

114646 PURCHASE ORDERS – BULK UNLOCK OPTION

1 INTRODUCTION

A new *Bulk Unlock Purchase Orders* option has been added to the *Purchase orders > Utilities* menu.

This can be used to unlock a group of locked orders with one click.

2 BENEFITS

- ✓ If have a problem when bulk emailing orders and need to unlock a batch of orders, this is much faster than previous

3 SETUP

3.1 WORKGROUP SECURITY

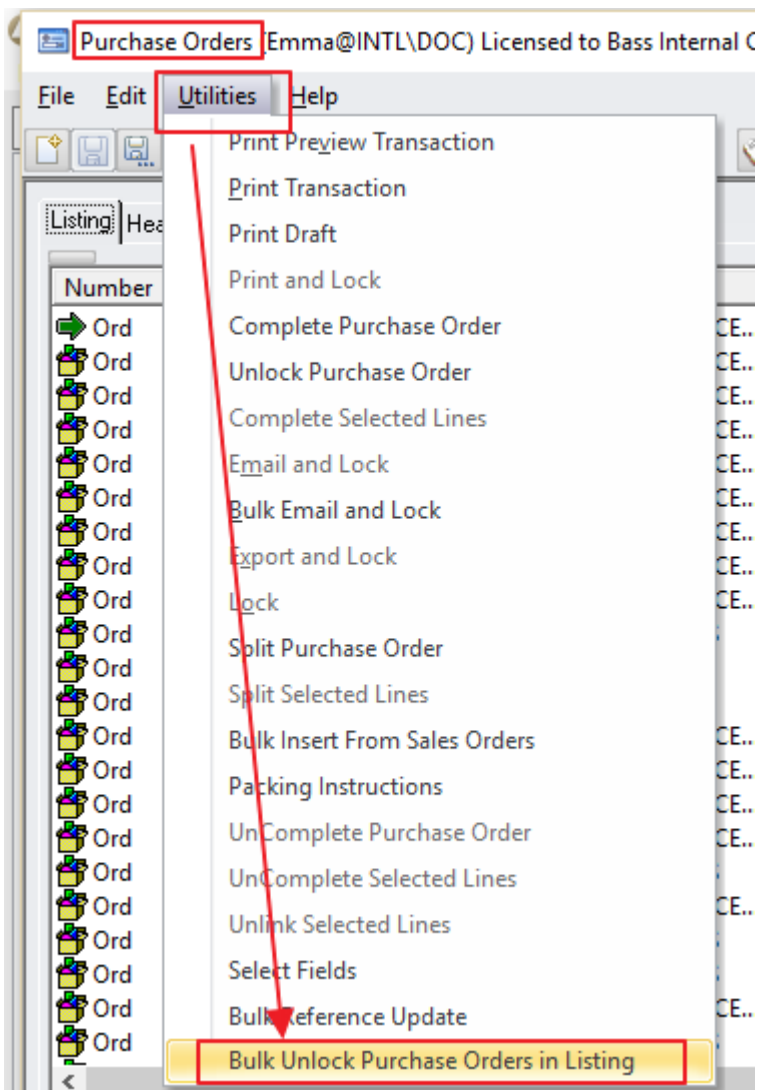
There is a new security entry to control access to this feature:

> *Purchase orders > Bulk Unlock Purchase orders*

R	A	E	D	Application Name
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Pallet processing
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Person Subsidies
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Persons Application
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Planning
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Printer Setup
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Production
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Products
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Purchasing
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Retail
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Retail POS
R	A	E	D	Form Name
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Bulk Unlock Purchase Orders
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Bulk reference update

4 DESCRIPTION / USAGE

A new option has been added to the *Purchase Orders > Utilities* menu.



The process to use this feature is:

1. Open *Purchase Orders* menu entry
2. Run a query to include all of the orders to be unlocked
3. Select > *Utilities* > *Bulk Unlock Purchase Orders in Listing*
4. See confirmation dialog – click *Yes*

