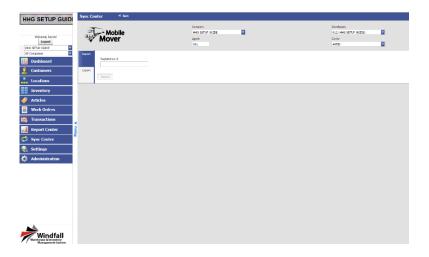


HHG – Importing an Order

HHG Process – Importing an Order

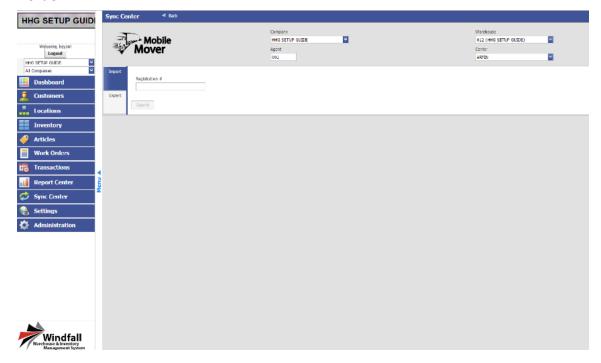
1. Sync Center

- a. From the Dashboard click the Sync Center button.
- **b.** The Sync Center is where the imports and export of orders occur



2. Importing an Order

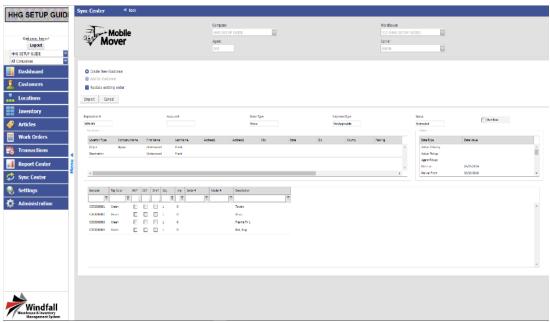
- a. Type in the Order number then click Search.
- **b.** A search will occur and the order will be found and displayed with the option to import the order.





HHG – Importing an Order

c. Once imported an Inbound Work Order will appear listing all the items that were part of the shipment



d. The Inbound Work Order is used to confirm all items that were part of the shipment have been received by the warehouse.

