

# How to see ALL jobs for your site

When you logon to our web submission site, notice a new TAB on the left side next to HOME, called ADMINISTRATION. (If you don't see the Administration TAB, please email [ramzi@pps.net](mailto:ramzi@pps.net))

1. Click on Administration TAB
2. Click on Dynamic Query Tool

The screenshot shows the PPS web submission site interface. At the top, there is a navigation bar with 'HOME' and 'ADMINISTRATION' tabs. A red arrow labeled '1' points to the 'ADMINISTRATION' tab. Below the navigation bar, there is a search box labeled 'Search Product' and a 'SHOP BY CATEGORY' dropdown menu. The main content area features a red banner with the text 'Prepare for the new school year and order early' and a list of items: 'Parent/Student Handbook', 'Staff Handbook', and 'Scott Foresman'. Below the banner, there is a 'Administration' tab and an 'Operator View' button. The main content area is titled 'Home' and features a grid of tiles. A red arrow labeled '2' points to the 'Dynamic Query Tool' link in the 'Business Reports' tile. The 'Business Reports' tile also includes links for 'Reports' and 'Customer Order History'. Other tiles include 'USERS / ACCESS' with links for 'Assign CSRs' and 'Users', and 'SITE CONFIGURATION' with links for 'Print Services' and 'Auto Submission'.

3. Select your school from the list

Search:

Show: 10 1-10 of 10 < Prev 1 Next >

	Name	Root Table	Description	
<input type="radio"/>	<a href="#">Capitol Hill</a>	Orders		<input type="checkbox"/>
<input type="radio"/>	<a href="#">Inventory Query</a>	Inventory	CalendarDateFormat	<input type="checkbox"/>
<input type="radio"/>	<a href="#">Inventory Usage Query</a>	Orders	System Capabilities	<input type="checkbox"/>
<input type="radio"/>	<a href="#">Jackson</a>	Orders		<input type="checkbox"/>
<input type="radio"/>	<a href="#">Pubtech</a>	Orders		<input type="checkbox"/>
<input type="radio"/>	<a href="#">Spending Account</a>	Spending Account	Spending Account	<input type="checkbox"/>
<input type="radio"/>	<a href="#">Spending Account Usage By Department</a>	Spending Account	Spending Account Usage By Department	<input type="checkbox"/>
<input type="radio"/>	<a href="#">Spending Account Usage By User</a>	Spending Account	Spending Account Usage By User	<input type="checkbox"/>
<input type="radio"/>	<a href="#">Stephenson Orders</a>	Orders		<input type="checkbox"/>
<input type="radio"/>	<a href="#">View all</a>	Orders		<input type="checkbox"/>

4. From the report setting window, select VIEW

4

Name  Description

Root Table

**Add Column:**

- Orders
  - Order #
  - User #
  - Order Status #
  - Total Cost
  - Order Date
  - Comments
  - Billing Address Id
  - Order Placed At
  - Order Due Date
  - Company #
  - Special Instruction
  - Confirmation #
  - Purchase Order #
  - Reward #
- Users
  - User #
  - Account Status
  - User Name

**Design Mode**

Column Header	Actions
+ Order #	
+ Total Cost	
+ Order Date	
+ First Name	
+ Last Name	
+ Department	
+ Status	

**Filters**

Column Header	Operators	Parameters	And/OR	Actions
+ Department	Equal To	Capitol Hill	And	

5. You should get a new window listing the first 50 jobs for your site
6. Click on EXPORT from top menu
7. Click on EXPORT in the small window

Name Capitol Hill Description

Root Table Orders

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Back **Export** 6 5

**Filters**

Column Header	Operators	Parameters	And/OR	Actions
Department	Equal To	Capitol Hill	And	

Apply Filter To Query

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**View**

Only top 50 records are displayed.To view complete data, please export the query.

Order #	Total Cost	Order Date	First Name	Last Name	Department	Status
348	15.3800	7/19/2016 12:11:30 PM	Jocelyn	Gary	Capitol Hill	Shipped
349	15.3800	7/19/2016 12:14:14 PM	Jocelyn	Gary	Capitol Hill	Shipped
350	2.3800	7/19/2016 12:16:46 PM	Jocelyn	Gary	Capitol Hill	Shipped
351	49.0500	7/19/2016 12:22:38 PM	Jocelyn	Gary	Capitol Hill	Shipped
352	49.0500	7/19/2016 12:25:25 PM	Jocelyn	Gary	Capitol Hill	Shipped
353	49.0500	7/19/2016 12:28:54 PM	Jocelyn	Gary	Capitol Hill	Shipped
354	49.0500	7/19/2016 12:32:38 PM	Jocelyn	Gary	Capitol Hill	Shipped
355	42.3000	7/19/2016 12:36:11 PM	Jocelyn	Gary	Capitol Hill	Shipped
356	42.3000	7/19/2016 12:39:52 PM	Jocelyn	Gary	Capitol Hill	Shipped
357	4.7500	7/19/2016 12:42:56 PM	Jocelyn	Gary	Capitol Hill	Shipped
358	6.9500	7/19/2016 12:43:40 PM	Jocelyn	Gary	Capitol Hill	Shipped
359	5.8500	7/19/2016 12:44:30 PM	Jocelyn	Gary	Capitol Hill	Shipped
360	5.8500	7/19/2016 12:45:25 PM	Jocelyn	Gary	Capitol Hill	Shipped
370	2.6400	7/21/2016 8:33:06 AM	Jocelyn	Gary	Capitol Hill	Shipped
550	6.2000	7/27/2016 10:37:53 AM	Jocelyn	Gary	Capitol Hill	Shipped
728	17.1000	8/3/2016 12:25:55 PM	Annie	Westfall	Capitol Hill	Shipped
729	5.4000	8/3/2016 12:27:35 PM	Annie	Westfall	Capitol Hill	Shipped
730	13.1200	8/3/2016 12:30:29 PM	Annie	Westfall	Capitol Hill	Shipped
554	279.4000	7/27/2016 11:29:44 AM	Joy	Williams	Capitol Hill	Canceled
626	279.4000	7/29/2016 2:43:29 PM	Joy	Williams	Capitol Hill	Shipped

Back **Export**

**Filters**

Column Header	Operators	Parameters	And/OR	Actions
Department	Equal To	Capitol Hill	And	

Apply Filter To Query

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349	15.3800					Shipped
350	2.3800					Shipped
351	49.0500					Shipped
352	49.0500					Shipped
353	49.0500					Shipped
354	49.0500	7/19/2016 12:32:38 PM	Jocelyn	Gary	Capitol Hill	Shipped
355	42.3000	7/19/2016 12:36:11 PM	Jocelyn	Gary	Capitol Hill	Shipped
356	42.3000	7/19/2016 12:39:52 PM	Jocelyn	Gary	Capitol Hill	Shipped
357	4.7500	7/19/2016 12:42:56 PM	Jocelyn	Gary	Capitol Hill	Shipped
358	6.9500	7/19/2016 12:43:40 PM	Jocelyn	Gary	Capitol Hill	Shipped

**Export** X

Type : Unicode (UTF-8)

Field Delimiter : ,

**Export**

7

8. You should see a new selection show up next to Export, DOWNLOAD
9. Click on DOWNLOAD to download a spreadsheet of ALL of you jobs

[Log in as buyer](#) | Welcome Ramzi Abu-Adas! [Logout](#)  
 Operator View Go

Storefront Administration

Name Capitol Hill Description

Root Table Orders

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Back Export **Download**

**Filters**

Column Header	Operators	Parameters	And/OR	Actions
Department	Equal To	Capitol Hill	And	

Apply Filter To Query

Query Result Viewer

Name Capitol Hill Description

Root Table Orders

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Back Export **Download**

**Filters**

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Apply Filter To Query

**View**

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360	5.8500	7/19/2016 12:45:25 PM	Jocelyn	Gary	Capitol Hill	Shipped

tmpdd8f23a3-6313-....csv Show all downloads...

10. Depending on what browser you use, you downloaded file might show up at bottom of browser, or you can find it in your DOWNLOAD folder