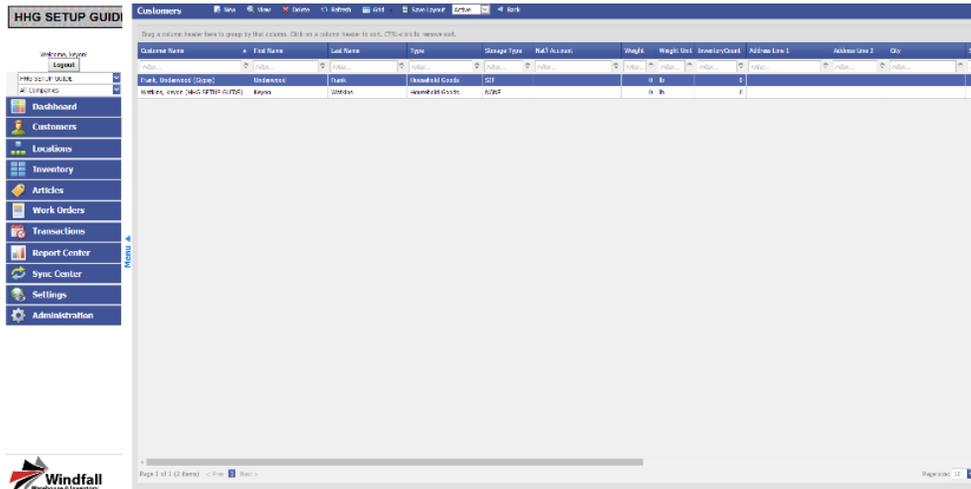
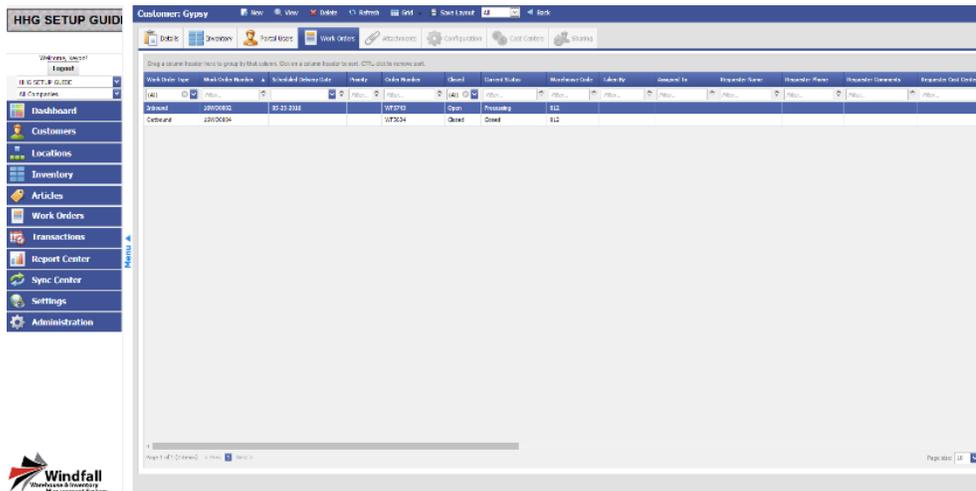


HHG Process – Exporting an Outbound Work Order

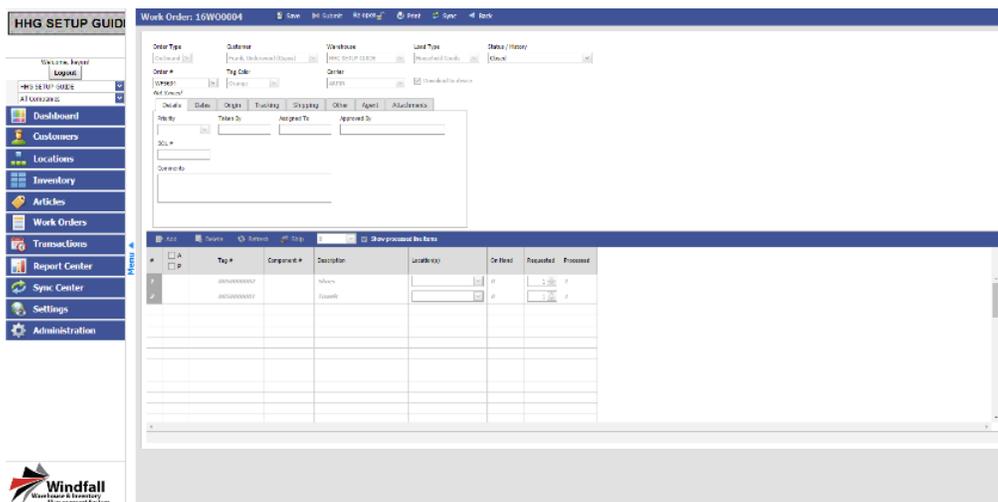
- **Open the Outbound Work Order**
 - Click on the Customer button on the Dashboard. The Customer List screen will appear displaying all customers.



- Click on the Work Orders tab to open the work orders from this specific Customer.

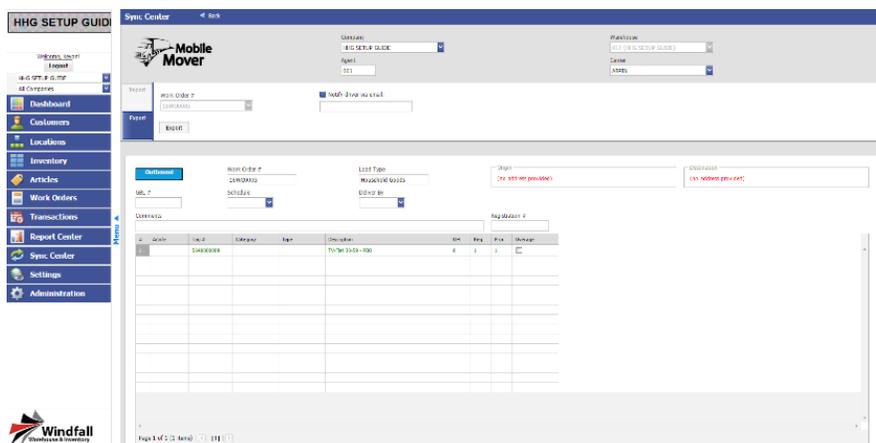


- From the Work Orders tab all available work orders will be displayed. In this case both the original Inbound Work Order and the previously created Outbound Work Order will be displayed.
- Click on the outbound work order to view the line items.

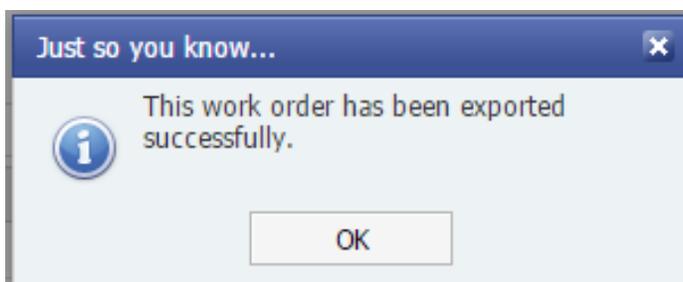


- **Export the Work Order**

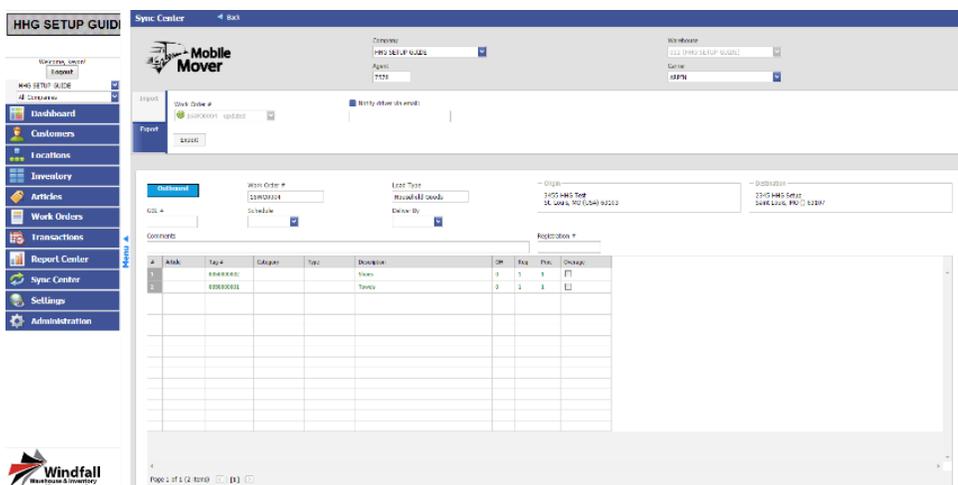
- From the Open work order click on the Sync button.
- The FastTrack Sync Center will be displayed with the Work Order number present and the line items displayed below.
- There is an option to notify a driver via email. This will send the driver an email with the order number along with instruction on how to download the order to their device.
- Click the **Export** button to send this order back to the sync server. A pop up will appear confirming the order was successfully exported.



- Click OK.



- The export will occur and the order is now updated with a green check mark next to the work order number.



The screenshot shows the 'Sync Center' interface for 'Mobile Mover'. The 'Work Order #' is 123456789. The 'Status' is 'Synced' with a green checkmark. The 'Last Sync' is '2016-01-01 10:00:00'. The 'Export' button is visible. Below the main form is a table with columns: 'Item #', 'Type', 'Category', 'Type', 'Description', 'QTY', 'Rate', 'Price', and 'Discount'. The table contains one row with '123456789' in the 'Item #' column and 'Tapes' in the 'Description' column. The 'QTY' is 1, 'Rate' is 1, and 'Price' is 1. The 'Discount' column is empty. The page footer shows 'Page 1 of 1 (2 Items)'.