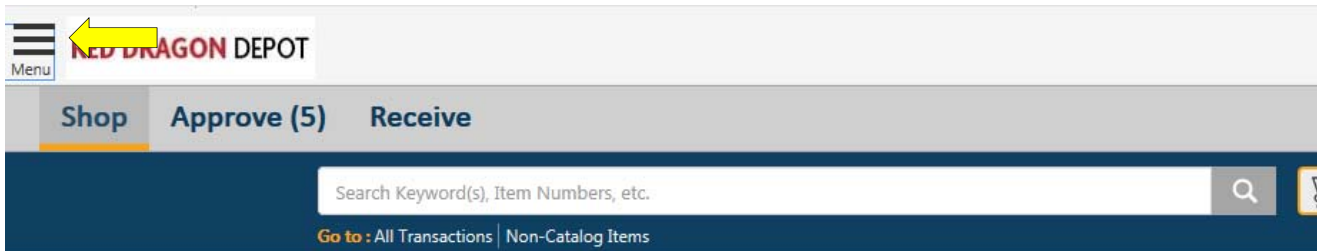


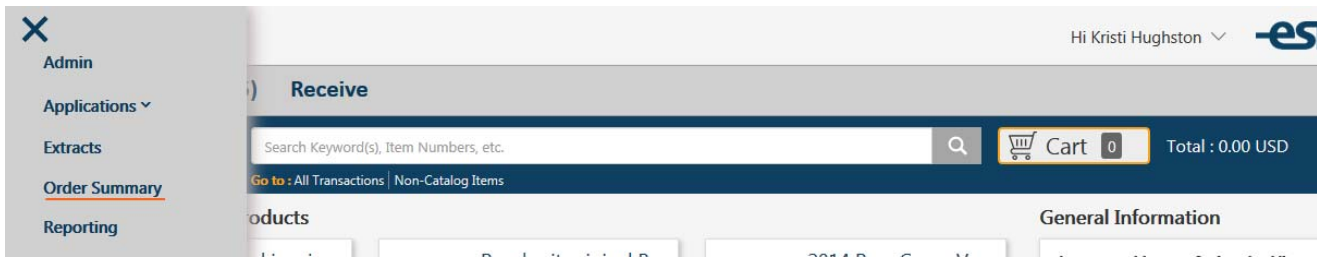
Order Summary:

To view orders you can find them on your Receive tab or you can use the Order Summary option. The Order Summary option may be faster when looking for something specific.

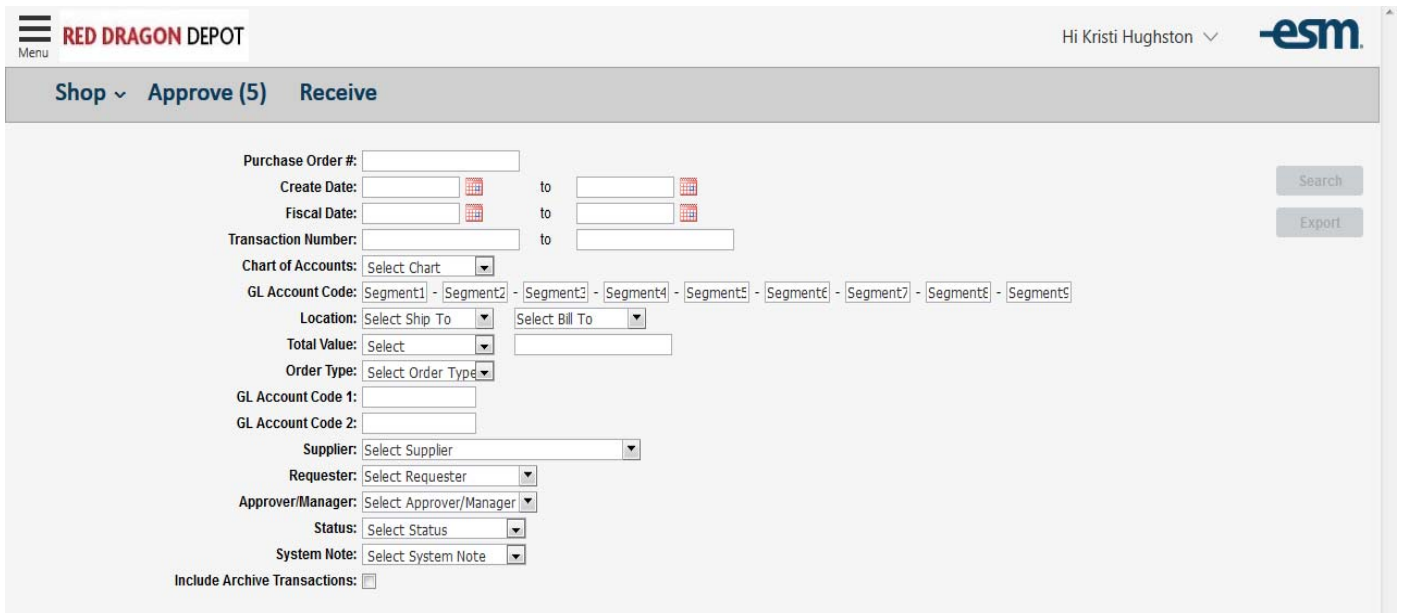
Select the black lines above Menu:



Select Order Summary:



This page will appear:



The information can be exported as an excel spreadsheet. When this option is chosen the report is automatically emailed to you.

You can search by any of these fields to find specific information. You can search by Requestor by typing your name in the field. This function will show all orders of your orders. This can be seen below.

The screenshot shows the ESM Purchase application interface. At the top, there is a navigation bar with the RED DRAGON DEPOT logo, a user profile for 'Hi Kristi Hughston', and the ESM logo. Below the navigation bar, there are tabs for 'Shop', 'Approve (5)', and 'Receive'. The main area contains a search form with various filters: Purchase Order #, Create Date, Fiscal Date, Transaction Number, Chart of Accounts, GL Account Code, Location, Total Value, Order Type, GL Account Code 1, GL Account Code 2, Supplier, Requester, Approver/Manager, Status, and System Note. There is also an 'Include Archive Transactions' checkbox. To the right of the search form are 'Search' and 'Export' buttons. Below the search form is an 'Order Summary Results' section with a table showing a list of orders. The table has columns for Trans #, Create Date, Requester, Supplier, PO #, Status, System Note, and Total Value. The table contains four rows of data.

Trans # ▲	Create Date	Requester	Supplier	PO #	Status	System Note	Total Value
650573	04/03/2017	Kristi Hughston :Room 309	Staples Business Advantage	16740	Received	History	15.45 USD
664580	04/14/2017	Kristi Hughston :Room 309	Amazon	320557	Closed	History	7.99 USD
674347	04/24/2017	Kristi Hughston :Room 309	FM Office Products	320578	Closed	History	8.38 USD
686690	05/04/2017	Kristi Hughston :Room 309	Amazon	320592	Closed	History	21.98 USD

By selecting the transaction number link on the left, the order will open in a new window: There is an option to view and print the order from this screen.

The screenshot shows a browser window titled 'ESM Purchase - Mozilla Firefox' with the URL 'https://eprocurement.esmsolutions.com/Receive/BindReceiveMasterData?fromOrderSummary=true&requisitionId=664580'. The interface displays the details for transaction # 664580. On the left, there is a list of details including Transaction #, Transaction Name, User Group, Cart Originator, Requester, Create Date, Supplier, Total Line Items, and Total Value. On the right, there is a summary section with Payment Form, Release Method, Order Type, External Note, Internal Note, Ship To - Attn, Commodity Code, Fiscal Date, Purchase Order #, Aux Field 1, and Aux Field 2. At the bottom right, there are buttons for 'Refresh', 'Open', and 'Print', along with a 'Next Step' dropdown menu set to 'Re-Open Order'. The footer contains the ESM logo, copyright information, and support contact details.