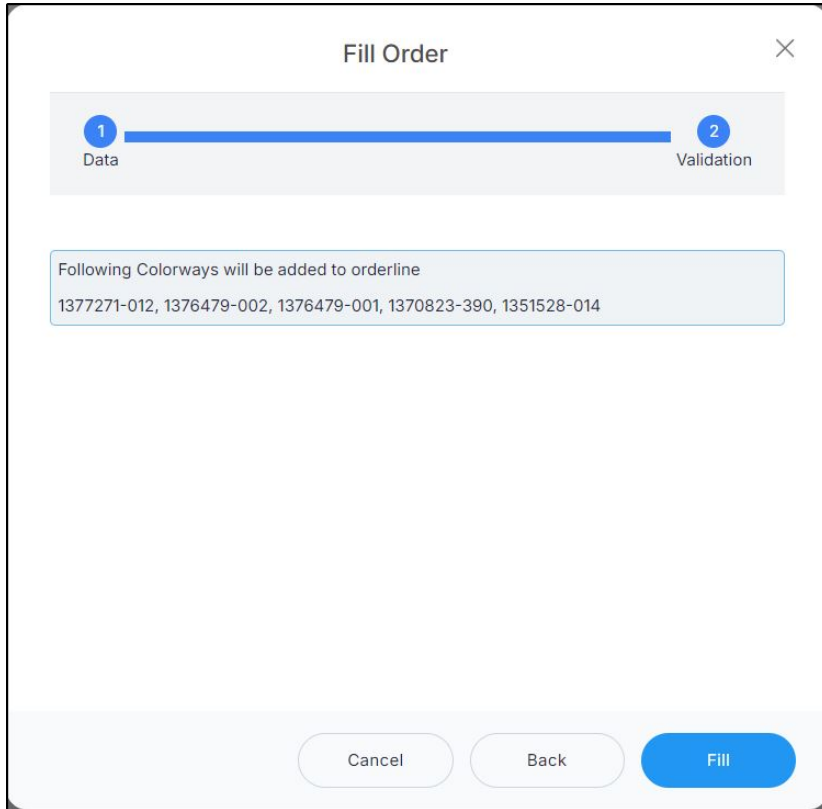
FavoritesColorways List

\* PROVIDE A LIST OF COLORWAYS (ONE COLORWAY PER LINE)

The field Provide a list of Colorways (one Colorway per line) is required.

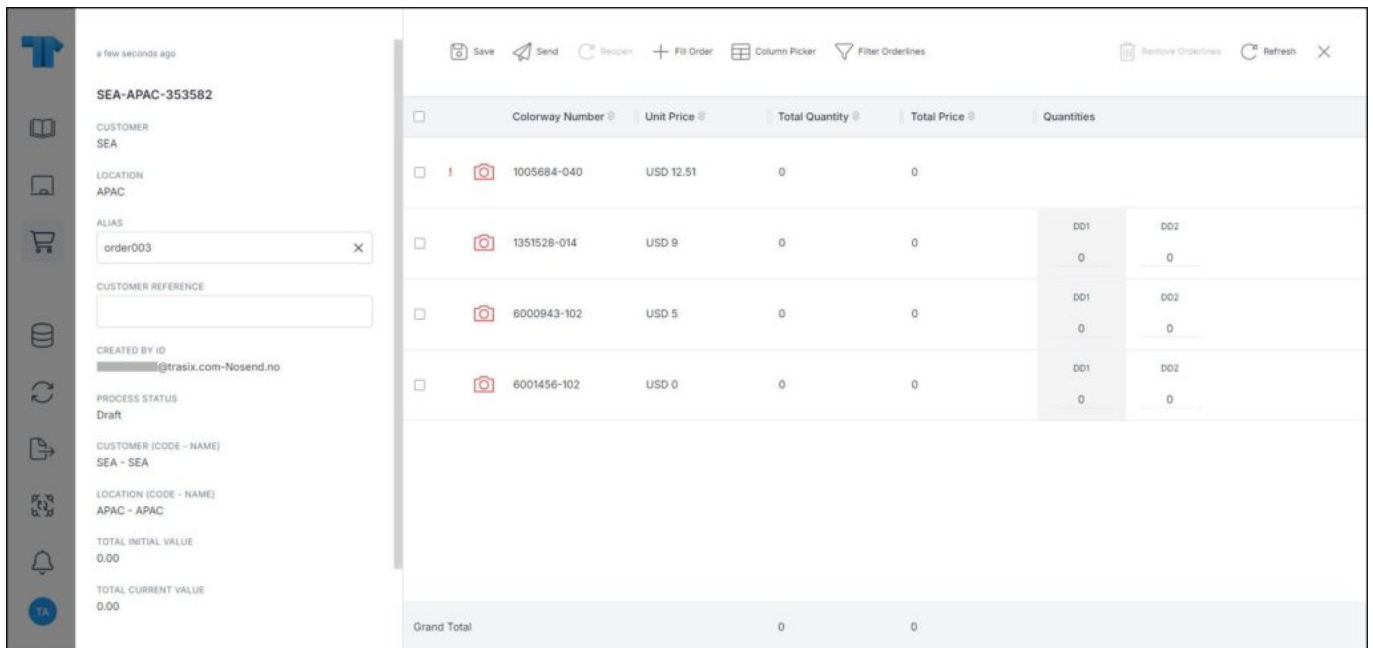
CancelNext

3. Paste the list of colorway numbers, then click **Next**, the following window appears:



If any of the colorway numbers is invalid or unavailable, a message appears on the window informing you that orderlines will not be created. Only colorways assigned to the customer's segmentation can be added to the order.

4. Click **Fill**, the orderline(s) are added to your order as shown below:



Every delivery date has a separate column as shown above. If the delivery date is not available or inactive, or the colorway does not have sizes, a tooltip appears as shown in the above example, and quantities cannot be entered. To remove any of the orderlines, click the checkbox next to it, then click **Remove orderlines**.

5. Click the delivery date you want next to the colorway, the following window appears:



The window shows the sizes of the selected orderline.

6. Enter the quantity you want to order of each size, you can move between sizes by pressing the **Tab** key,
7. Click **Apply**, the quantity and total price are updated,
8. Repeat the above steps to add more orderlines and add their quantities.
9. Click **Save** to save the changes done to the order and the order is synchronized with T1.

The order status is still "Draft". You can send it to T1 as mentioned next.