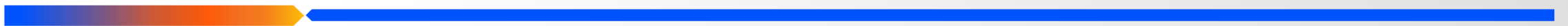
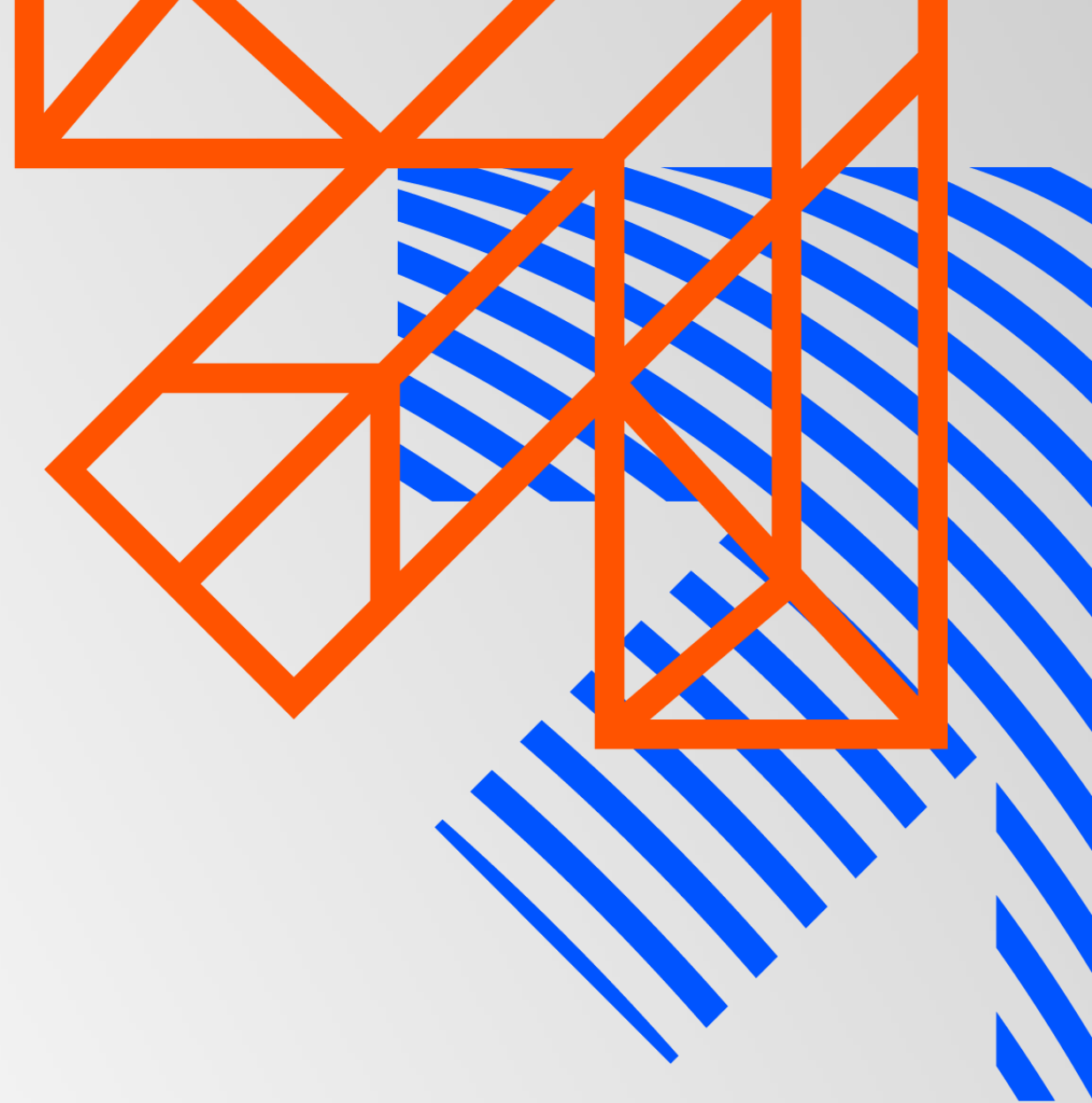




# ORDER ONLINE MANUAL

**DATASAFE LIMITED**





# Contents

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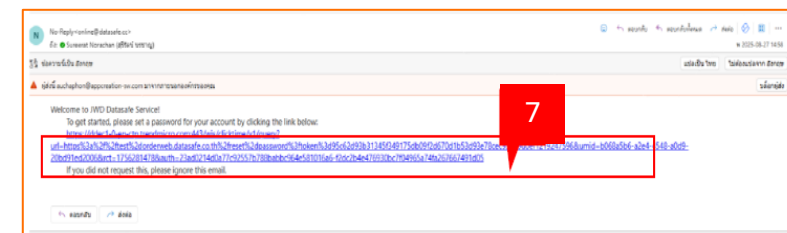
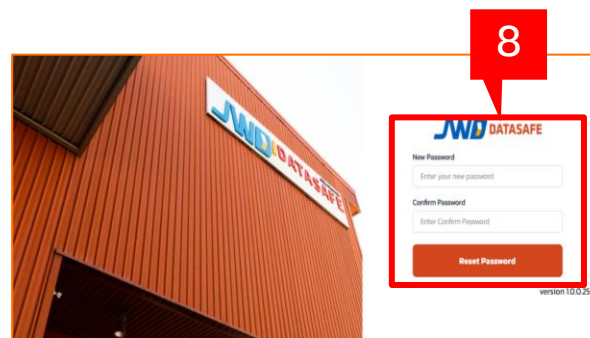
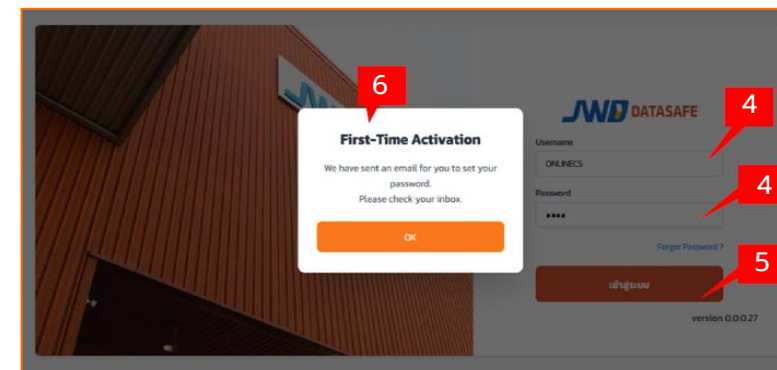
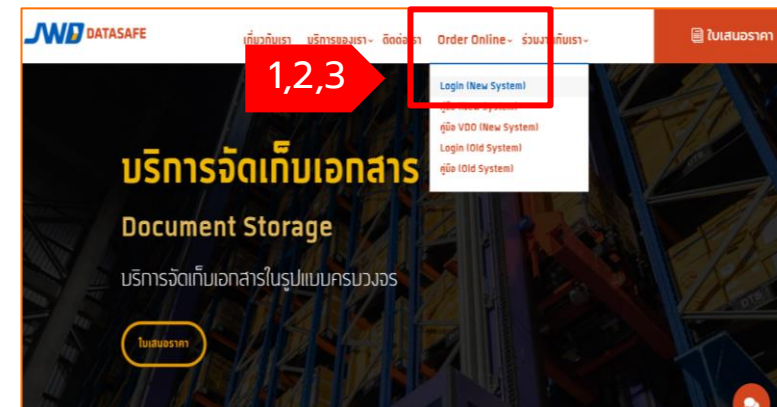
# How to Log-in Into system

# Step 1 : First-Time Login Activation

1. Go to [www.datasafe.co.th](http://www.datasafe.co.th)
2. Go to Order Online
3. Select **“Login (New System)”**.
4. Fill in username and password. (The user will receive from Datasafe’s staff)
5. Click **“Log-in”** button.
6. First-Time Activation will appear, prompting you to change your password via an email.
7. The system will send change password link to your register e-mail.
8. The system will prompt the customer to set a new password. Upon success, the customer can log in using the username and new password.

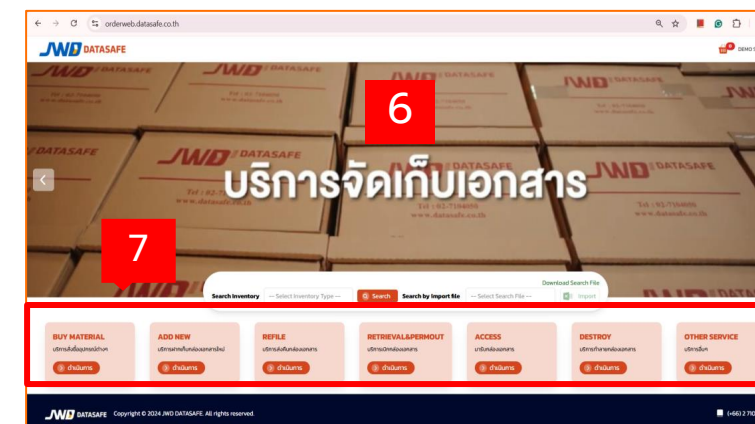
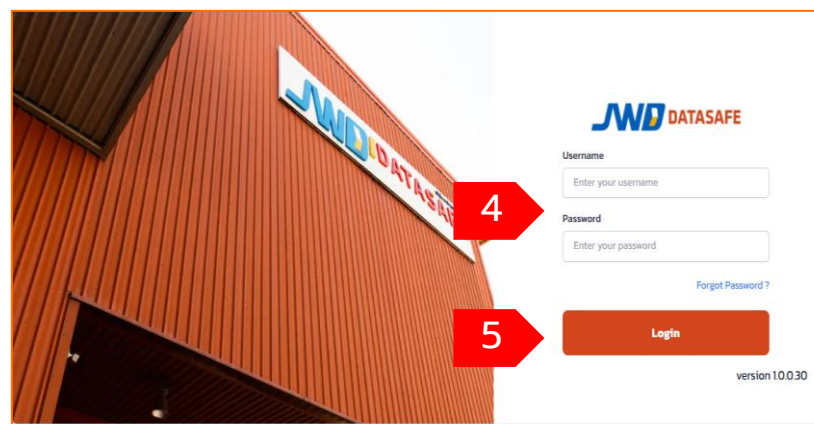
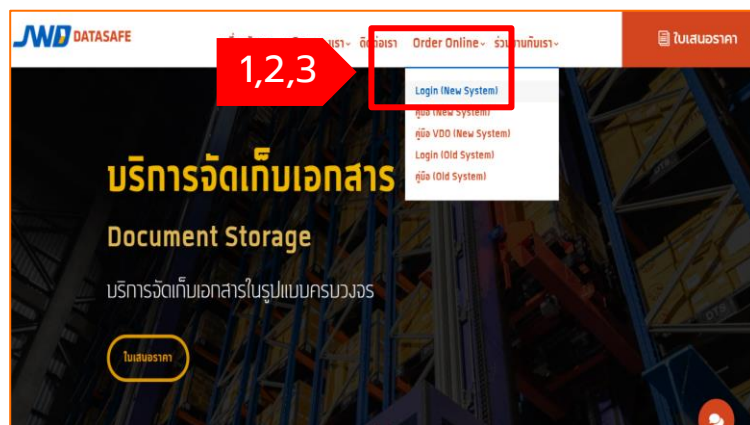
## 8.1 Password Requirements:

- Must be at least 8 characters long
- Must contain at least one uppercase letter
- Must contain at least one lowercase letter
- Must contain at least one number
- Must contain at least one special character



# Step 2 : Log-in for ordering

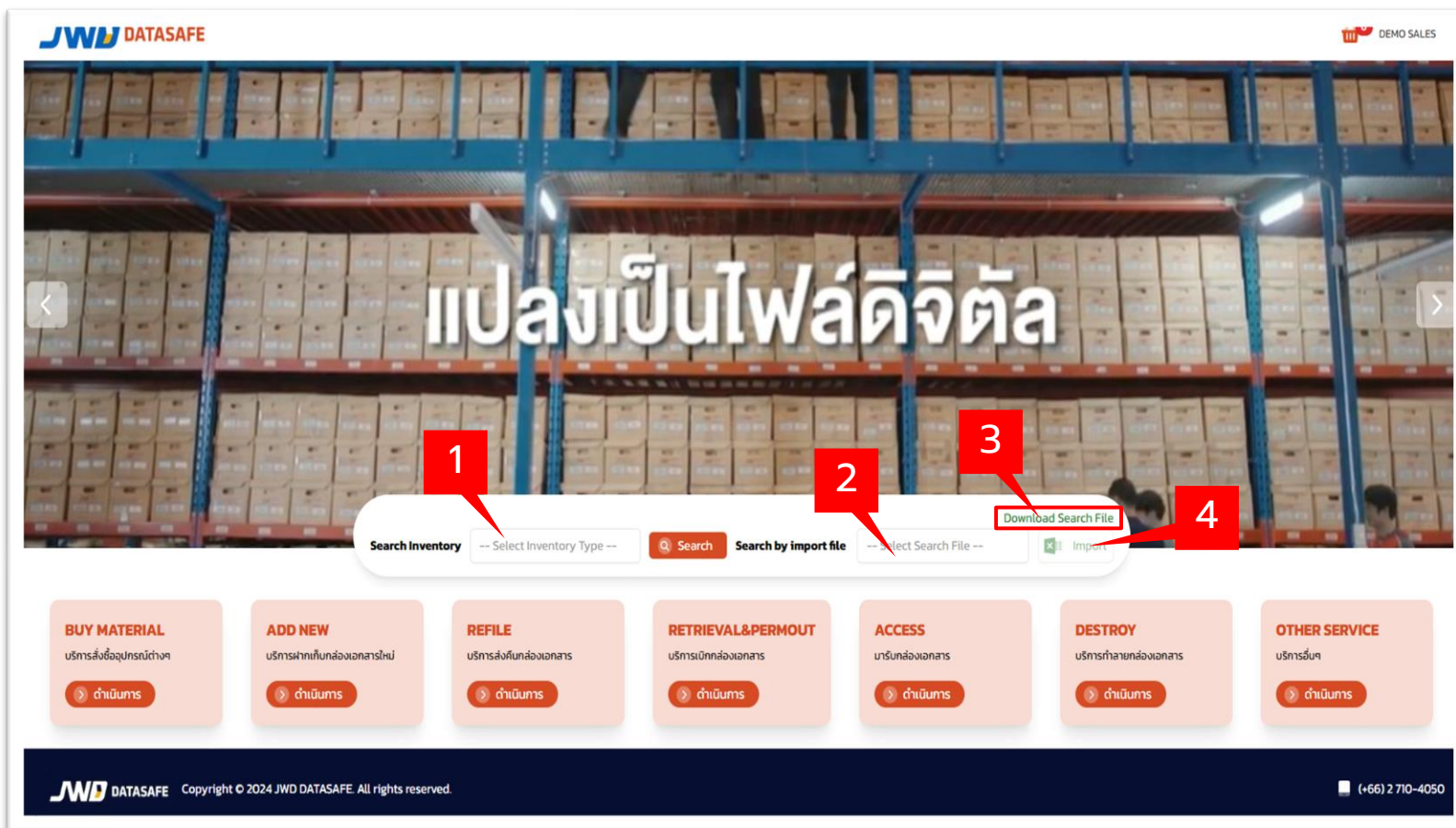
1. Go to [www.datasafe.co.th](http://www.datasafe.co.th).
2. Go to Order Online.
3. Drop down and choose **“Login (New System)”**.
4. Fill in username and changed password.
5. Click **“Login”** button.
6. The main menu of system will appear.
7. The customer can select each menu item as needed.



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# Search Inventory

# 1. Search Inventory



## 1. For searching inventory by item type.

- 1.1 Click Select Inventory Type.
- 1.2 Choose Container, File Folder, or Tape.
- 1.3 Click the Search button.

## 2. For downloading the file template.

- 2.1 Click the Download Search File button.
- 2.2 fill in the required information in the template.
- 2.3 Save file.

## 3. For searching a large number of inventory items by importing a file.

- 3.1 Click Select Search Field.
- 3.2 Select the data you want to search by: Short Description, Long Description, Item, Alternate Code.

## 4. For Importing the file template.

- 4.1 Click the Import button and select the saved file.
- 4.2 The system will display the data table based on the search results.

# 2. Search Inventory Function

The screenshot shows a search interface with the following elements:

- 6:** Account Code search field.
- 7:** Item Code search field.
- 8:** Alternate Code search field.
- 9:** Advanced Search dropdown menu.
- 4:** Add to Cart button.
- 2:** Export Data button.
- 3:** Clear button.
- 5:** 280 / 280 items indicator.
- 1:** The main inventory table.

<input type="checkbox"/>	Account Code	Item Code	Alternate Code	Added Date	Destroy Date	Object	Permanent Flag	Current Status	Status Date	Short Description
<input type="checkbox"/>	B2-0040	C10134370	ACINV10002	07 Jul 2012	31 Dec 2012	Container 1.0	No	Out	12 Nov 2025	INVOICE
<input type="checkbox"/>	B2-0040	C10134371	ACINV10003	07 Jul 2012	31 Dec 2012	Container 1.0	No	Out	12 Nov 2025	INVOICE
<input type="checkbox"/>	B2-0040	C10134372	ACINV10004	07 Jul 2012	31 Dec 2012	Container 1.0	No	Out	12 Nov 2025	INVOICE
<input type="checkbox"/>	B2-0040	C10134373	ACINV10005	07 Jul 2012	31 Dec 2012	Container 1.0	No	Out	12 Nov 2025	INVOICE
<input type="checkbox"/>	B2-0040	C10134374	ACINV10006	07 Jul 2012	31 Dec 2012	Container 1.0	No	Out	23 Dec 2022	INVOICE
<input type="checkbox"/>	B2-0040	C10134375	ACPV100001	07 Jul 2012	31 Dec 2017	Container 1.0	No	Out	23 Dec 2022	PAYMENT VOUCHER
<input type="checkbox"/>	B2-0040	C10134376	ACPV100002	07 Jul 2012	31 Dec 2017	Container 1.0	No	Out	23 Dec 2022	PAYMENT VOUCHER
<input type="checkbox"/>	B2-0040	C10134377	ACPV100003	07 Jul 2012	31 Dec 2017	Container 1.0	No	Out	23 Dec 2022	PAYMENT VOUCHER

1. The table of inventory.
2. For exporting searched Inventory data in Excel file format.
3. For searching clearing.
4. For adding selected items to the cart.
5. The total of the items.
6. For searching items by account code.
7. For searching item by Item code.
8. For searching item by Alternate code.
9. Drop down for advance searching.

### Searching Tips

**Equal** = Search by entering the full and exact text.

**Starts with** = Search by keyword using at least the first 6 characters.

**Ends with** = Search by keyword using at least the last 6 characters.

# 3. Advance Search Function (1/2)

The screenshot shows an advanced search interface with the following fields and callouts:

- 1:** Added Date Range (DD/MM/YYYY - DD/MM/YYYY)
- 2:** Destroy Date Range (DD/MM/YYYY - DD/MM/YYYY)
- 3:** Status Date Range (DD/MM/YYYY - DD/MM/YYYY)
- 4:** Object (Search...)
- 5:** Current Status (Search...)
- 6:** Short Description (Search...)

Other visible fields include: Long Description, Month, Year, Category, and Department, each with a search input field.

- 1. Add Date Range** = searching boxes by first added date range.
- 2. Destroy Date Range** = searching boxes by scheduled destruction date range.
- 3. Status Date Range** = searching boxes by the last used date range.
- 4. Object** = searching boxes by typing the box size.
- 5. Current Status** = searching boxes by typing the box status (In / Out).
- 6. Short Description** = searching boxes by typing the box short details. (If any)

# 3. Advance Search Function (2/2)

The screenshot shows an advanced search interface with the following components:

- Added Date Range:** Two date pickers with the format DD/MM/YYYY.
- Destroy Date Range:** Two date pickers with the format DD/MM/YYYY.
- Status Date Range:** Two date pickers with the format DD/MM/YYYY.
- Object:** A search box.
- Current Status:** A search box.
- Short Description:** A search box with radio buttons for **Equal** (selected), **Starts with**, and **Ends with**.
- Long Description:** A search box highlighted with a red box and the number 7.
- Month:** A search box highlighted with a red box and the number 8.
- Year:** A search box highlighted with a red box and the number 9.
- Category:** A search box highlighted with a red box and the number 10.
- Department:** A search box highlighted with a red box and the number 11.

7. **Long Description** = searching boxes by typing the box long details. (If any)

8. **Month** = searching boxes by typing month of document Ex. JAN. (If any)

9. **Year** = searching boxes by typing year of document Ex 2025. (If any)

10. **Category** = searching boxes by typing category of document Ex Tax. (If any)

11. **Department** = searching boxes by typing department Ex Accounting. (If any)

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# Your Profile

# 1. User Profile

**User Profile**

FirstName: DEMO  
 LastName: SALES  
 UserCode: SALES-01  
 ExpireDate: 10 Sep 2021  
 SAP Code: C001422  
 AddressEmail: sales@datasafe.co.th  
 Tax No: 1234567890123

ACTION	IS DEFAULT	ACCOUNT CODE	CONTACT NAME	ADDRESS LINE 1	ADDRESS LINE 2	ADDRESS LINE 3	ZIPCODE	PHONE	FAX
	<input checked="" type="checkbox"/>	B2-0040	K.DEMO DEMO	111 ถนนสุขุมวิท	เมืองเชียงใหม่	เชียงใหม่	24000	027104050	027104055
	<input type="checkbox"/>	B2-004011	DEMO	122 หมู่ 2	ต.ทุ่งสุภา อ.ศรีราชา	ชลบุรี	20230	033-674-250	
	<input type="checkbox"/>	B2-004012	kookai	253 ถนนเชียงใหม่ ๒ อ.สารภี	เมืองเชียงใหม่	เชียงใหม่	50130	053-421-450-3	

**Edit Email**

Emails

sales@datasafe.co.th

+ Add another email

Confirm Cancel

1. Click **"Your Profile"**
2. User profile setup based on customer information.
3. E-mail address uses for automatic order confirmation.
4. The email address can be edited.
5. The email address can be added.
6. Display all delivery address information of the customer.
7. This icon uses for editing the delivery address.
8. This icon uses for deleting the delivery address.
9. Use for adding delivery address.

# Buy Material

## STEP 1



[Select material](#)

(Sticker barcode, Empty carton or Plastic bag)

## STEP 2



[View Cart](#)

## STEP 3



[Check out order](#)

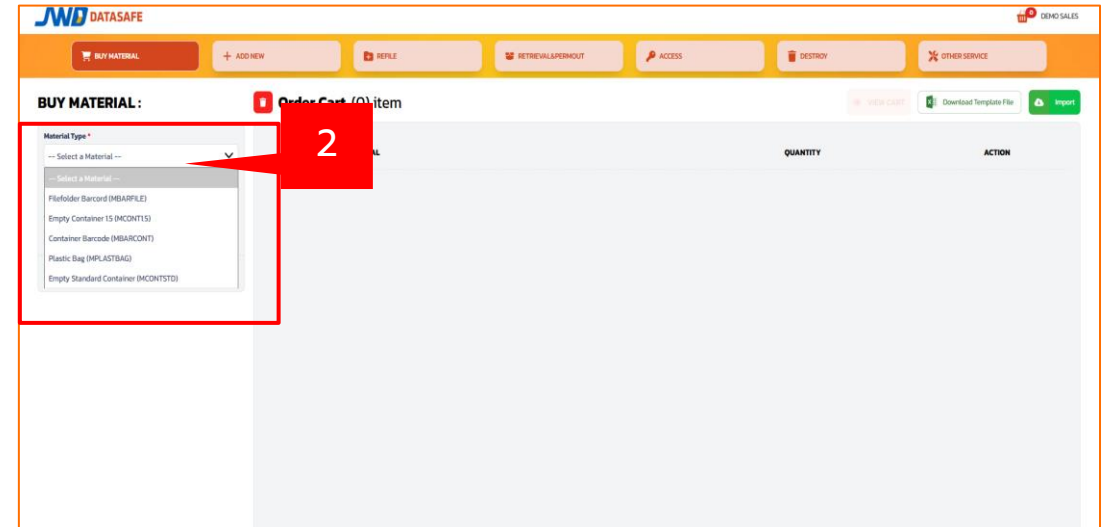
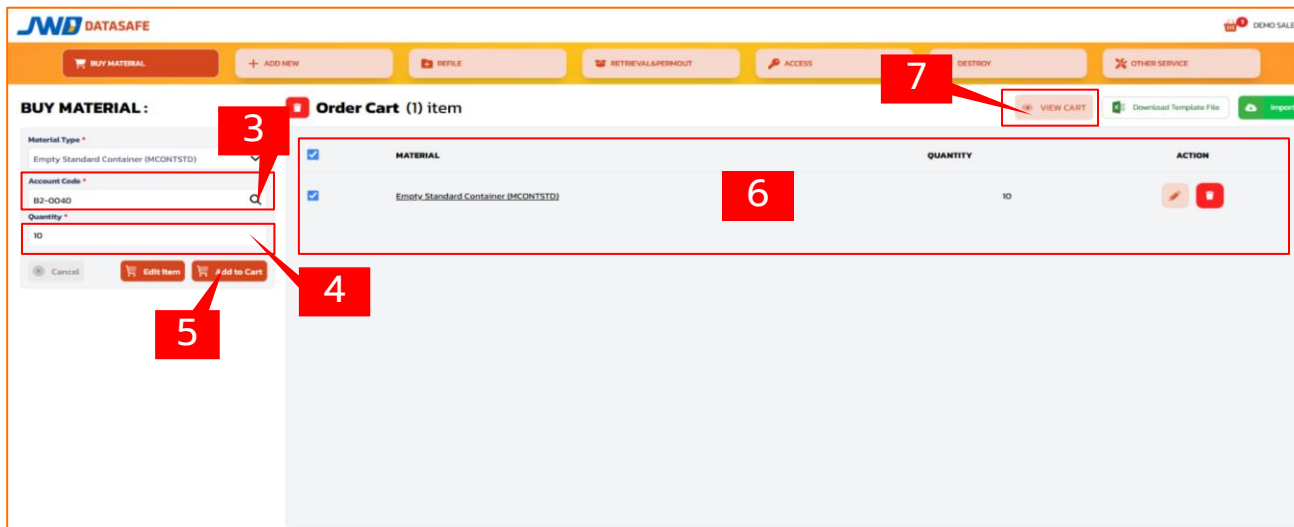
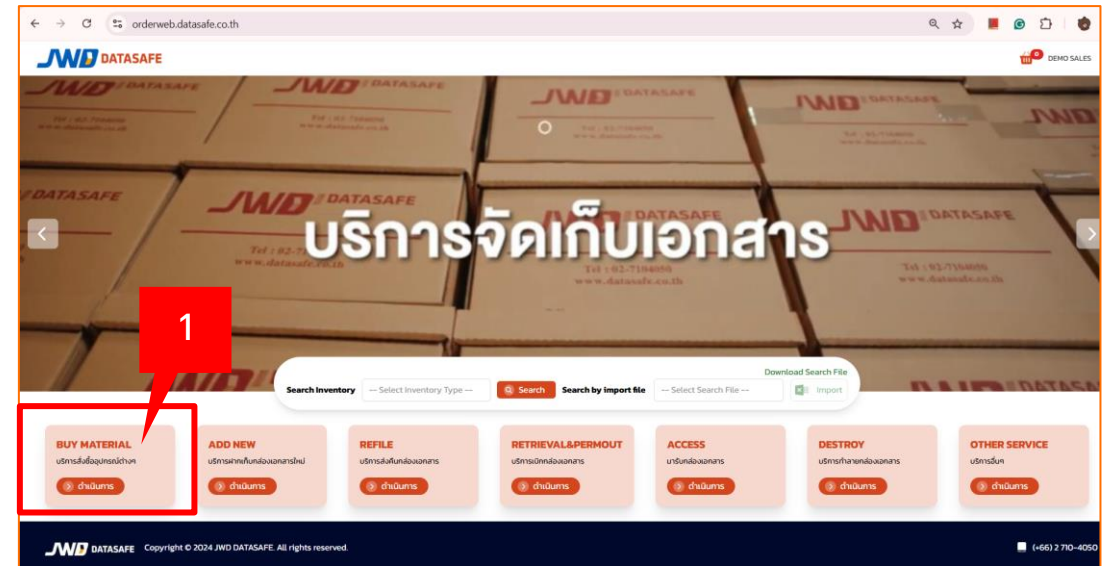
## STEP 4



[Order Confirmation](#)

# Step 1 : Select material



1. Click **"Buy Material"** at main menu page.
2. Select your required material
3. Used  to select **"Account Code"**.
4. Specify the required quantity.
5. Click **"Add to cart"**
6. The system will display the entered orders on the **"Order Cart"**.
7. After completing the order, click **"View Cart"**.



# Step 2 : View Cart

The screenshot shows the JWD DATASAFE interface for viewing a cart. At the top, there is a navigation bar with buttons for 'BUY MATERIAL', 'ADD NEW', 'REFILE', 'RETRIEVAL&PERMOUT', 'ACCESS', 'DES', '12', and 'OTHER SERVICE'. Below this is a table with columns: NO, SERVICE TYPE, DETAILS, QUANTITY, PLACED IN CART, ACCOUNT CODE, ORDER CODE, and ACTION. A single row is visible with a checked checkbox in the 'NO' column (callout 8), 'Buy Material (สั่งซื้ออุปกรณ์ต่างๆ)' in 'SERVICE TYPE', 'Empty Standard Container (MCONTSTD)' in 'DETAILS', '10' in 'QUANTITY', 'SALES-01' and '19 Dec 2025 10:31' in 'PLACED IN CART', 'B2-0040' in 'ACCOUNT CODE', and edit and delete icons in the 'ACTION' column (callouts 10 and 9). At the bottom right of the table area, there are buttons for 'Export' (callout 12) and 'CHECK OUT ORDER' (callout 11).

NO	SERVICE TYPE	DETAILS	QUANTITY	PLACED IN CART	ACCOUNT CODE	ORDER CODE	ACTION
<input checked="" type="checkbox"/>	Buy Material (สั่งซื้ออุปกรณ์ต่างๆ)	Empty Standard Container (MCONTSTD)	10	SALES-01 19 Dec 2025 10:31	B2-0040		

8. Check and select your required order.
9. Used  to delete not required order.
10. Used  to edit your order.
11. After completing the order, click **“Check out order”**.
12. Used to export an Excel file as evidence of items in the cart.

# Step 3 : Check out order

The screenshot shows a web form for checking out an order. It is divided into two main sections: 'Contact Address' and 'Delivery Address'. Both sections have identical fields for Contact, Account Code, three Address lines, Phone, and Fax. A 'Select Address' button is located between the two sections. Below the address sections is an 'Add File' section with a table for attachments. At the bottom is a 'Note' field and a 'Confirm WebOrder' button.

Numbered callouts on the form:

- 13**: Points to the 'Contact' field in the 'Delivery Address' section.
- 14**: Points to the 'Select Address' button.
- 15**: Points to the 'Add File' button.
- 16**: Points to the 'Note' field.
- 17**: Points to the 'Confirm WebOrder' button.

No.	File Name	Service Type	Update Date

13. Check the delivery address and edit it by typing.
14. Used to select another saved address.
15. Used to attach your file (if any).
16. Used to add additional information.
17. Confirm your order.

# Step 4 : Order Confirmation

**18**

**Success**

Your order has been confirmed.

Order ID: 127086

Your order has been sent to your email

Next

**19**

**Order Confirmation**

PRINT	ORDER BY	ORDER DATE	BATCH ORDER NUMBER
	SALES-01	19 Dec 2025	123931

Workorder Account: SALES-01

99 ม.11 ต.คลองมอญเมืองเก่า อ.เมืองฉะเชิงเทรา จ.ฉะเชิงเทรา  
 Phone: 027104050  
 Fax: 027104055  
 Notes:

Confirm

**20**

Confirm Batch No. 124181 Retrieval&Permout Summarize

No-Reply<online@datasafe.cc>  
 To: Ddatasafe Sales  
 Cc: CS-center-datasafe; Ddatasafe Service; Sureerat Norachan (สุเรerat นรราชาน)

This sender online@datasafe.cc is from outside your organization. Block sender

web-order-ba278c90-95af-4... 12 KB

เรียน คุณ DEMO SALES,  
 ค่าใช้จ่ายที่ได้อิมพอร์ตของคุณเรียบร้อยแล้ว รายละเอียดดังนี้ :  
 Datasafe has successfully received your order. The details are as follows :

ประเภทบริการ (Service Type):  
 จำนวน (Quantity):  
 รายละเอียดรายการ:  
 The order details :

Track#	Details	Qty
457164		1

18. A pop-up will appear confirming that the order was successful.

19. A confirmation pop-up will be displayed showing the following details:

- **Print** – for downloading the PDF.
- **Order By** – the user who placed the order.
- **Order Date** – the date the order was placed.
- **Batch Order Number** – The number of order.

20. The system will automatically send a confirmation to your email.

**Tip**

After the order is completed, it will be automatically saved in the **Order Status Report** menu.

# Add New Service

[Step 1 : Select Add New](#)

[Step 2 : Input Alternate Code](#)

[Step 3 : Input Alternate Code Error](#)

[Step 4 : Order Cart](#)

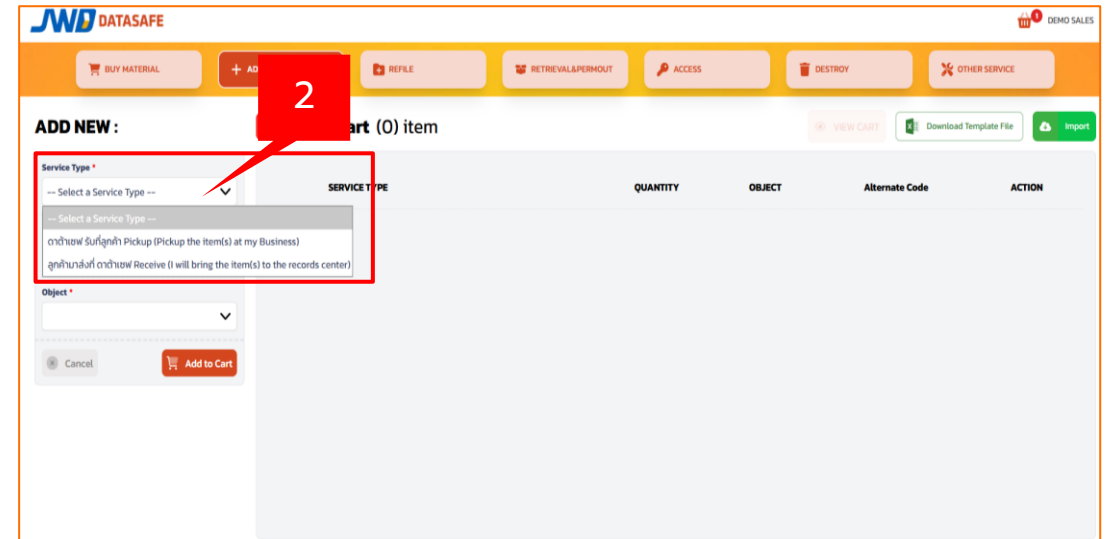
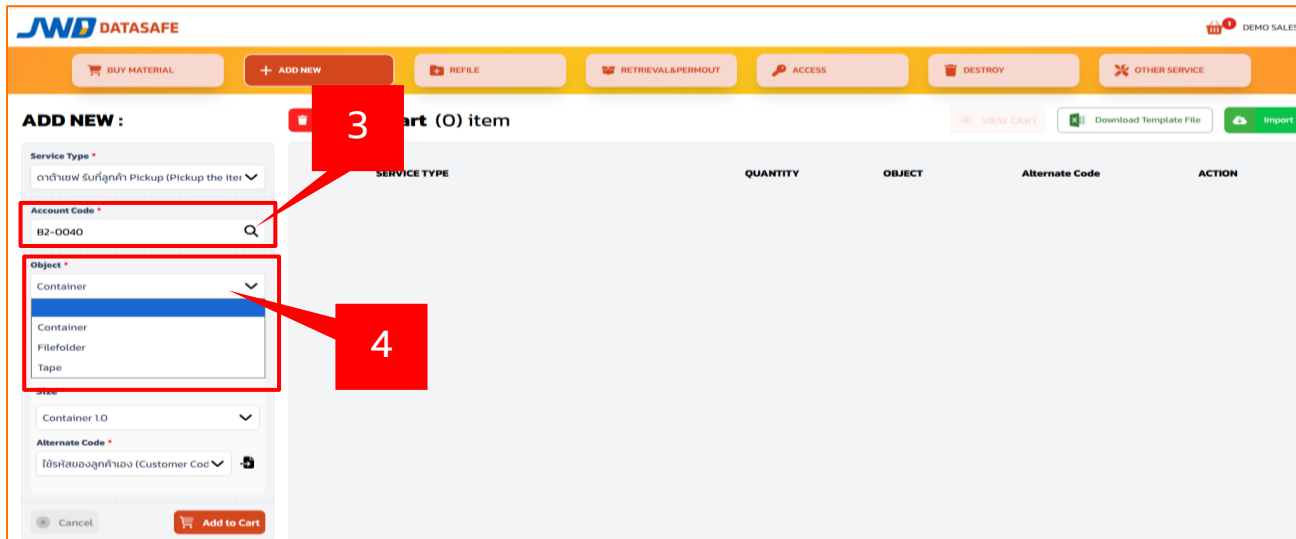
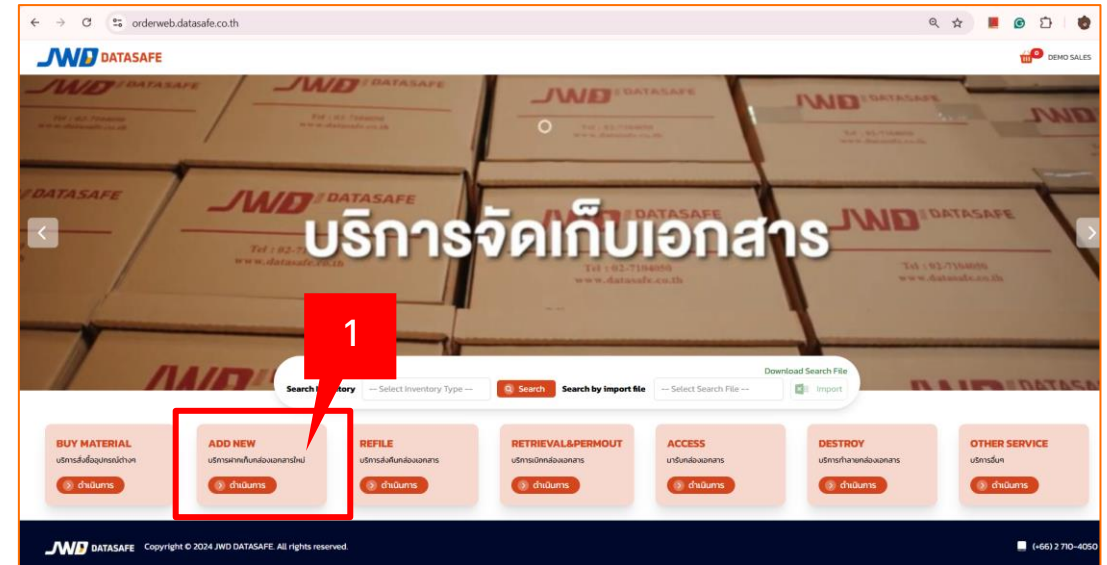
[Step 5 : View Cart](#)

[Step 6 : Check out order](#)

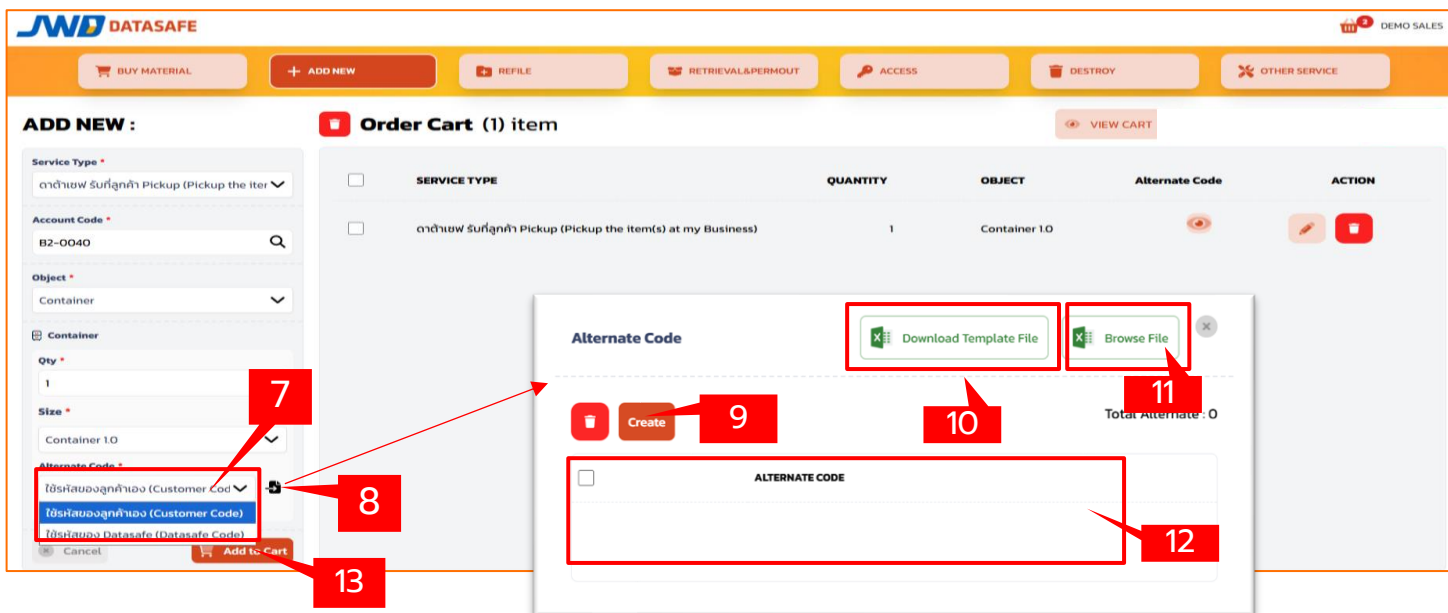
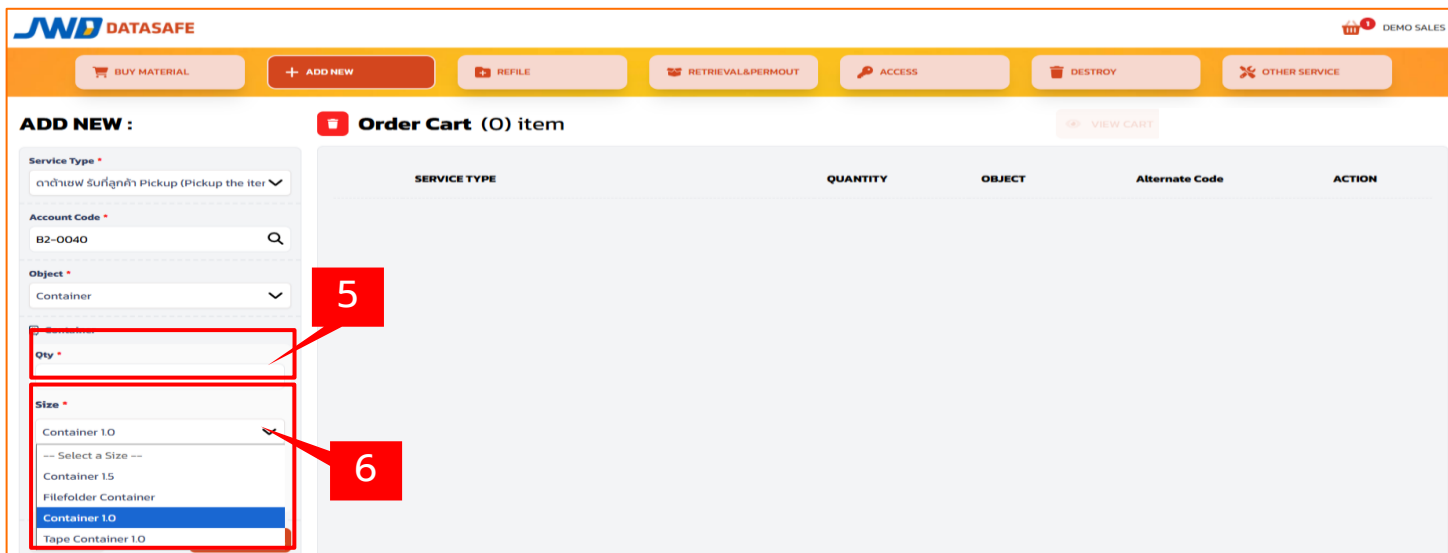
[Step 7 : Order Confirmation](#)

# Step 1 : Select Add New

1. Click **"Add New"** at main menu page.
2. Select the service type.
3. Used  to select **"Account Code"**.
4. Select the objects
  - Container
  - Filefolder
  - Tape



# Step 2 : Input Alternate Code



5. Specify the required quantity.
6. Specify the required **“Container Size”**.
7. Specify the **“Alternate Code”** type.
8. Used to input your alternate code.  
(When selecting “Customer Code”)
9. Used **Create** to key your alternate codes one-by-one. The total number of alternate codes must be equal to the quantity.
10. Used to input several alternate codes rather than keying them in one by one.
11. Click the Browse File button to select a file for import.
12. Show Alternate Codes from the imported file or create function.
13. Click **“Add to cart”**.

# Step 3 : Input Alternate Code Error

When the imported alternate code contains an error, you can follow the steps below :

1. The imported file error will appear, prompting you to download an error report.
2. Click **“Download error report”** button.
3. The error description will show the details in excel file report.

Alternate Code	Error Description
ACINV10002	Duplicate code already exists in the system.
ACINV10003	Duplicate code already exists in the system.
ACInv10004	Duplicate code already exists in the system.
ACINV10005	Duplicate code already exists in the system.
ACINV10006	Duplicate code already exists in the system.
ACPV100001	Duplicate code already exists in the system.
ACPV100002*	Invalid format. Use only A-Z, 0-9, -, /
ACPV100003	Duplicate code already exists in the system.
ACPV100004	Duplicate code already exists in the system.
ACPV	

### Tips

After reviewing the error details, you may revise the alternate code(s) based on the information provided.



# Step 5 : View Cart

The screenshot shows the 'View Cart' page in the JWD DATASAFE system. At the top, there is a navigation bar with buttons for 'BUY MATERIAL', 'ADD NEW', 'REFILE', 'RETRIEVAL&PERMOUT', 'ACCESS', 'DESTROY', and 'SERVICE'. Below this is a table with columns: NO, SERVICE TYPE, DETAILS, QUANTITY, PLACED IN CART, ACCOUNT CODE, ITEM CODE, ALT. CODE, and ACTION. A single row is visible with a checked checkbox in the 'NO' column. The 'ACTION' column contains icons for edit, delete, and show alternate code. A red box highlights the checkbox in the first row, labeled '19'. Red callout boxes with numbers 20, 21, 22, 23, and 24 point to the trash icon, edit icon, eye icon, 'Export' button, and 'SERVICE' button respectively.

NO	SERVICE TYPE	DETAILS	QUANTITY	PLACED IN CART	ACCOUNT CODE	ITEM CODE	ALT. CODE	ACTION
<input checked="" type="checkbox"/>	Add New (การฝากใหม่)	ดำเนินการรับที่ลูกค้า Pickup (Pickup the item(s) at my Business)	10	SALES-01 24 Dec 2025 14:15	B2-0040			

19. Check and select your required order.
20. Used to delete not required order.
21. Used to edit your order.
22. Show the imported alternate code.
23. Used to export an Excel file as evidence of items in the cart.
24. After completing the order, click **"Check out order"**.

# Step 6 : Check out order

The screenshot shows a web form for checking out an order. It is divided into two main sections: 'Contact Address' on the left and 'Delivery Address' on the right. Both sections have identical fields for Contact, Account Code, three Address lines, Phone, and Fax. A 'Select Address' button is located between the two sections. Below the address sections is a file upload area with an 'Add File' button and a table with columns for No., File Name, Service Type, and Update Date. At the bottom is a 'Note' field and a 'Confirm WebOrder' button. Red callout boxes with numbers 25 through 29 point to specific elements: 25 points to the Delivery Address fields, 26 points to the 'Select Address' button, 27 points to the 'Add File' button, 28 points to the 'Note' field, and 29 points to the 'Confirm WebOrder' button.

25. Check the delivery address and edit it by typing.

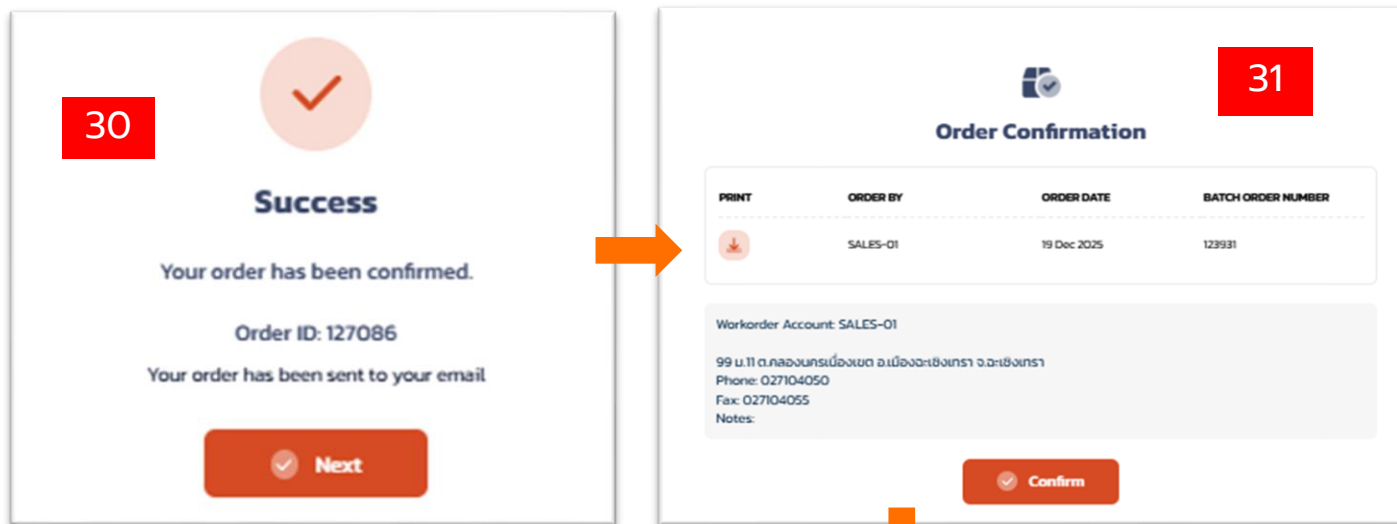
26. Used to select another saved address.

27. Used to attach your file (if any).

28. Used to add additional information.

29. Confirm your order.

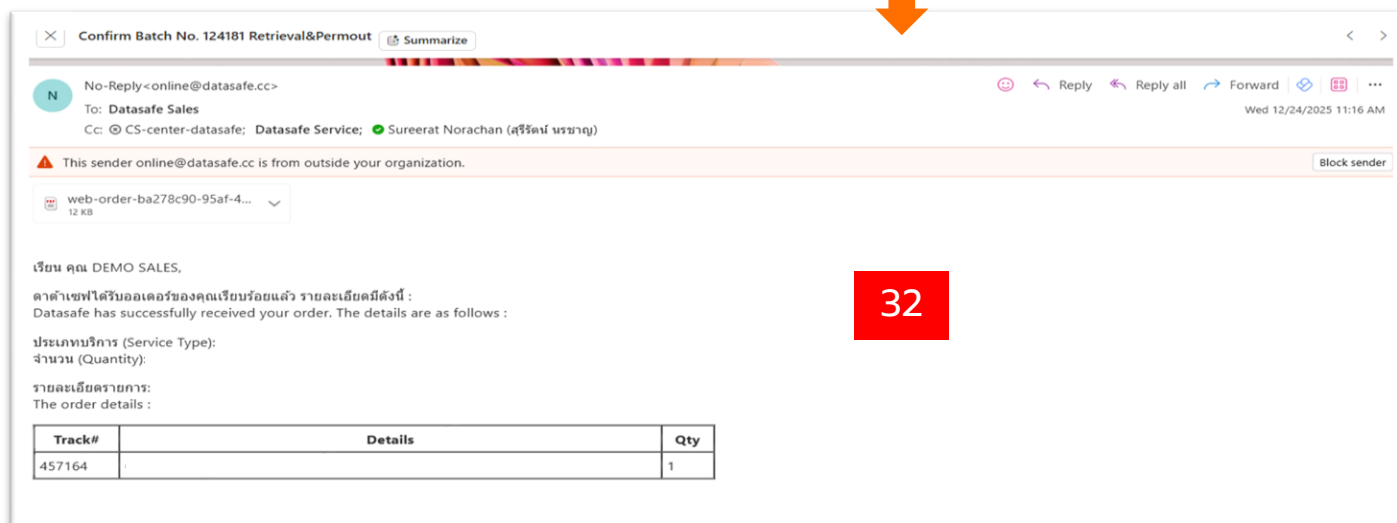
# Step 7 : Order Confirmation



30. A pop-up will appear confirming that the order was successful.

31. A confirmation pop-up will be displayed showing the following details:

- **Print** – for downloading the PDF.
- **Order By** – the user who placed the order.
- **Order Date** – the date the order was placed.
- **Batch Order Number** – The number of order.



32. The system will automatically send a confirmation to your email.

**Tips**

After the order is completed, it will be automatically saved in the **Order Status Report** menu.

# Refile Service

## STEP 1



**Refile Service** (Select one)

- [Normal Version](#)
- [Imported file version](#)

## STEP 2



[View Cart](#)

## STEP 3



[Check out order](#)

## STEP 4



[Order Confirmation](#)



# Step 1 : Refile (Imported file version)

1. Click **"Refile"** at main menu page.
2. Create an Excel file when you have multiple boxes to refile, and specify either the Item Code or the Alternate Code (not both), as shown in the example.
3. Use this option to import a created excel file.
4. Select a service type.
5. Click **"Confirm & Add to cart"**.
6. The system will display the imported items on the **"Order Cart"**.
7. After completing the order, click **"View Cart"**.

**REFILE:**

Order Cart (12) items

VIEW CART

Import Customer Template

SERVICE TYPE	ACCOUNT CODE	ITEM CODE	ALTERNATE CODE	ACTION
...	B2-0040	C10134370	ACINV10002	[Edit] [Delete]
...	B2-0040	C10134371	ACINV10003	[Edit] [Delete]
...	B2-0040	C10134372	ACINV10004	[Edit] [Delete]

Select Service Type

Item Code

Alternate Code

# Step 2 : View Cart

The screenshot shows the 'View Cart' page in the JWD DATASAFE system. At the top, there is a navigation bar with buttons for 'BUY MATERIAL', 'ADD NEW', 'REFILE', 'RETRIEVAL&PERMOUT', 'ACCESS', 'DESTROY', and 'SERVICE'. Below this is a search bar and an 'Export' button. The main content area is a table with the following columns: NO, SERVICE TYPE, DETAILS, QUANTITY, PLACED IN CART, ACCOUNT CODE, ITEM CODE, ALT. CODE, and ACTION. A single row is visible in the table, representing a 'Refile' order. Red callout boxes with numbers 1 through 6 point to specific elements: 1 points to the checkbox in the 'NO' column; 2 points to the trash icon in the 'ACTION' column; 3 points to the edit icon in the 'ACTION' column; 4 points to the 'ITEM CODE' column; 5 points to the 'Export' button; and 6 points to the 'SERVICE' button in the top navigation bar.

NO	SERVICE TYPE	DETAILS	QUANTITY	PLACED IN CART	ACCOUNT CODE	ITEM CODE	ALT. CODE	ACTION
<input checked="" type="checkbox"/>	1	Refile (การส่งคืน)	1	SALES-01 25 Dec 2025 14:07	B2-0040	C10134370		

1. Check and select your required order.
2. Used to delete not required order.
3. Used to edit your order.
4. Display the box code(s) in order.
5. Used to export an Excel file as evidence of items in the cart.
6. After completing the order, click **"Check out order"**.

# Step 3 : Check out order

The screenshot shows a web form for checking out an order. It is divided into two main sections: 'Contact Address' on the left and 'Delivery Address' on the right. Both sections have identical fields for Contact, Account Code, three Address lines, Phone, and Fax. A red box labeled '7' highlights the 'Delivery Address' section. Below these sections is a 'Select Address' button, highlighted with a red box labeled '8'. Underneath is an 'Add File' section with a file upload area and a table with columns for No., File Name, Service Type, and Update Date. A red box labeled '9' points to the 'Add File' button. Below the table is a 'Note' section, highlighted with a red box labeled '10'. At the bottom right, there is a 'Confirm WebOrder' button, highlighted with a red box labeled '11', and a 'Cancel' button on the bottom left.

7. Check the delivery address and edit it by typing.
8. Used to select another saved address.
9. Used to attach your file (if any).
10. Used to add additional information.
11. Confirm your order.

# Step 4 : Order Confirmation

12

## Success

Your order has been confirmed.

Order ID: 127086

Your order has been sent to your email

Next

13

## Order Confirmation

PRINT	ORDER BY	ORDER DATE	BATCH ORDER NUMBER
	SALES-01	19 Dec 2025	123931

Workorder Account: SALES-01

99 ม.11 ต.คลองมอญเมืองแพะ อ.เมืองฉะเชิงเทรา จ.ฉะเชิงเทรา

Phone: 027104050

Fax: 027104055

Notes:

Confirm

Confirm Batch No. 124181 Retrieval&Permout
Summarize

---

No-Reply<online@datasafe.cc>

To: Datasafe Sales

Cc: CS-center-datasafe; Datasafe Service; Sureerat Norachan (สุเรerat นรราชาน)

Wed 12/24/2025 11:16 AM

Reply

Reply all

Forward

This sender online@datasafe.cc is from outside your organization. Block sender

web-order-ba278c90-95af-4... 12 KB

เรียน คุณ DEMO SALES,

คำสั่งซื้อที่ได้อิมพอร์ตของคุณเรียบร้อยแล้ว รายละเอียดดังนี้ :

Datasafe has successfully received your order. The details are as follows :

ประเภทบริการ (Service Type):

จำนวน (Quantity):

รายละเอียดรายการ:

The order details :

Track#	Details	Qty
457164		1

14

12. A pop-up will appear confirming that the order was successful.

13. A confirmation pop-up will be displayed showing the following details:

- **Print** – for downloading the PDF.
- **Order By** – the user who placed the order.
- **Order Date** – the date the order was placed.
- **Batch Order Number** – The number of order.

14. The system will automatically send a confirmation to your email.

### Tips

After the order is completed, it will be automatically saved in the **Order Status Report** menu.

# Retrival & Permout Service

## STEP 1



**Retrival & Permout Service** (Select one)

- [Normal Version](#)
- [Imported file version](#)

## STEP 2



[View Cart](#)

## STEP 3



[Check out order](#)

## STEP 4



[Order Confirmation](#)

# Step 1 : Retrieval & Permout (Normal version)

**RETRIEVAL&PERMOUT** Order Cart (1) item [VIEW CART](#) [Import Customer Template](#)

Service Type \*  
 บ้านส่งของเอกสารสำนักงานลูกค้า Delivery (f

Alternate Code \*

Item Code \*

SERVICE TYPE	ACCOUNT CODE	ITEM CODE	ALTERNATE CODE	ACTION
บ้านส่งของเอกสารสำนักงานลูกค้า Delivery (Bring the item to me) Delivery (Bring the item to me)	B2-0040	C10134386	ACPV100012	

[Add to Cart](#)

1. Click **"Retrieval & Permout"** at main menu page.
2. Select the service type.
3. Used  to search **"Alternate Code"**.
4. Used  to search **"Item code"**.
5. If you know the box code to retrieve or perm out, you can enter it directly in the field instead of using .
6. Click **"Add to cart"**.
7. The system will display the item on the **"Order Cart"**.
8. After completing the order, click **"View Cart"**.

### Tips

Enter either the **Item Code** or the **Alternate Code** (not both).

# Step 1 : Retrieval & Permout (Imported file version)

**RETRIEVAL&PERMOUT:** **Order Cart (7) items**

<input type="checkbox"/>	SERVICE TYPE	ACCOUNT CODE	ITEM CODE	ALTERNATE CODE	ACTION
<input type="checkbox"/>	นำส่งของเอกสารสำนักงานลูกค้า Delivery (Bring the item to me)	B2-0040	C11830969	C11830969	
<input type="checkbox"/>	นำส่งของเอกสารสำนักงานลูกค้า Delivery (Bring the item to me)	B2-0040	C11830971	C11830971	
<input type="checkbox"/>	นำส่งของเอกสารสำนักงานลูกค้า Delivery (Bring the item to me)	B2-0040	C11830972	C11830972	
<input type="checkbox"/>	นำส่งของเอกสารสำนักงานลูกค้า Delivery (Bring the item to me)				

**Select Service Type**  
Please choose a service type before adding items to the cart.  
-- Select a Service Type --  
Cancel Confirm & Add to Cart

**Excel 1 (Item Code):**

Item Code
C10134370
C10134371
C10134372
C10134373
C10134374
C10134375
C10134376
C10134377
C10134378
C10134379
C10134380
C10134382



**Excel 2 (Alternate Code):**

Alternate Code
ACINV10002
ACINV10003
ACINV10004
ACINV10005
ACINV10006
ACPV100001
ACPV100002
ACPV100003
ACPV100004
ACPV100005
ACPV100006
ACPV100008

1. Click **"Retrieval & Permout"** at main menu page.
2. Create an Excel file when you have multiple boxes to retrieve or perm out , and specify either the Item Code or the Alternate Code (not both), as shown in the example.
3. Use this option to import a created excel file.
4. Select a service type.
5. Click **"Confirm & Add to cart"**.
6. The system will display the imported items on the **"Order Cart"**.
7. After completing the order, click **"View Cart"**.

# Step 2 : View Cart

NO	SERVICE TYPE	DETAILS	QUANTITY	PLACED IN CART	ACCOUNT CODE	ITEM CODE	ALT. CODE	ACTION
1	Retrieval&Permout	นำส่งกล่องเอกสารสำนักงานลูกค้า Delivery (Bring the item to me) Delivery (Bring the item to me)	1	SALES-01 🕒 25 Dec 2025 17:16	B2-0040	C11830969		👁️ ✏️ 🗑️
2	Retrieval&Permout	นำส่งกล่องเอกสารสำนักงานลูกค้า Delivery (Bring the item to me) Delivery (Bring the item to me)	1	SALES-01 🕒 25 Dec 2025 17:16	B2-0040	C11830971		👁️ ✏️ 🗑️
3	Retrieval&Permout	นำส่งกล่องเอกสารสำนักงานลูกค้า Delivery (Bring the item to me) Delivery (Bring the item to me)	1	SALES-01 🕒 25 Dec 2025 17:16	B2-0040	C11830972		👁️ ✏️ 🗑️
4	Retrieval&Permout	นำส่งกล่องเอกสารสำนักงานลูกค้า Delivery (Bring the item to me) Delivery (Bring the item to me)	1	SALES-01 🕒 25 Dec 2025 17:16	B2-0040	C11830973		👁️ ✏️ 🗑️
5	Retrieval&Permout	นำส่งกล่องเอกสารสำนักงานลูกค้า Delivery (Bring the item to me) Delivery (Bring the item to me)	1	SALES-01 🕒 25 Dec 2025 17:16	B2-0040	C11830974		👁️ ✏️ 🗑️
6	Retrieval&Permout	นำส่งกล่องเอกสารสำนักงานลูกค้า Delivery (Bring the item to me) Delivery (Bring the item to me)	1	SALES-01 🕒 25 Dec 2025 17:16	B2-0040	C11830975		👁️ ✏️ 🗑️
7	Retrieval&Permout	นำส่งกล่องเอกสารสำนักงานลูกค้า Delivery (Bring the item to me) Delivery (Bring the item to me)	1	SALES-01 🕒 25 Dec 2025 17:16	B2-0040	C11830976		👁️ ✏️ 🗑️

1. Check and select your required order.
2. Used  to delete not required order.
3. Used  to edit your order.
4. Display the box code(s) in order.
5. Used to export an Excel file as evidence of items in the cart.
6. After completing the order, click **"Check out order"**.

# Step 3 : Check out order

The screenshot shows a web form for checking out an order. It is divided into two main sections: 'Contact Address' on the left and 'Delivery Address' on the right. Both sections have identical fields for Contact, Account Code, three Address lines, Phone, and Fax. A red box labeled '7' highlights the 'Delivery Address' section. Below these sections is a 'Select Address' button, highlighted with a red box labeled '8'. Underneath is an 'Add File' section with a file upload button and a table with columns for No., File Name, Service Type, and Update Date. A red box labeled '9' points to the 'Add File' button. Below the table is a 'Note' section, highlighted with a red box labeled '10'. At the bottom right, there is a 'Confirm WebOrder' button, highlighted with a red box labeled '11'. A 'Cancel' button is located at the bottom left.

7. Check the delivery address and edit it by typing.
8. Used to select another saved address.
9. Used to attach your file (if any).
10. Used to add additional information.
11. Confirm your order.

# Step 4 : Order Confirmation

**12**

**Success**

Your order has been confirmed.

Order ID: 127086

Your order has been sent to your email

Next

**13**

**Order Confirmation**

PRINT	ORDER BY	ORDER DATE	BATCH ORDER NUMBER
	SALES-01	19 Dec 2025	123931

Workorder Account: SALES-01

99 ม.11 ต.คลองมอญเมืองเก่า อ.เมืองฉะเชิงเทรา จ.ฉะเชิงเทรา  
 Phone: 027104050  
 Fax: 027104055  
 Notes:

Confirm

**14**

Confirm Batch No. 124181 Retrieval&Permout

No-Reply<online@datasafe.cc>  
 To: Ddatasafe Sales  
 Cc: CS-center-datasafe; Ddatasafe Service; Sureerat Norachan (สุเรerat นรราชาน)

This sender online@datasafe.cc is from outside your organization.

web-order-ba278c90-95af-4...  
12 KB

เรียน คุณ DEMO SALES,  
 ค่าที่เรได้รับออเดอร์ของคุณเรียบร้อยแล้ว รายละเอียดดังนี้ :  
 Datasafe has successfully received your order. The details are as follows :

ประเภทบริการ (Service Type):  
 จำนวน (Quantity):  
 รายละเอียดรายการ:  
 The order details :

Track#	Details	Qty
457164		1

12. A pop-up will appear confirming that the order was successful.

13. A confirmation pop-up will be displayed showing the following details:

- **Print** – for downloading the PDF.
- **Order By** – the user who placed the order.
- **Order Date** – the date the order was placed.
- **Batch Order Number** – The number of order.

14. The system will automatically send a confirmation to your email.

### Tips

After the order is completed, it will be automatically saved in the **Order Status Report** menu.

# Access room & By E-mail Service

## STEP 1



**Access room & By E-mail Service** (Select one)

- [Normal Version](#)
- [Imported file version](#)

## STEP 2



**[View Cart](#)**

## STEP 3



**[Check out order](#)**

## STEP 4



**[Order Confirmation](#)**

# Step 1 : Access room & By E-mail Service (Normal version)

1. Click **"Access"** at main menu page.
2. Select the service type.
3. Used  to search **"Alternate Code"**.
4. Used  to search **"Item code"**.
5. If you know the box code, you can enter it directly in the field instead of using .
6. Click **"Add to cart"**.
7. The system will display the item on the **"Order Cart"**.
8. After completing the order, click **"View Cart"**.

**ACCESS:**

Service Type \*  
 บริการห้องเอกสารที่ดำเนินการ Access (I will a

Alternate Code \*

Item Code \*

**Order Cart (1) item**

SERVICE TYPE	ACCOUNT CODE	ITEM CODE	ALTERNATE CODE	ACTION
บริการห้องเอกสารที่ดำเนินการ Access (I will access/pickup the item at the records center) => Internal	B2-0040	C10134386	ACPV100012	

**VIEW CART**

**ADD TO CART**

### Tips

Enter either the **Item Code** or the **Alternate Code** (not both).

# Step 1 : Access room & By E-mail Service (Imported file version)

**ACCESS:** 🛒 **Order Cart** (6) items

SERVICE TYPE	ACCOUNT CODE	ITEM CODE	ALTERNATE CODE	ACTION
บริการห้องเอกสารที่ตัวพิมพ์ Access (I will access/pickup the item at the records center) => Internal	B2-0040	C10134386	ACPV100012	
บริการห้องเอกสารที่ตัวพิมพ์ Access (I will access/pickup the item at the records center) => Internal	B2-0040	C10134387	ACOVAT1001	
บริการห้องเอกสารที่ตัวพิมพ์ Access (I will access/pickup the item at the records center) => Internal	B2-0040	C10134392	ACOVAT1006	

**Select Service Type**  
Please choose a service type before adding items to the cart.  
-- Select a Service Type --  
Cancel Confirm & Add to Cart

**Excel 1 (Item Code):**

Item Code
C10134370
C10134371
C10134372
C10134373
C10134374
C10134375
C10134376
C10134377
C10134378
C10134379
C10134380
C10134382

**Excel 2 (Alternate Code):**

Alternate Code
ACINV10002
ACINV10003
ACINV10004
ACINV10005
ACINV10006
ACPV100001
ACPV100002
ACPV100003
ACPV100004
ACPV100005
ACPV100006
ACPV100008

1. Click **"Access"** at main menu page.
2. Create an Excel file when you have multiple boxes to use, and specify either the Item Code or the Alternate Code (not both), as shown in the example.
3. Use the option to import a created excel file.
4. Select a service type.
5. Click **"Confirm & Add to cart"**.
6. The system will display the imported items on the **"Order Cart"**.
7. After completing the order, click **"View Cart"**.

# Step 2 : View Cart

NO	SERVICE TYPE	DETAILS	QUANTITY	PLACED IN CART	ACCOUNT CODE	ITEM CODE	ALT. CODE	ACTION
1	Access	บริการห้องเอกสารที่ตัวพิมพ์ Access (I will access/pickup the item at the records center) => Internal	1	SALES-01 5 Jan 2026 09:06	B2-0040	C10134386		
2	Access	บริการห้องเอกสารที่ตัวพิมพ์ Access (I will access/pickup the item at the records center) => Internal	1	SALES-01 5 Jan 2026 09:06	B2-0040	C10134387		
3	Access	บริการห้องเอกสารที่ตัวพิมพ์ Access (I will access/pickup the item at the records center) => Internal	1	SALES-01 5 Jan 2026 09:06	B2-0040	C10134392		
4	Access	บริการห้องเอกสารที่ตัวพิมพ์ Access (I will access/pickup the item at the records center) => Internal	1	SALES-01 5 Jan 2026 09:06	B2-0040	C10134394		
5	Access	บริการห้องเอกสารที่ตัวพิมพ์ Access (I will access/pickup the item at the records center) => Internal	1	SALES-01 5 Jan 2026 09:06	B2-0040	C10134395		
6	Access	บริการห้องเอกสารที่ตัวพิมพ์ Access (I will access/pickup the item at the records center) => Internal	1	SALES-01 5 Jan 2026 09:06	B2-0040	C10134396		

1. Check and select your required order.
2. Used to delete not required order.
3. Used to edit your order.
4. Display the box code(s) in order.
5. Used to export an Excel file as evidence of items in the cart.
6. After completing the order, click **"Check out order"**.

# Step 3 : Check out order

The screenshot shows a web form for checking out an order. It is divided into two main sections: 'Contact Address' on the left and 'Delivery Address' on the right. Both sections have identical fields for Contact, Account Code, three Address lines, Phone, and Fax. A red box labeled '7' highlights the 'Delivery Address' section. Below these sections is a 'Select Address' button, highlighted with a red box labeled '8'. Underneath is an 'Add File' section with a file upload button and a table with columns for No., File Name, Service Type, and Update Date. A red box labeled '9' points to the 'Add File' button. Below the table is a 'Note' section, highlighted with a red box labeled '10'. At the bottom right, there is a 'Confirm WebOrder' button, highlighted with a red box labeled '11', and a 'Cancel' button on the bottom left.

7. Check the delivery address and edit it by typing.
8. Used to select another saved address.
9. Used to attach your file (if any).
10. Used to add additional information.
11. Confirm your order.

# Step 4 : Order Confirmation

**12**

**Success**

Your order has been confirmed.

Order ID: 127086

Your order has been sent to your email

Next

**13**

**Order Confirmation**

PRINT	ORDER BY	ORDER DATE	BATCH ORDER NUMBER
	SALES-01	19 Dec 2025	123931

Workorder Account: SALES-01

99 ม.11 ต.คลองกระเบื้องเขต อ.เมืองฉะเชิงเทรา จ.ฉะเชิงเทรา  
Phone: 027104050  
Fax: 027104055  
Notes:

Confirm

**14**

Confirm Batch No. 124181 Retrieval&Permout

No-Reply<online@datasafe.cc>  
To: Ddatasafe Sales  
C: CS-center-datasafe; Ddatasafe Service; Sureerat Norachan (สุเรerat นรราชน)

This sender online@datasafe.cc is from outside your organization.

web-order-ba278c90-95af-4...  
12 KB

เรียน คุณ DEMO SALES,  
คำสั่งซื้อที่ได้รับออเดอร์ของคุณเรียบร้อยแล้ว รายละเอียดดังนี้ :  
Ddatasafe has successfully received your order. The details are as follows :

ประเภทบริการ (Service Type):  
จำนวน (Quantity):  
รายละเอียดรายการ:  
The order details :

Track#	Details	Qty
457164		1

12. A pop-up will appear confirming that the order was successful.

13. A confirmation pop-up will be displayed showing the following details:

- **Print** – for downloading the PDF.
- **Order By** – the user who placed the order.
- **Order Date** – the date the order was placed.
- **Batch Order Number** – The number of order.

14. The system will automatically send a confirmation to your email.

### Tips

After the order is completed, it will be automatically saved in the **Order Status Report** menu.

# Destruction Service

## STEP 1



**Destruction Service** (Select one)

- [In - system destruction \(Normal version\)](#)
- [In - system destruction \(Imported file version\)](#)
- [Off - system destruction](#)

## STEP 2



**[View Cart](#)**

## STEP 3



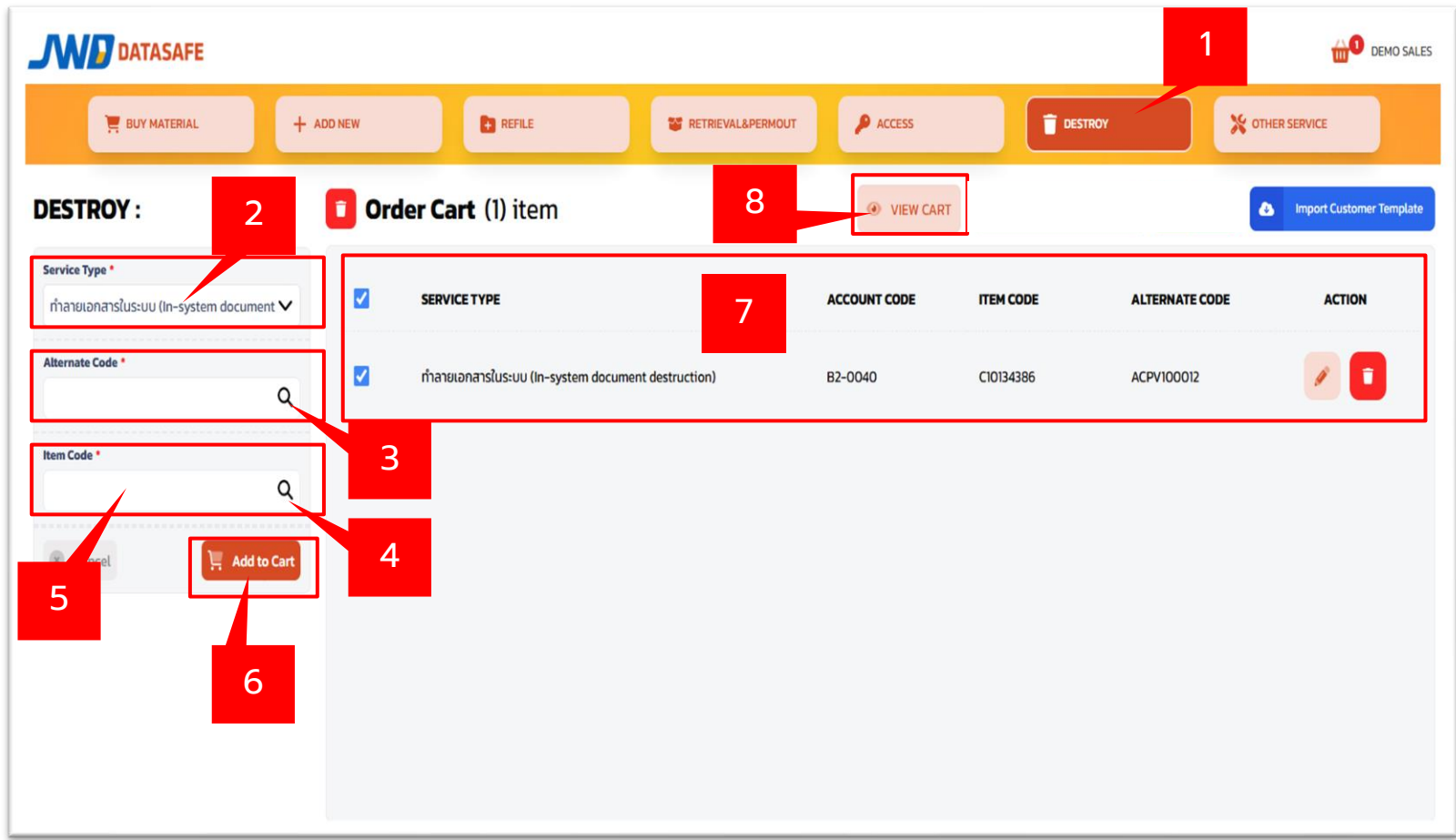
**[Check out order](#)**

## STEP 4



**[Order Confirmation](#)**

# Step 1 : In - system destruction (Normal version)



1. Click "**Destroy**" at main menu page.
2. Select the service type "**In – system document destruction**".
3. Used  to search "**Alternate Code**".
4. Used  to search "**Item code**".
5. If you know the box code to destroy, you can enter it directly in the field instead of using.
6. Click "**Add to cart**".
7. The system will display the item on the "**Order Cart**".
8. After completing the order, click "**View Cart**".

Tips  
 Enter either the **Item Code** or the **Alternate Code** (not both).

# Step 1 : In - system destruction (Imported file version)

**DESTROY :** Order Cart (4) items VIEW CART Import Customer Template

SERVICE TYPE	ACCOUNT CODE	ITEM CODE	ALTERNATE CODE	ACTION
ทำลายเอกสารในระบบ (In-system document destruction)	B2-0040	C10134386	ACPV100012	
ทำลายเอกสารในระบบ (In-system document destruction)	B2-0040	C10134387	ACOVAT1001	
ทำลายเอกสารในระบบ (In-system document destruction)	B2-0040	C10134392	ACOVAT1006	
ทำลายเอกสารในระบบ (In-system document destruction)				

**Select Service Type**

Please choose a service type before adding items to the cart.

-- Select a Service Type --

Cancel Confirm & Add to Cart

E5

	A	B
1	Item Code	
2	C10134370	
3	C10134371	
4	C10134372	
5	C10134373	
6	C10134374	
7	C10134375	
8	C10134376	
9	C10134377	
10	C10134378	
11	C10134379	
12	C10134380	
13	C10134382	
14		

G10

	A
1	Alternate Code
2	ACINV10002
3	ACINV10003
4	ACINV10004
5	ACINV10005
6	ACINV10006
7	ACPV100001
8	ACPV100002
9	ACPV100003
10	ACPV100004
11	ACPV100005
12	ACPV100006
13	ACPV100008

1. Click **"Destroy"** at main menu page.
2. Create an Excel file when you have multiple boxes to destroy, and specify either the Item Code or the Alternate Code (not both), as shown in the example.
3. Use the option to import a created excel file.
4. Select the service type **"In - system document destruction"**.
5. Click **"Confirm & Add to cart"**.
6. The system will display the imported items on the **"Order Cart"**.
7. After completing the order, click **"View Cart"**.

# Step 1 : Off - system destruction

**DESTROY :** Order Cart (1) item

Service Type \*  
ทำลายเอกสารระบบ (Off-system docum

Account Code \*  
B2-0040

Quantity \*  
10

SERVICE TYPE	QUANTITY	ACTION
ทำลายเอกสารระบบ (Off-system document destruction)	1	

Buttons: BUY MATERIAL, ADD NEW, REFILE, RETRIEVAL&PERMOUT, ACCESS, DESTROY, OTHER SERVICE, VIEW CART, Import Customer Template, Add to Cart, Cancel

1. Click **"Destroy"** at main menu page.
2. Select the service type **"Off-system document destruction"**.
3. Used to select **"Account Code"**.
4. Specify the required quantity.
5. Click **"Add to cart"**
6. The system will display the entered orders on the **"Order Cart"**.
7. After completing the order, click **"View Cart"**.

# Step 2 : View Cart

The screenshot shows the 'View Cart' page with a top navigation bar containing buttons for 'BUY MATERIAL', 'ADD NEW', 'REFILE', 'RETRIEVAL&PERMOUT', 'ACCESS', 'DESTROY', and 'SERVICE'. Below the navigation bar is a table with columns: NO, SERVICE TYPE, DETAILS, QUANTITY, PLACED IN CART, ACCOUNT CODE, ITEM CODE, ALT. CODE, and ACTION. A single row is visible with a checked checkbox in the 'NO' column, a 'Destroy' button in the 'SERVICE TYPE' column, and icons for edit and delete in the 'ACTION' column. A 'CHECK OUT ORDER' button is located at the bottom right of the table area.

NO	SERVICE TYPE	DETAILS	QUANTITY	PLACED IN CART	ACCOUNT CODE	ITEM CODE	ALT. CODE	ACTION
<input checked="" type="checkbox"/>	Destroy	ทำลายเอกสารบนระบบ (Off-system document destruction)	1	SALES-01 5 Jan 2026 16:52	B2-0040			

1. Check and select your required order.
2. Used to delete not required order.
3. Used to edit your order.
4. Used to export an Excel file as evidence of items in the cart.
5. After completing the order, click **"Check out order"**.

# Step 3 : Check out order

The screenshot shows a web form for checking out an order. It is divided into two main sections: 'Contact Address' on the left and 'Delivery Address' on the right. Both sections have identical fields for Contact, Account Code, three Address lines, Phone, and Fax. A 'Select Address' button is located between the two sections. Below the address sections is a file upload area with an 'Add File' button and a table with columns for No., File Name, Service Type, and Update Date. At the bottom is a 'Note' text area and a 'Confirm WebOrder' button. Red callout boxes with numbers 6 through 10 point to specific elements: 6 points to the 'Contact' field in the Delivery Address section; 7 points to the 'Select Address' button; 8 points to the 'Add File' button; 9 points to the 'Note' text area; and 10 points to the 'Confirm WebOrder' button.

6. Check the delivery address and edit it by typing.
7. Used to select another saved address.
8. Used to attach your file (if any).
9. Used to add additional information.
10. Confirm your order.

# Step 4 : Order Confirmation

**11**

**Success**

Your order has been confirmed.

Order ID: 127086

Your order has been sent to your email

Next

**12**

**Order Confirmation**

PRINT	ORDER BY	ORDER DATE	BATCH ORDER NUMBER
	SALES-01	19 Dec 2025	123931

Workorder Account: SALES-01

99 ม.11 ต.คลองกระเบื้องเขต อ.เมืองฉะเชิงเทรา จ.ฉะเชิงเทรา  
 Phone: 027104050  
 Fax: 027104055  
 Notes:

Confirm

**13**

Confirm Batch No. 124181 Retrieval&Permout

No-Reply<online@datasafe.cc>  
 To: Ddatasafe Sales  
 Cc: CS-center-datasafe; Ddatasafe Service; Sureerat Norachan (สุเรerat นรราชน)

This sender online@datasafe.cc is from outside your organization.

web-order-ba278c90-95af-4...  
12 KB

เรียน คุณ DEMO SALES,  
 ค่าเราได้รับออเดอร์ของคุณเรียบร้อยแล้ว รายละเอียดดังนี้ :  
 Datasafe has successfully received your order. The details are as follows :

ประเภทบริการ (Service Type):  
 จำนวน (Quantity):  
 รายละเอียดรายการ:  
 The order details :

Track#	Details	Qty
457164		1

11. A pop-up will appear confirming that the order was successful.
12. A confirmation pop-up will be displayed showing the following details:
  - **Print** – for downloading the PDF.
  - **Order By** – the user who placed the order.
  - **Order Date** – the date the order was placed.
  - **Batch Order Number** – The number of order.
13. The system will automatically send a confirmation to your email.

### Tips

After the order is completed, it will be automatically saved in the **Order Status Report** menu.

# Other Service

## STEP 1



### [Select other service](#)

( Container/File folder packing, Cleansing per file,  
Document Insert per con/file, Document scanning prepare )

## STEP 2



### [View Cart](#)

## STEP 3



### [Check out order](#)

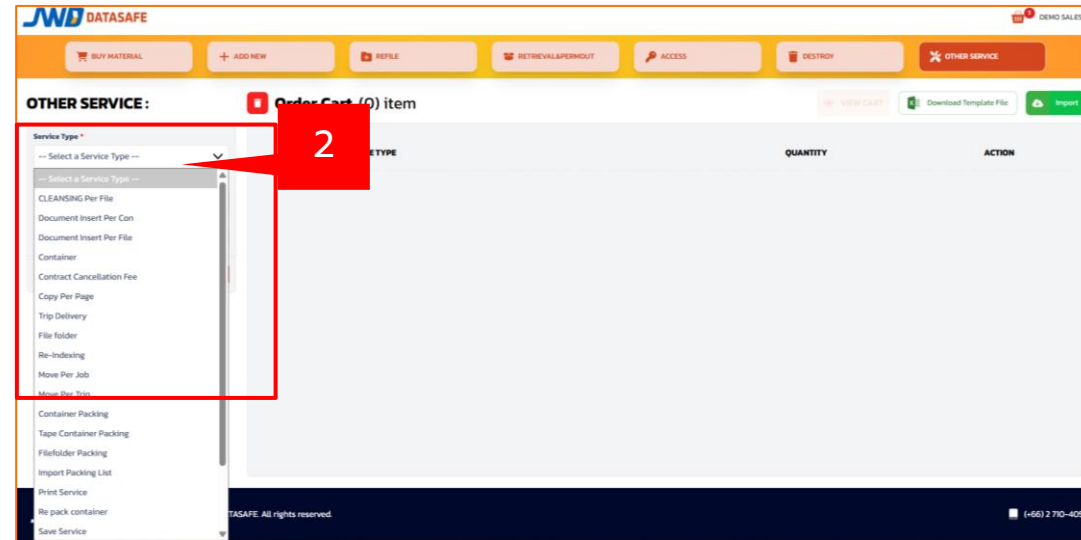
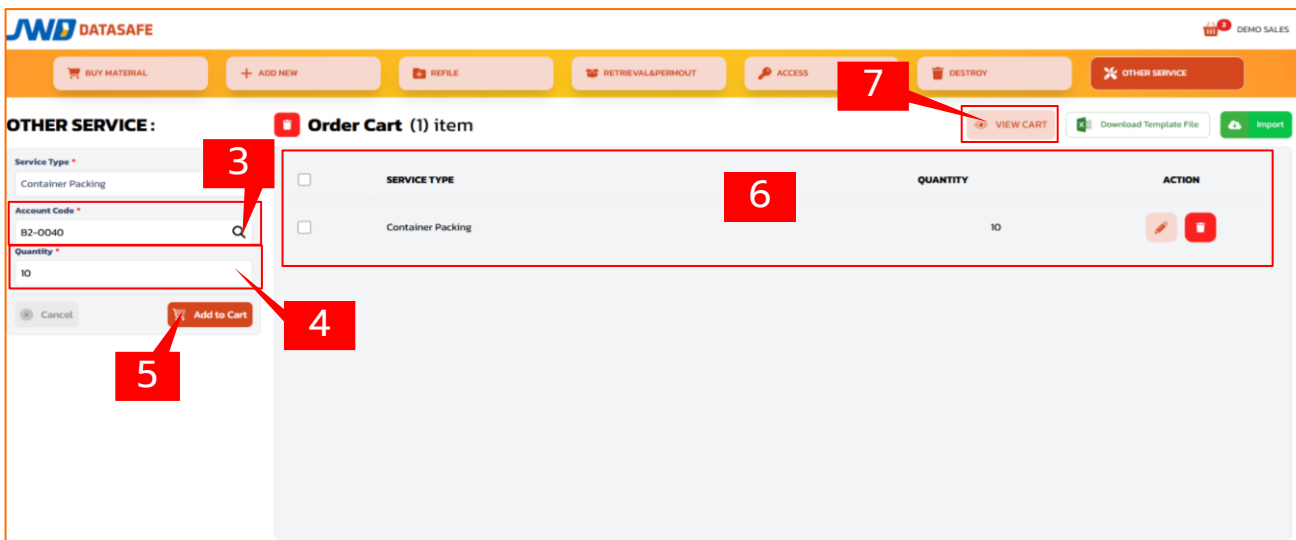
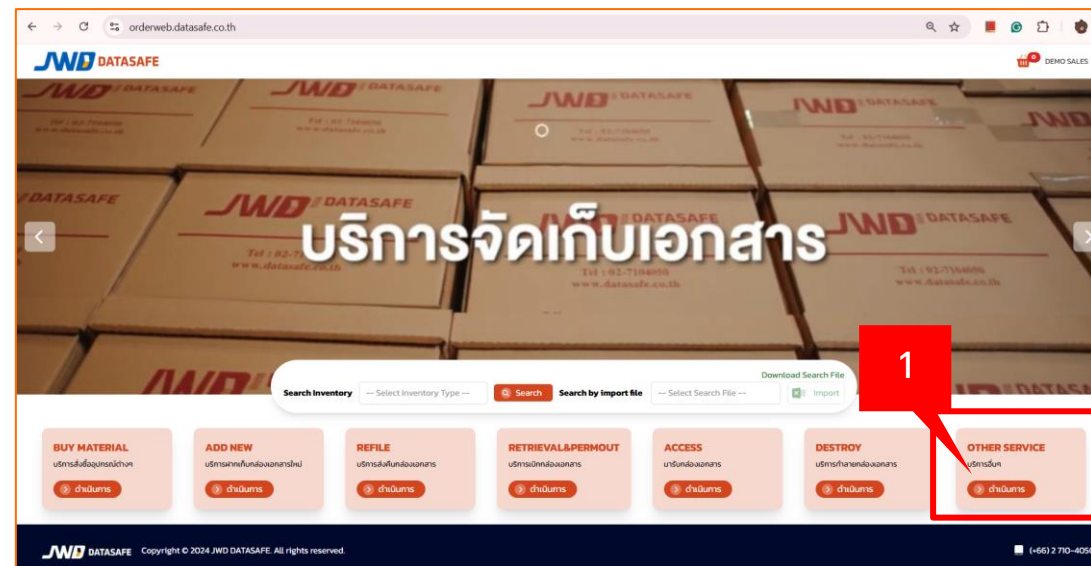
## STEP 4



### [Order Confirmation](#)

# Step 1 : Select other service



1. Click "Other service" at main menu page.
2. Select your required service
3. Used  to select "Account Code".
4. Specify the required quantity.
5. Click "Add to cart"
6. The system will display the entered orders on the "Order Cart".
7. After completing the order, click "View Cart".



# Step 2 : View Cart

The screenshot shows the 'View Cart' page with the following table:

NO	SERVICE TYPE	DETAILS	QUANTITY	PLACED IN CART	ACCOUNT CODE	LT. CODE	ACTION
1	Other Service	Container Packing	10	SALES-01 6 Jan 2026 09:48	B2-0040		[Edit] [Delete]

8. Check and select your required order.
9. Used  to delete not required order.
10. Used  to edit your order.
11. After completing the order, click **"Check out order"**.
12. Used to export an Excel file as evidence of items in the cart.

# Step 3 : Check out order

The screenshot shows a web form for checking out an order. It is divided into two main sections: 'Contact Address' on the left and 'Delivery Address' on the right. Both sections have identical fields for Contact, Account Code, three Address lines, Phone, and Fax. A 'Select Address' button is located between the two sections. Below the address sections is a file upload area with an 'Add File' button and a table with columns for No., File Name, Service Type, and Update Date. At the bottom, there is a 'Note' field and a 'Confirm WebOrder' button. Red callout boxes with numbers 13 through 17 point to specific elements: 13 points to the Delivery Address fields, 14 points to the 'Select Address' button, 15 points to the 'Add File' button, 16 points to the 'Note' field, and 17 points to the 'Confirm WebOrder' button.

13. Check the delivery address and edit it by typing.

14. Used to select another saved address.

15. Used to attach your file (if any).

16. Used to add additional information.

17. Confirm your order.

# Step 4 : Order Confirmation

**18**

**Success**

Your order has been confirmed.

Order ID: 127086

Your order has been sent to your email

[Next](#)

**19**

**Order Confirmation**

PRINT	ORDER BY	ORDER DATE	BATCH ORDER NUMBER
	SALES-01	19 Dec 2025	123931

Workorder Account: SALES-01

99 ม.11 ต.คลองมอญเมืองแพะ อ.เมืองฉะเชิงเทรา จ.ฉะเชิงเทรา  
 Phone: 027104050  
 Fax: 027104055  
 Notes:

[Confirm](#)

Confirm Batch No. 124181 Retrieval&Permout Summarize

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No-Reply<online@datasafe.cc>  
 To: Datasafe Sales  
 Cc: CS-center-datasafe; Datasafe Service; Sureerat Norachan (สุธีรัตน์ นรชาน)

Wed 12/24/2025 11:16 AM

This sender online@datasafe.cc is from outside your organization. Block sender

web-order-ba278c90-95af-4...  
12 KB

เรียน คุณ DEMO SALES,

คำสั่งซื้อที่ได้อิมพอร์ตของคุณเรียบร้อยแล้ว รายละเอียดดังนี้ :  
 Datasafe has successfully received your order. The details are as follows :

ประเภทบริการ (Service Type):  
 จำนวน (Quantity):  
 รายละเอียดรายการ:  
 The order details :

Track#	Details	Qty
457164		1

**20**

18. A pop-up will appear confirming that the order was successful.

19. A confirmation pop-up will be displayed showing the following details:

- **Print** – for downloading the PDF.
- **Order By** – the user who placed the order.
- **Order Date** – the date the order was placed.
- **Batch Order Number** – The number of order.

20. The system will automatically send a confirmation to your email.

### Tips

After the order is completed, it will be automatically saved in the **Order Status Report** menu.

PRESENTED BY DATASAFE

# Order Status

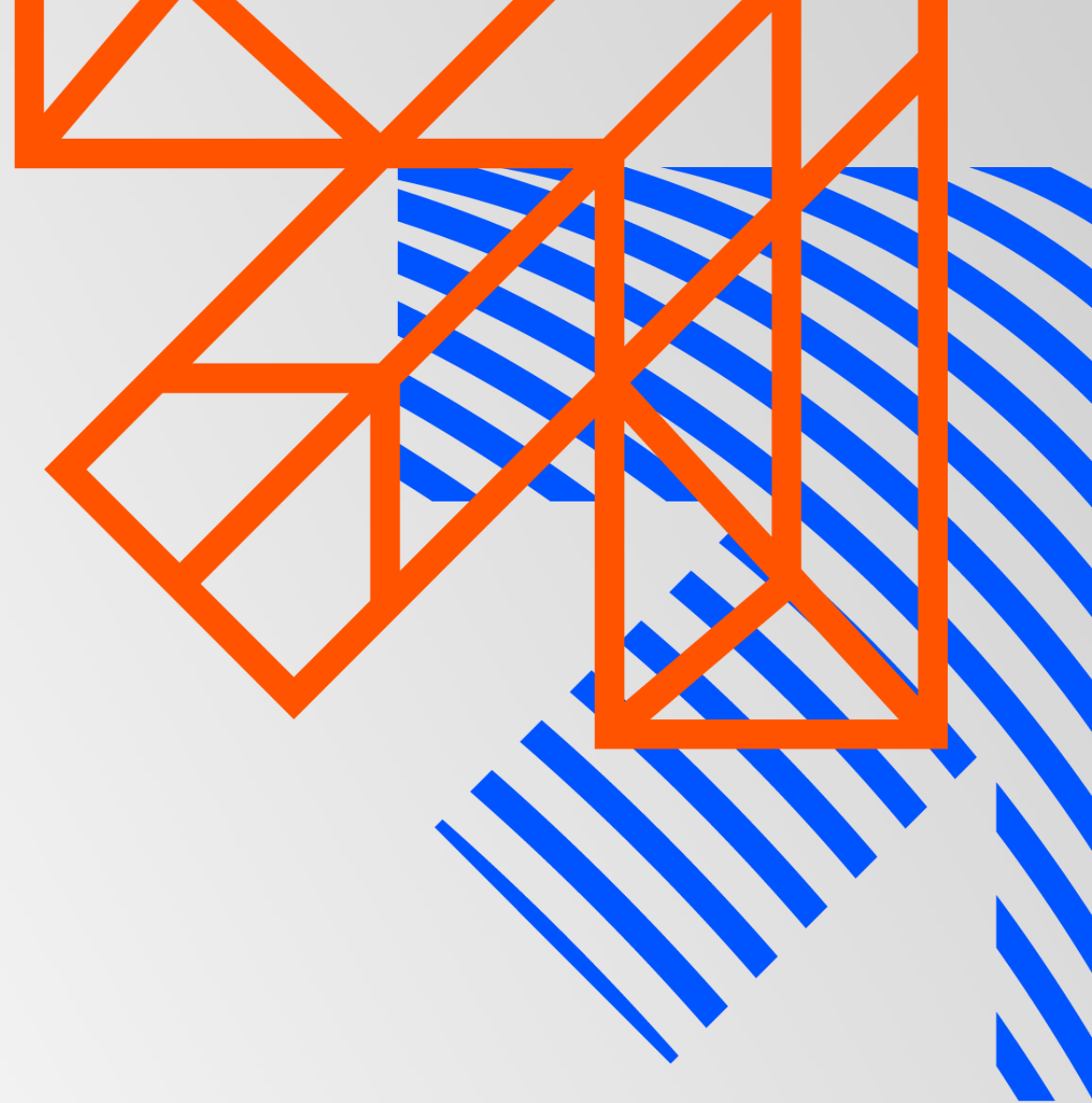
# 1. Order Status

The screenshot shows the 'Order Status' page with 15 orders found. The page includes a search bar, an export button, and a table of order details. The callouts are as follows:

- 1: Profile icon (User Manual, Sign out)
- 2: Search button
- 3: Clear button
- 4: Export button
- 5: ConfirmOrder(PDF) button
- 6: Alternate Code button
- 7: Search by Batch number
- 8: Search by Tracking number
- 9: Search by Service Type
- 10: All Order Status dropdown
- 11: Status search input field

ConfirmOrder(PDF)	AlternateCode	No	Batch	Tracking	Service Type	Detail	Account Code	Account Name	Quantity	Status	StatusDate	Orderby	Place in cart by	Place in Cart Date
ConfirmOrder(PDF)		1	124457	460572	Receive		B2-0040	Datasafe	1	Cancelled	5 Jan 2026	SALES-01	SALES-01	5 Jan 2026 04:51
ConfirmOrder(PDF)		2	124456	460571	Receive		B2-0040	Datasafe Demo	1	Cancelled	5 Jan 2026	SALES-01	SALES-01	5 Jan 2026 04:34
ConfirmOrder(PDF)	Alternate Code	3	124455	460570	Pickup		B2-0040	Datasafe Demo	1	Cancelled	5 Jan 2026	SALES-01	SALES-01	5 Jan 2026 04:34
ConfirmOrder(PDF)	Alternate Code	4	124454	460569	Pickup		B2-0040	Datasafe Demo	1	Cancelled	5 Jan 2026 11:32	SALES-01	SALES-01	5 Jan 2026 04:31
ConfirmOrder(PDF)		5	124453	460568	Receive		B2-0040	Datasafe Demo	1	Cancelled	5 Jan 2026 11:30	SALES-01	SALES-01	5 Jan 2026 04:28
ConfirmOrder(PDF)	Alternate Code	6	124452	460567	Pickup		B2-0040	Datasafe Demo	1	Cancelled	5 Jan 2026 11:30	SALES-01	SALES-01	5 Jan 2026 04:27
ConfirmOrder(PDF)		7	124181	457164	Delivery		B2-0040	Datasafe Demo	1	Cancelled	24 Dec 2025 11:41	SALES-01	SALES-01	24 Dec 2025 04:14
ConfirmOrder(PDF)		8	124127	457048	Buy	Filefolder Barcode	B2-0040	Datasafe Demo	1	Cancelled	23 Dec 2025 15:01	SALES-01	SALES-01	23 Dec 2025 08:00
ConfirmOrder(PDF)		9	124125	457046	Buy	Filefolder Barcode	B2-0040	Datasafe Demo	1	Cancelled	23 Dec 2025 15:00	SALES-01	SALES-01	23 Dec 2025 07:58
ConfirmOrder(PDF)		10	123931	455469	Buy	Empty Standard Container	B2-0040	Datasafe Demo	10	Cancelled	19 Dec 2025 11:02	SALES-01	SALES-01	19 Dec 2025 03:31
ConfirmOrder(PDF)	Alternate Code	11	123473	453293	Pickup		B2-0040	Datasafe Demo	9	Cancelled	11 Dec 2025 16:03	SALES-01	SALES-01	11 Dec 2025 08:33
ConfirmOrder(PDF)		12	123470	453289	Buy	Empty Standard Container	B2-0040	Datasafe Demo	10	Cancelled	11 Dec 2025 16:03	SALES-01	SALES-01	11 Dec 2025 08:25
ConfirmOrder(PDF)	Alternate Code	13	117479	431960	Pickup		B2-0040	Datasafe Demo	1	Cancelled	16 Sep 2025 10:31	SALES-01	SALES-01	16 Sep 2025 03:28
ConfirmOrder(PDF)	Alternate Code	14	117478	431959	Pickup		B2-004012	အက်ဆစ်	1	Cancelled	16 Sep 2025 10:31	SALES-01	SALES-01	16 Sep 2025 03:24
ConfirmOrder(PDF)		15	117477	431958	Buy	Empty Standard Container	B2-0040	Datasafe Demo	20	Cancelled	16 Sep 2025 10:31	SALES-01	SALES-01	16 Sep 2025 03:22

1. Click " **Order Status** " on profile icon.
2. Use the function to " **search** ".
3. Use the function to " **clear search** ".
4. Use the function to export order status records.
5. Use the function to re-download your order confirmation.
6. Use the function to re-download your alternate code (If have).
7. Used to search order **by batch number**.
8. Used to search order **by tracking number**.
9. Used to search orders **by service type**.
10. Used to search orders **by status**.
11. Used to search orders **by status date**.
12. Used to search orders **by user**.
13. Used to search orders **by place in cart**.
14. Used to search orders **by place in cart date**.



**Thank You**

