



1. Go to Production > Production Reports > Open Items List. *Note that the Open Items List is available under most report folders. The type of document can be filtered with the **Open Documents** drop down in the top right of this form.

2. Select the **Filter** in the top left to 'Planned' or 'Released.' This will enable the check boxes and the Change to button.

Select	Status	Product No.	Product Description	Planned Quantity	Order Date	Start Date	Due Date	
<input type="checkbox"/>	Released	1000-B46	Variety - Case 4/6/12 Btl	1,000.00	03/16/2016	03/16/2016	03/16/2016	
<input type="checkbox"/>	Planned	1002-K16	Pale Ale - Keg 1/6 BBL	99.00	05/24/2016	05/24/2016	05/24/2016	
<input type="checkbox"/>	Standard	1011-K12	Red Irish Ale - Keg 1/2 BBL	320.00	09/02/2016	09/23/2016	09/23/2016	
<input type="checkbox"/>	Standard	W1012	Wort - Hefeweizen	100.00	09/06/2016	09/13/2016	09/13/2016	
<input type="checkbox"/>	Standard	Released	GB1004	Green Beer - Stout	180.00	10/20/2016	04/03/2017	04/19/2017
<input type="checkbox"/>	Standard	Released	BB1004	Bright Beer - Stout	150.00	10/20/2016	04/19/2017	04/20/2017
<input type="checkbox"/>	Standard	Planned	W1003	Wort - IPA	30.00	01/11/2017	02/01/2017	02/01/2017
<input type="checkbox"/>	Standard	Planned	W1003	Wort - IPA	30.00	01/11/2017	02/03/2017	02/03/2017
<input type="checkbox"/>	Standard	Planned	GB1003	Green Beer - IPA	60.00	01/11/2017	02/02/2017	02/13/2017
<input type="checkbox"/>	Standard	Released	DH1003	Dry Hopped Beer - IPA	30.00	01/11/2017	03/15/2017	03/23/2017
<input type="checkbox"/>	Standard	Released	BB1003	Bright Beer - IPA	27.00	01/11/2017	02/10/2017	02/13/2017
<input type="checkbox"/>	Standard	Planned	1005-K12	Portlandia Porter - Keg	240.00	01/24/2017	02/14/2017	02/14/2017
<input type="checkbox"/>	Standard	Planned	1005-K16	Portlandia Porter - Keg	320.00	01/24/2017	01/24/2017	01/24/2017
<input type="checkbox"/>	Standard	Released	1002-K16	Pale Ale - Keg 1/6 BBL	20.00	01/24/2017	03/02/2017	03/02/2017
<input type="checkbox"/>	Standard	Planned	W1001	Wort - Amber Ale	100.00	01/24/2017	03/07/2017	03/07/2017
<input type="checkbox"/>	Standard	Planned	W1001	Wort - Amber Ale	100.00	01/24/2017	03/07/2017	03/07/2017
<input type="checkbox"/>	Standard	Planned	GB1001	Green Beer - Amber Ale	200.00	01/24/2017	03/08/2017	03/21/2017
<input type="checkbox"/>	Standard	Planned	BB1001	Bright Beer - Amber Ale	180.00	01/24/2017	04/15/2017	04/17/2017
<input type="checkbox"/>	Standard	Planned	1003-K12	IPA - Keg 1/2 BBL	32.00	01/24/2017	04/12/2017	04/12/2017
<input type="checkbox"/>	Standard	Planned	1001-B212	Amber Ale - Case 2/12/12	180.00	01/24/2017	01/27/2017	01/27/2017
<input type="checkbox"/>	Standard	Planned	BB1014	Bright Beer - Pumpkin	1.71	01/24/2017	01/24/2017	01/24/2017

3. Mark which PdOs you want to Cancel or Release

4. Click the **Change To** button in the bottom right and select 'Cancel' or 'Release'

5. Say Yes to the warning, and tada!

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