


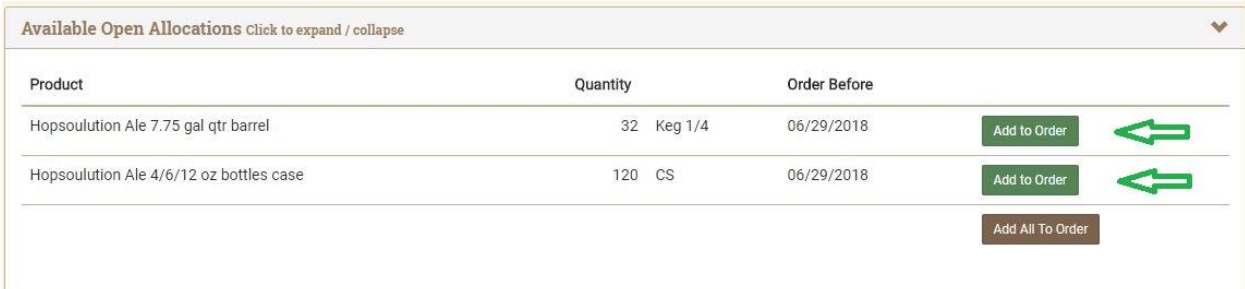
## Adding Allocated items to an Order

If you have chosen a date where open allocations are available, you will see the **Available Open Allocations** drop down.





The screenshot shows the top section of the order management interface. It includes three main panels: 'Add Items' with a search bar and an 'Add to Order' button; 'Truck Capacity' with a value of 45000 lbs and an 'Update' button; and 'Order Weight' showing 0.00 lbs and 45000 lbs remaining. Below these panels is a grey bar labeled 'Available Open Allocations' with a right-pointing arrow. A green arrow points down from the 'Add to Order' button in the 'Add Items' panel to the 'Available Open Allocations' bar.

Once opening the drop down you will see a full list of allocated products available to order for that week. You can then add each item individually by clicking the **Add to Order** button.



The screenshot shows the 'Available Open Allocations' dropdown menu expanded. It contains a table with the following data:

Product	Quantity	Order Before	
Hopsolution Ale 7.75 gal qtr barrel	32 Keg 1/4	06/29/2018	<b>Add to Order</b> 
Hopsolution Ale 4/6/12 oz bottles case	120 CS	06/29/2018	<b>Add to Order</b> 
			<b>Add All To Order</b>

Or you have the option to click **Add All To Order** adding all of the allocations available for that week.



The screenshot shows the 'Available Open Allocations' dropdown menu expanded, identical to the previous one. A green arrow points to the 'Add All To Order' button at the bottom right of the table.

Once you have added allocated items, the remainder of the ordering process will function the same way. Allowing you to edit and add more items as needed to fill out your order.

Item Id	Name	Quantity
1000128	Hopsoulution Ale 7.75 gal qtr barrel 16 per pallet	32 

Original Allocation of 32 Qtrs

1001076	Pallets	Item Id	Name	Quantity
		1000128	Hopsoulution Ale 7.75 gal qtr barrel 16 per pallet	16  Edited to 16
		1001076	Pallets	1

**Submit Order**

After you **Submit Order**, your open balance quantity will update and it will show the remainder left to order the next time you place an order.

**Allocation balance will remain unchanged until you click Submit; please note any draft orders will not update your allocation balance.**

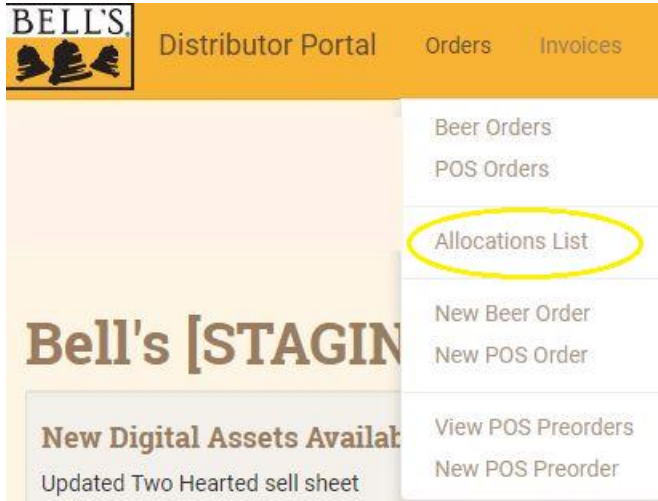
Available Open Allocations <small>Click to expand / collapse</small>			
Product	Quantity	Order Before	
Hopsoulution Ale 7.75 gal qtr barrel	16 Keg 1/4	06/29/2018	<input type="button" value="Add to Order"/>
Hopsoulution Ale 4/6/12 oz bottles case	120 CS	06/29/2018	<input type="button" value="Add to Order"/>
			<input type="button" value="Add All To Order"/>

The **Order Before date** will show you the last week you are able to order the product.

Available Open Allocations <small>Click to expand / collapse</small>			
Product	Quantity	Order Before	
Hopsoulution Ale 7.75 gal qtr barrel	16 Keg 1/4	06/29/2018	<input type="button" value="Add to Order"/>
Hopsoulution Ale 4/6/12 oz bottles case	120 CS	06/29/2018	<input type="button" value="Add to Order"/>

## Full Allocation List

If you would like to look at your full allocations list. Click on the **Orders** drop down, then select **Allocation List**



This will bring up your full list of **available open allocations**. This shows the remaining balance by product and also shows the date the product will start shipping.

### Available Open Allocations

Show 10 entries Search:

Account	Item Id	Item Name	Quantity	Begin Ordering
	1000181	Oberon Ale 2/1.32 gal party cans	4500	2018-05-09
	1000201	Pooltime Ale 4/6/12 oz cans case	3300	2018-04-30
	1000127	Hopsolution Ale 4/6/12 oz bottles case	1260	2018-04-09
	1000179	Oberon Ale 15.5 gal half barrel	272	2018-03-05
	1000200	Pooltime Ale 15.5 gal half barrel	88	2018-04-30