

# How to Search Open Line Position Status

The screenshot shows the 'My Account' page with the 'Open Positions' section active. The search criteria are: Client ID (empty), PO Number (empty), Order Status (dropdown), Bendix Order Number (empty), Order Date From (09/01/2018), Order Date To (10/28/2020), and Bendix Part Number / Customer Part Number (empty). The 'Show orders from coworkers' checkbox is checked. The search results show 594 open positions found, with a table listing the first 10 results.

Order Category	Order Date ↓	Order Number	PO Number	Part No.	Type Number	Description	Open Qty	Open Total USD	Estimated Delivery Date
WEB	10/08/2020	0002990495	7890	109685	AD-9	Air Dryer	1	\$145.43	
WEB	10/07/2020	0002990458	798798797979534567	109685	AD-9	Air Dryer	50	\$143.98	
WEB	09/30/2020	0002990285	232323	109685	AD-9	Air Dryer	1	\$145.43	
WEB	09/26/2020	0001990027	2509202074302	800516	MV-3	Dash Valve	1	\$152.75	09/28/2020
WEB	09/24/2020	0002990075	4567890-	109685	AD-9	Air Dryer	1	\$145.43	
WEB	09/24/2020	0002990075	4567890-	109685	AD-9	Air Dryer	4	\$145.43	
WEB	09/22/2020	0002990031	fxkff	109685	AD-9	Air Dryer	1	\$145.43	
WEB	09/22/2020	0002990029	12344321	800516	MV-3	Dash Valve	1	\$152.75	10/01/2020
WEB	09/19/2020	0005991274	32323232	109685	AD-9	Air Dryer	1	\$145.43	
WEB	09/18/2020	0005991266	555	109685	AD-9	Air Dryer	1	\$145.43	

- Go to 'My Account' and from 'My Orders' select 'Open Positions'
- Change Client ID (if multiple IDs available). User can search open positions based on PO number, Order Status combination or Bendix Order Number.
- The Order Date From and Order Date To fields are mandatory
- User can refine search results based on Knorr-Bremse Part Number / Customer Part Number
- Customer Administrators have the ability to search orders made by coworkers and keep track of all open positions pertaining to their account
- Users can click on individual PO numbers or Knorr-Bremse Order numbers to see order details
- Users can click on the 'Export' button and export the entire list into an excel file