## How to Search Open Line Position Status



- 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 Bendix 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 Bendix Order numbers to see order details
- Users can click on the 'Export' button and export the entire list into an excel file

My Account	Open Positions													Back to Open Positions )
My Profile											Order Status	s Details		
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My Orders 👻	C	Customer ID will show here									Order Status	s: Acknowledged		Status Date: 10/30/2020
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