



eReturns

**User Guide – Admin
(Includes Worklist Details)**

Prepared October, 2025

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Summary

The eReturns solution is a web application containing 4 web pages:

- 1) eReturns Home
 - Home contains a form used to create a return request.
- 2) eReturns Help
 - Help contains brief definitions of the fields on Home.
- 3) eReturns Status
 - The status screen shows previously submitted return requests with 2 additional fields:
 - i. Action Notes: Notes added by the person processing the return request to provide information back to the customer who submitted the request.
 - ii. Processed: A checkbox indicating if the request has been fully processed or not.
- 4) eReturns Worklist
 - The worklist screen shows previously submitted return requests with 2 additional fields:
 - i. Action Notes: Notes added by the person processing the return request to provide information back to the customer who submitted the request.
 - The Action Notes field is editable by the request manager so that they can update their customer with notes concerning their request.
 - ii. Processed: A checkbox indicating if the request has been fully processed or not.
 - The Processed checkbox is editable by the request manager so that they can update their customer with notes concerning their request.

For Autologue clients who use our ePart solution, the following applies:

- eReturns Home, Help and Status are available on the ePart eReturns tab for the logged in customer.
- The eReturns Worklist is available in eSetup for the logged in store manager by clicking the eReturns Worklist link in the sidebar's link collection.
 - As the eSetup login for ePart is by storeId only, the Worklist shows all customer return requests for the store.

For Autologue clients who use our eOffice solution, the following applies:

- eReturns Home, Help and Status are available by clicking the eOffice eReturns menu bar item when logged in as an eOffice customer.
- The eReturns Worklist is available in the eOffice eReturns Worklist link when logged in as an admin user.
 - As the admin login for eOffice is by storeId only, the Worklist shows all customer return requests for the store.

For Autologue clients who use our eDelivery solution, the following applies:

- eReturns Home, Help and Status are available on the eDelivery eReturns tab for the logged in store.
- The eReturns Worklist is available in eDelivery Setup for the logged in store manager by clicking the eReturns Worklist link in the eDelivery Setup link collection.
 - As eDelivery Setup login is by storeId only, the Worklist shows all customer return requests for the store.
- The eDelivery Mobile App contains a new blue eReturns button on the home screen.
 - This button renders the return request input form on the mobile device screen so that drivers can create and submit return requests from the field.

Autologue clients who use 2 or more of our eProducts please note that all eReturns screens are from one source, so that it does not matter from which eProduct a return request is submitted, and note that the status and worklist screens all feed from the same place.

eReturns Home

The screenshot shows the eReturns Home page. At the top, there is a navigation bar with links: eReturns, Home, Instructions, Status, and Worklist. Below the navigation bar, the page title is "eReturns Home". There is a list of instructions:

1. Please complete all fields, then click the blue **Add Items** button for each item to be returned.
2. After you've finished adding items to your request, click the green **Submit Return Request** button. You may need to scroll down to see the button.
3. **Important:** For a verified part return, please enter an invoice number if known and choose your part from the drop down list. If you don't know the invoice number, please choose a part from the list shown as you are manually typing in the part# field. If you don't choose from the list and manually type the part#, we will try to verify the part was purchased, but you must type the number exactly so we can try to find a match.

The form fields are as follows:

Customer# *	<input type="text" value="250"/>	
Invoice (If Known)	<input type="text"/>	<input type="button" value="Get Invoice Parts"/>
Part# *	<input type="text"/>	
Mfr/Line *	<input type="text"/>	
Qty *	<input type="text"/>	
Return Type	<input type="button" value="New"/>	
Return Reason	<input type="button" value="Incorrect"/>	
Name *	<input type="text"/>	
Email *	<input type="text"/>	
Notes (optional)	<input type="text"/>	

*** Required Field**

1) Add Items

At the bottom of the page, there is a copyright notice: © 2025 - Autologue Computer Systems, Inc. and links to Privacy Policy and Terms and Conditions.

Figure 1: eReturns Home

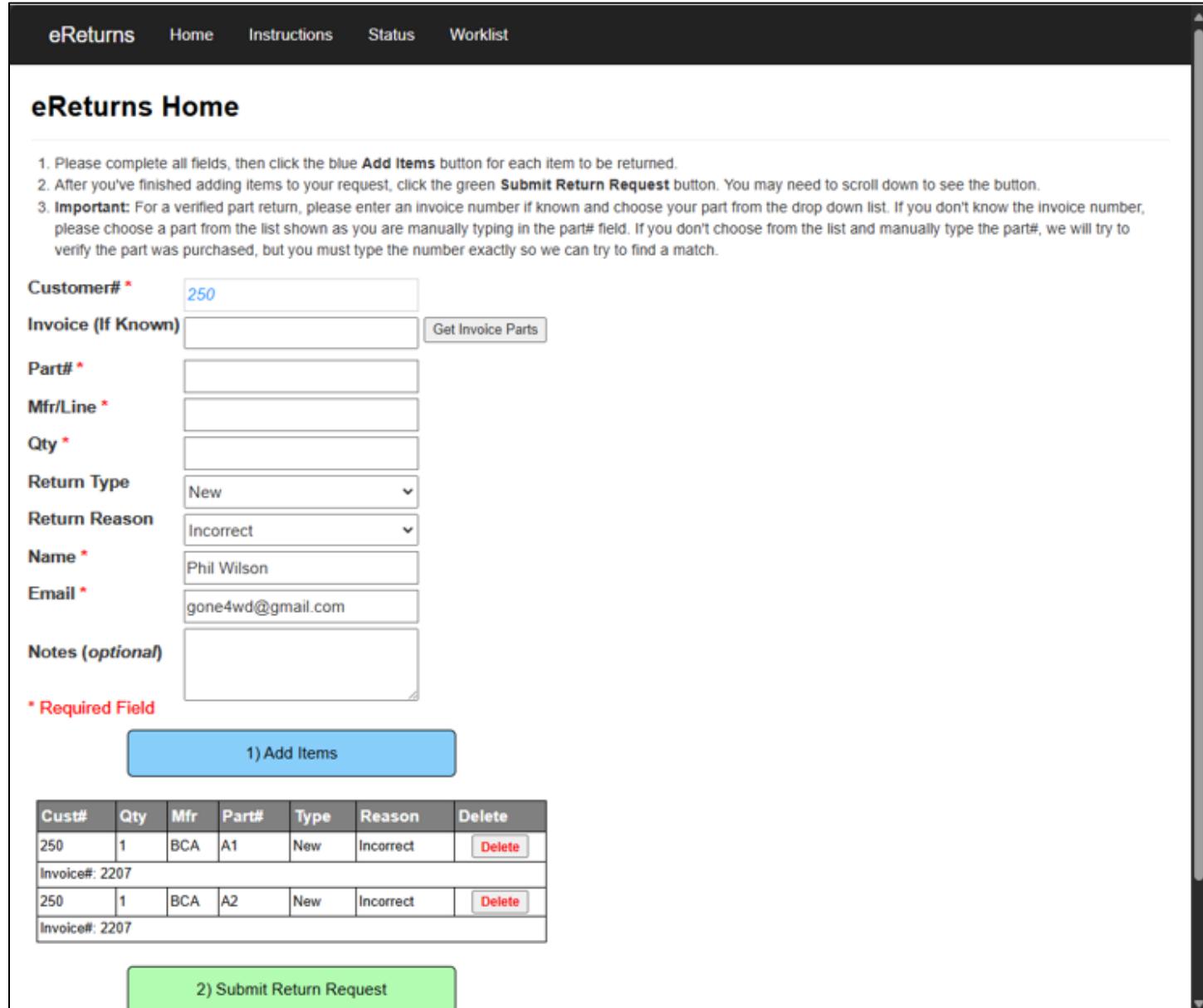
The eReturns Home screen is where the return request is created and submitted.

If logged in as a customer through either ePart or eOffice, the Customer# textbox will be prepopulated and read-only. For eDelivery, logins are at the storeId level, so this textbox is not prepopulated and can be edited.

The flow for this form is Add Item/Add Item/Add Item... => Submit Request. You will add one item at a time by editing the textboxes and drop-down menu selections and clicking the blue Add Items button for each item.

Each time you add an item it will be validated to make sure all fields are filled in and the Customer# is valid. Items you have added will display beneath the Add Items button in a small grid (it is small because this screen is also used on mobile phones).

If you accidentally add an item and want to delete it, simply click the Delete button in the item grid.



The screenshot shows the eReturns Home - Add Items page. At the top, there is a navigation bar with links: eReturns, Home, Instructions, Status, and Worklist. The main title is "eReturns Home". Below the title, there is a list of instructions:

1. Please complete all fields, then click the blue **Add Items** button for each item to be returned.
2. After you've finished adding items to your request, click the green **Submit Return Request** button. You may need to scroll down to see the button.
3. **Important:** For a verified part return, please enter an invoice number if known and choose your part from the drop down list. If you don't know the invoice number, please choose a part from the list shown as you are manually typing in the part# field. If you don't choose from the list and manually type the part#, we will try to verify the part was purchased, but you must type the number exactly so we can try to find a match.

The form fields are as follows:

- Customer# ***: 250
- Invoice (If Known)**: (input field) Get Invoice Parts
- Part# ***: (input field)
- Mfr/Line ***: (input field)
- Qty ***: (input field)
- Return Type**: New
- Return Reason**: Incorrect
- Name ***: Phil Wilson
- Email ***: gone4wd@gmail.com
- Notes (optional)**: (input field)

A note at the bottom left indicates: *** Required Field**.

Below the form is a blue button labeled **1) Add Items**. Underneath this button is a table showing the added items:

Cust#	Qty	Mfr	Part#	Type	Reason	Delete
250	1	BCA	A1	New	Incorrect	<input type="button" value="Delete"/>
Invoice#: 2207						
250	1	BCA	A2	New	Incorrect	<input type="button" value="Delete"/>
Invoice#: 2207						

Below the table is a green button labeled **2) Submit Return Request**.

Figure 2: eReturns Home - Add Items

After you have entered all the items you want to submit for a return, click the green Submit Return Request button.

1) Add Items

Your request has been received.
Your eReturn RGN is:
ROYSTEST3.250.23.17681075

Cust#	Qty	Mfr	Part#	Type	Reason
250	1	TST	TST-1	New	Incorrect
This is a test note.					
250	1	TST	TST-2	Defective	Didn't Fit
This is another test note.					

Figure 3: eReturns Home - eReturns RGN Received

The items submitted in your return request will be displayed along with the eReturns RGN number.

Returns Help

eReturns Home Help Status

eReturns Help

1. Please complete all fields, then click the **Add Items** button for each item to be returned.
2. After you've added items to your request, click the **Submit Return Request** button.

These are the fields to complete when submitting your return request.

- **Customer#** - This is your customer's Id.
- **Qty** - This is the quantity for a part# you are returning.
- **Mfr/Line** - This is the manufacturer code or line code for a part you are returning.
- **Part#** - This is the part number for a part you are returning.

Important: For a verified part return, please enter an invoice number if known and choose your part from the drop down list. If you don't know the invoice number, please choose a part from the list shown as you are manually typing in the part# field. If you don't choose from the list and manually type the part#, we will try to verify the part was purchased, but you must type the number exactly so we can try to find a match.

- **Return Type** - This is where you will choose the reason for your return.
- **Your Name** - This is your name, so we know who is requesting the return.
- **Notes (optional field)** - Here you may enter notes for the return request.

eReturns User Guide: [eReturns-UserGuide.pdf](#)
eMail Customer Support: support@autologue.com

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Figure 4: eReturns Help

The eReturns Help screen assists users who do not use eReturns often. It provides basic steps required to submit a request, and brief explanations for each of the fields. There is also a link to this user guide.

eReturns Status

eReturns Status														
eReturns Home Instructions Status Worklist														
RGN: <input type="text"/> Search for RGN														
Filter: <input type="text"/> Start Date <input type="text"/> End Date <input type="text"/> Filter By Date Print Download CSV Show All														
 A RGN ending in -v with a golden background represents the part was verified to have been purchased before the return request was made.														
StoreId	Customer Name	Date	Qty	Mfg	Part#	Type	Reason	Originator	Email	Customer Notes	Action Notes	RGN	Processed	
roystest3	JOHS ACRYLIC (250)	2/3/25 21:31	5	BCA	A10	New	Incorrect	randy	rlh8452@gmail.com	test test test test		roystest3.250.25.2928679	No	
roystest3	JOHS ACRYLIC (250)	2/3/25 21:31	55	FRA	PH8A	Core	Core	randy	rlh8452@gmail.com	jsdfklajsdflkjlsadkfjaskjfklsjdf		roystest3.250.25.2928679	No	
roystest3	JOHS ACRYLIC (250)	2/3/25 21:29	1	WIX	42098	New	Incorrect	Mike	mtaliaferro@autologue.com	air filter		roystest3.250.25.2928573	No	
roystest3	JOHS ACRYLIC (250)	2/3/25 21:29	1	WIX	33032	New	Incorrect	Mike	mtaliaferro@autologue.com	some notes		roystest3.250.25.2928573	No	
roystest3	JOHS ACRYLIC (250)	2/3/25 20:54	1	BCA	A10	New	Incorrect	randy	rlh8452@gmail.com			roystest3.250.25.2926487	No	
roystest3	JOHS ACRYLIC (250)	2/3/25 20:54	15	wix	51515	Core	Core	randy	rlh8452@gmail.com	this is a core		roystest3.250.25.2926487	No	
roystest3	JOHS ACRYLIC (250)	2/3/25 20:52	1	BCA	A10	New	Incorrect	randy	rlh8452@gmail.com			roystest3.250.25.2926330	No	
roystest3	JOHS ACRYLIC (250)	2/3/25 20:52	15	wix	51515	Core	Core	randy	rlh8452@gmail.com	this is a core		roystest3.250.25.2926330	No	
roystest3	JOHS ACRYLIC (250)	12/16/24 04:51	1	BCA	A10	New	Incorrect	Phil Wilson		Invoice#: 2271		roystest3.250.24.30268292-v	No	
roystest3	JOHS ACRYLIC (250)	3/13/24 11:26	1	FEL	FS7733PT-2	New	Incorrect	Sam		Invoice#: 2204		roystest3.250.24.6262016-v	Yes	
roystest3	JOHS ACRYLIC (250)	2/26/24 14:09	1	FEL	FS7733PT-2	New	Incorrect	Sam		Invoice#: 2204		roystest3.250.24.44889344-v	Yes	
roystest3	JOHS ACRYLIC (250)	2/26/24 14:08	1	FRA	HPK5	New	Incorrect	Sam		Invoice#: 2208		roystest3.250.24.44889203-v	Yes	
roystest3	JOHS ACRYLIC (250)	1/25/24 10:12	1	SAM	A10	New	Incorrect	Sam		testing	credit Inv # 33333	roystest3.250.24.2110336-v	Yes	
roystest3	JOHS ACRYLIC (250)	1/24/24 13:23	1	SAM	A10	New	Incorrect	Sam		TESTING W/DONNY		roystest3.250.24.2035417-v	Yes	
roystest3	JOHS ACRYLIC (250)	1/11/24 14:42	1	SAM	3250	New	Incorrect	Sam		test	updated note	roystest3.250.24.916939-v	Yes	
roystest3	JOHS ACRYLIC (250)	1/10/24 08:28	1	SAM	3250	New	Incorrect	Sam		testing		roystest3.250.24.808097-v	No	
roystest3	JOHS ACRYLIC (250)	11/6/23 18:11	1	bca	a1	New	Incorrect	phil		test	i have done the deed	roystest3.250.23.26763064	Yes	
roystest3	JOHS ACRYLIC (250)	11/6/23 18:08	1	SAM	SAM-1	New	Incorrect	Sam		testing 123		roystest3.250.23.26762907	Yes	
roystest3	ORANGE TERRACE COMMUNITY PARK (251)	8/3/23 07:55	1	Box	DOR	NUTS	New	Other Return Reason	Roy Betancur		Optional note entered for the return of a box of Dorman nuts	this is cool!	roystest3.251.23.18518139	Yes
roystest3	ORANGE TERRACE COMMUNITY PARK (251)	8/3/23 07:55	1	REB	3250	Core	Core	Roy Betancur					roystest3.251.23.18518139-v	Yes
roystest3	JOHS ACRYLIC (250)	8/2/23 18:29	1	box	SAM	SAM-1	New	Someone ate all the chocolate!	Sam		Testing production push	bring more chocolate!	roystest3.250.23.18469792	Yes

Figure 5: eReturns Status

The eReturns Status screen shows all fields for all submitted return requests, including 2 additional fields... “Action Notes” and “Processed”. “Action Notes” and “Processed” are edited by the returns manager and are read-only for the customer.

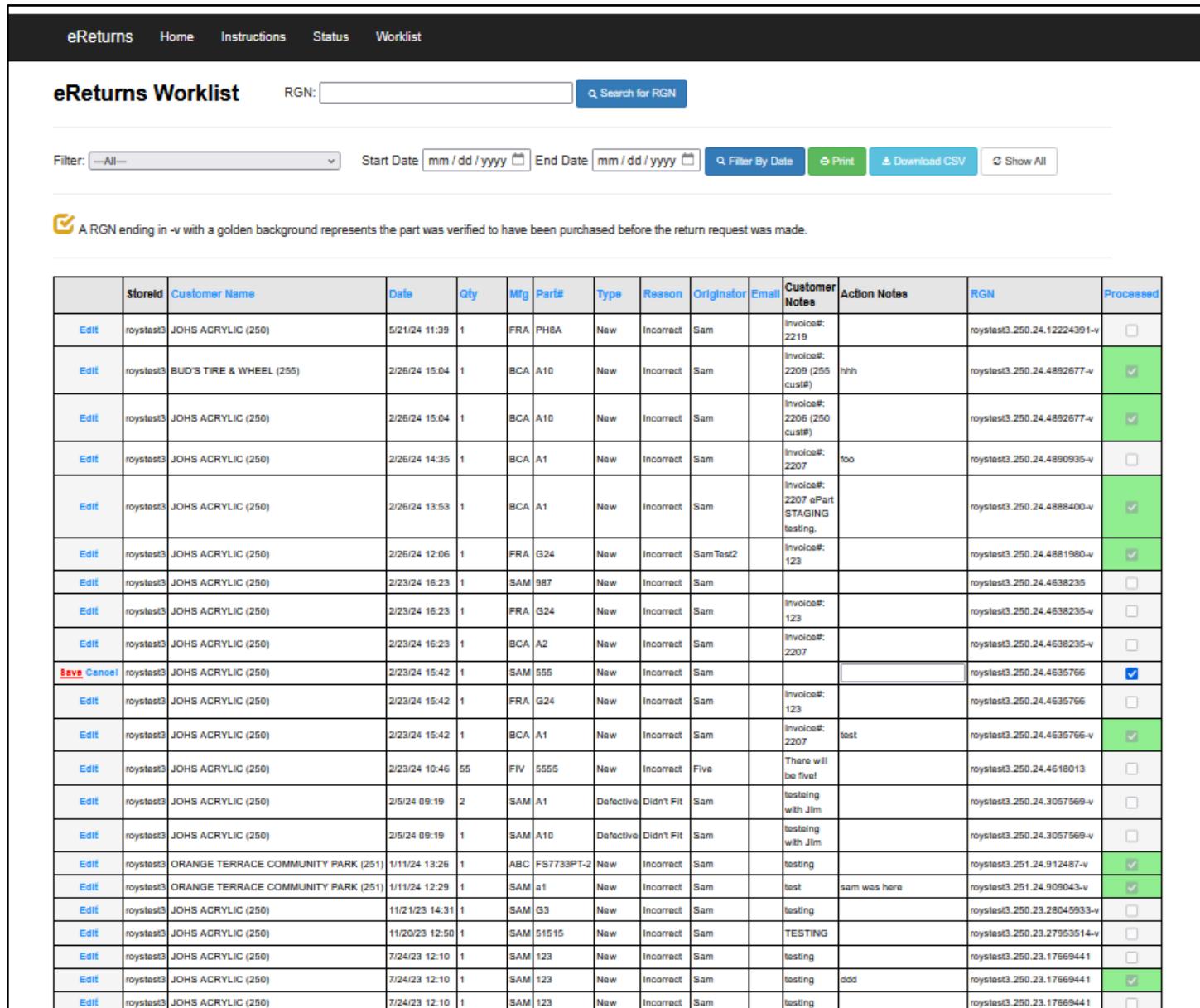
- When viewing status, all columns with blue links can be sorted by clicking the column header.
- Returns can be searched for a specific RGN number (partial searches are supported, like searching for ROYSTEST3.250.23.17664721 can be done by entering just 17664721 in the RGN textbox).
- The data can be filtered by date range, choosing either a start or end or both start and end dates.

Whatever the grid has been asked to show can be printed or downloaded as a CSV file for use in Microsoft Excel or your favorite spreadsheet tool.

And finally, a Show All button is available to clear all filters and show all data as initially loaded.

eReturns Worklist

The Worklist is only available for administrators who process return requests.



The screenshot shows the eReturns Worklist interface. At the top, there is a navigation bar with links for eReturns, Home, Instructions, Status, and Worklist. Below the navigation bar is the title "eReturns Worklist" and a search bar for "RGN". The main area contains a table with the following columns: StoreID, Customer Name, Date, Qty, Mfg, Part#, Type, Reason, Originator, Email, Customer Notes, Action Notes, RGN, and Processed. Each row in the table represents a return request, with an "Edit" link and a "Save" / "Cancel" link. The "Processed" column contains checkboxes, some of which are checked (indicated by a green background). The "Customer Notes" column contains various notes, some of which are highlighted in green. The "Action Notes" column contains a single text input field. The "RGN" column contains unique identifiers for each return request.

Figure 6: eReturns Worklist

The eReturns Worklist screen shows the same fields as the Status screen shown to the customer, and all sorting, searching, filtering, downloading as CSV and printing are the same as the Status screen.

In addition, the eReturns Worklist screen also provides the ability for the store returns manager to edit and save two fields in the grid... "Action Notes" and "Processed". To edit either of them simply click the Edit link, make necessary changes to the row's "Action Notes" textbox and/or the "Processed" checkbox, then click the Save link.

eReturns Mobile Device

The eReturns mobile device return request input form is accessed from the mobile app home screen by clicking the blue eReturns button.

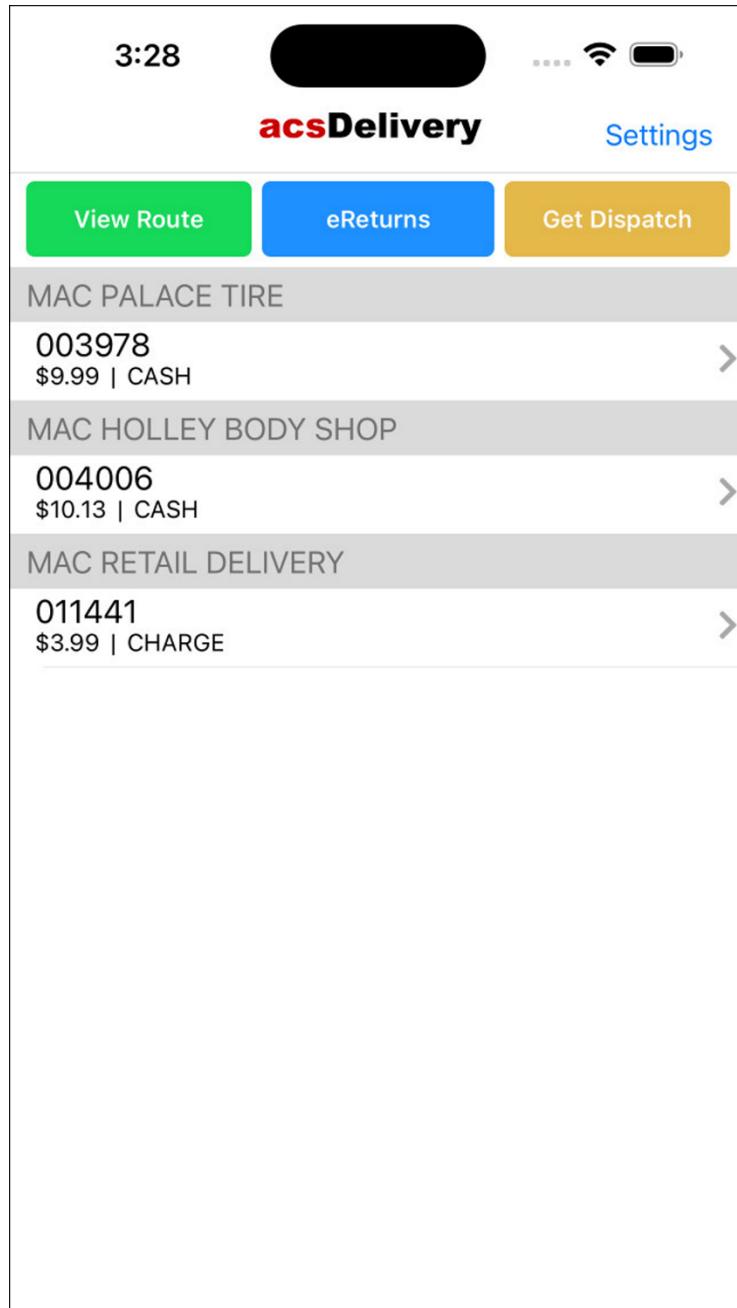


Figure 6: eReturns - Mobile Home Screen

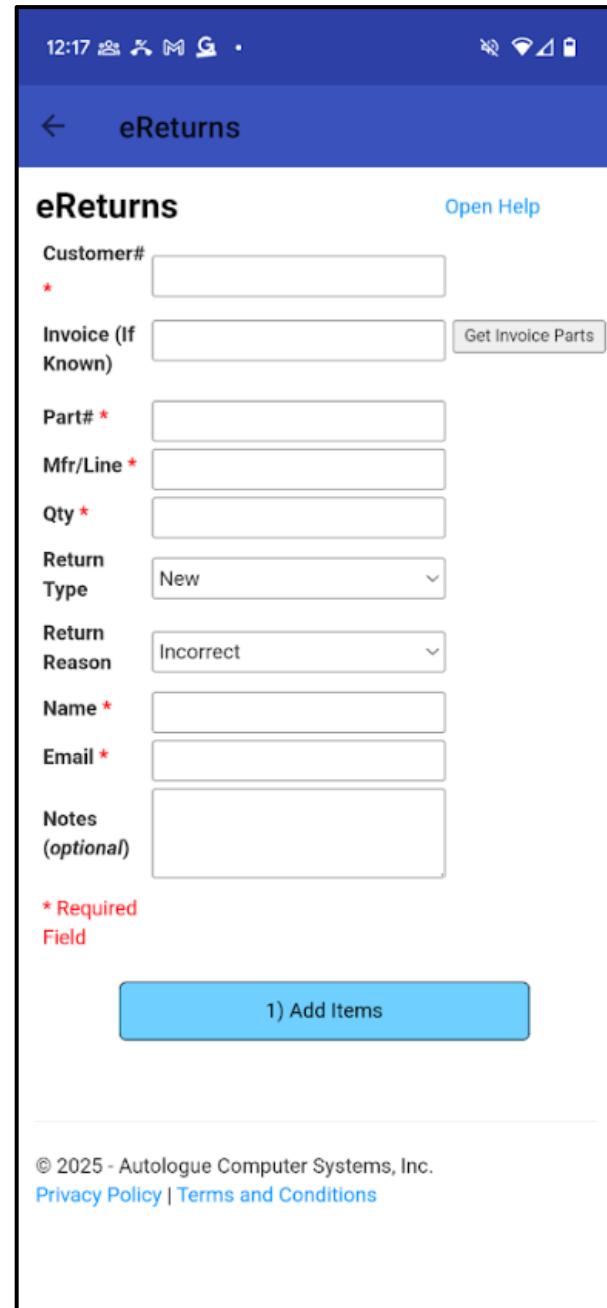


Figure 7: eReturns - Mobile Input Form

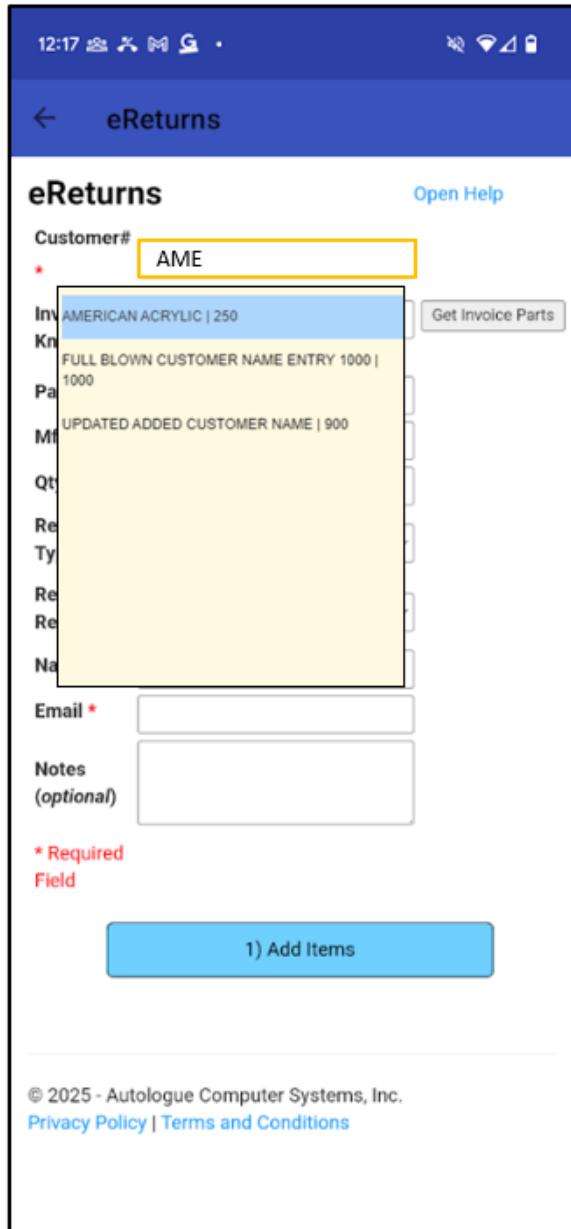
Help for the mobile user is seen by clicking the Open Help link. To close help, click the Close Help link.

The mobile device is logged in at the store level, as a driver will deliver dispatches to any of a store's customers.

Because of this, the eReturns mobile device return request input form provides help to the driver who is not sure of the exact Customer# to be entered.

A partial or full Customer# can be typed and the solution will search the database for the customers with that value. The driver can type either a Customer Name or Customer Number and the solution will try and find the customer by either, and show results that the driver can choose from.

Searching for Customer by Name



Customer#

Inv AMERICAN ACRYLIC | 250
Kn FULL BLOWN CUSTOMER NAME ENTRY 1000 | 1000
Pa UPDATED ADDED CUSTOMER NAME | 900
Mf
Qt
Re
Ty
Re
Re
Na

Email *

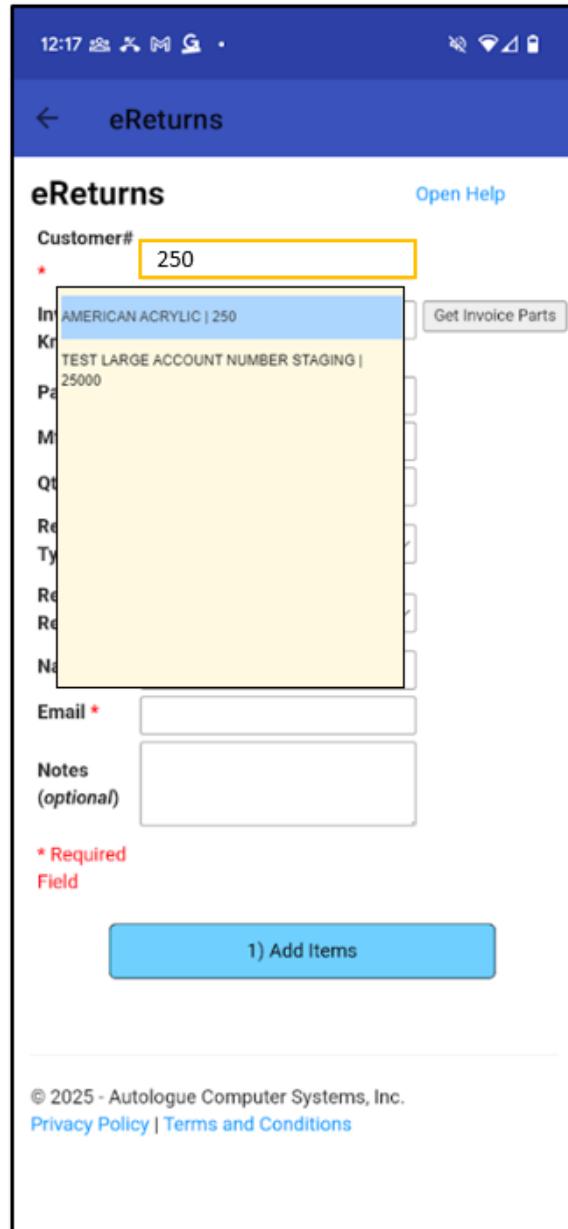
Notes (optional)

* Required Field

1) Add Items

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Searching for Customer by Number



Customer#

Inv AMERICAN ACRYLIC | 250
Kn TEST LARGE ACCOUNT NUMBER STAGING | 25000
Pa
Mf
Qt
Re
Ty
Re
Re
Na

Email *

Notes (optional)

* Required Field

1) Add Items

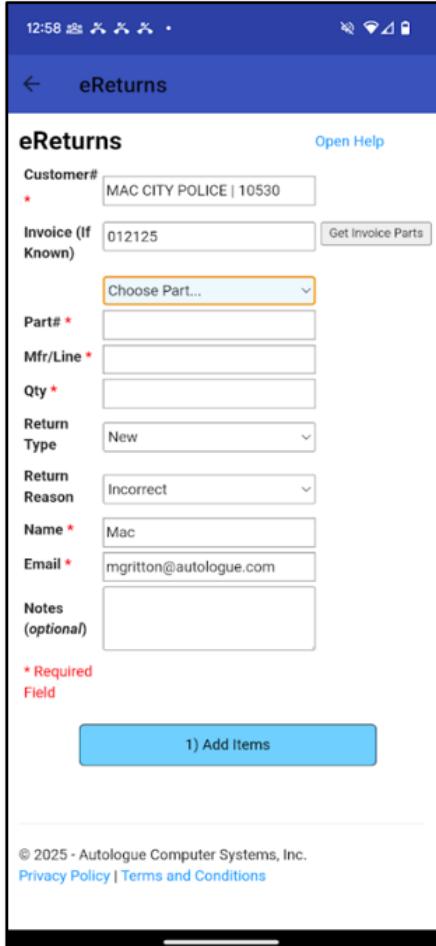
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Figure 8: eReturns - Mobile Autocomplete Assist

Figure 9: eReturns - Mobile Autocomplete Assist

eReturns - Verified Part

For a verified part return, please enter an invoice number if known, click the **Get Invoice Parts** button, and choose your part from the drop-down list. The chosen part will auto-populate the Part# and Line fields in the form, and add a note with the invoice number.



Customer# * MAC CITY POLICE | 10530

Invoice (If Known) 012125 Get Invoice Parts

Choose Part...

Part# *

Mfr/Line *

Qty *

Return Type New

Return Reason Incorrect

Name * Mac

Email * mgritton@autologue.com

Notes (optional)

* Required Field

1) Add Items

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Customer# * MAC CITY POLICE | 10530

Invoice (If Known) 012125 Get Invoice Parts

Choose Part...

Part# *

Mfr/Line *

Qty *

Return Type New

Return Reason Incorrect

Name * Mac

Email * mgritton@autologue.com

Notes (optional)

* Required Field

1) Add Items

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Customer# * 10530

Invoice (If Known) 012125 Get Invoice Parts

CHP 20

Part# * 20

Mfr/Line * CHP

Qty *

Return Type New

Return Reason Incorrect

Name * Mac

Email *

Notes (optional) Invoice# 012125

* Required Field

1) Add Items

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Figure 10: Verified Part - Enter Invoice#

Figure 11: Verified Part - Choose Part

Figure 12: Verified Part - Part Chosen

If you don't know the invoice number, please choose a part in the Part# field from the list shown as you are manually typing in the Part# field. If you don't choose from the list and manually type the part#, we will try to verify the part was purchased, but you must type the number exactly so we can try to find a match.



Figure 13: Verified Part - Manually Entering Part#

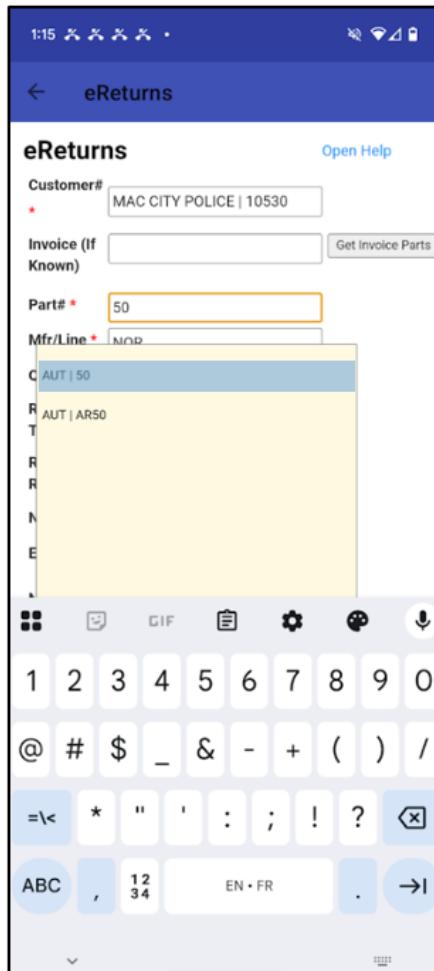


Figure 14: Verified Part - Choosing Typed Part#

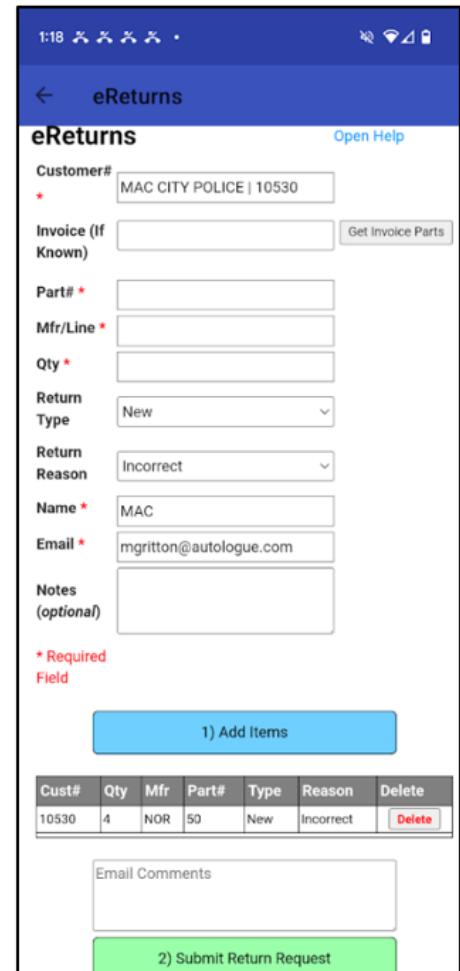


Figure 15: Verified Part - Typed Part# Chosen

eReturns – Email notification

Returns RGN Notifications will be forwarded to the customer's email when an email address is entered in the ***Required field**.

eReturns
Home
Instructions
Status
Worklist

eReturns Home

1. Please complete all fields, then click the blue **Add Items** button for each item to be returned.
 2. After you've finished adding items to your request, click the green **Submit Return Request** button. You may need to scroll down to see the button.
 3. **Important:** For a verified part return, please enter an invoice number if known and choose your part from the drop down list. If you don't know the invoice number, please choose a part from the list shown as you are manually typing in the part# field. If you don't choose from the list and manually type the part#, we will try to verify the part was purchased, but you must type the number exactly so we can try to find a match.

Customer# *	<input type="text" value="250"/>
Invoice (If Known)	<input type="text"/> Get Invoice Parts
Part# *	<input type="text"/>
Mfr/Line *	<input type="text"/>
Qty *	<input type="text"/>
Return Type	New
Return Reason	Incorrect
Name *	<input type="text" value="Phil Wilson"/>
Email *	<input type="text" value="gone4wd@gmail.com"/>
Notes (optional)	<input type="text"/>

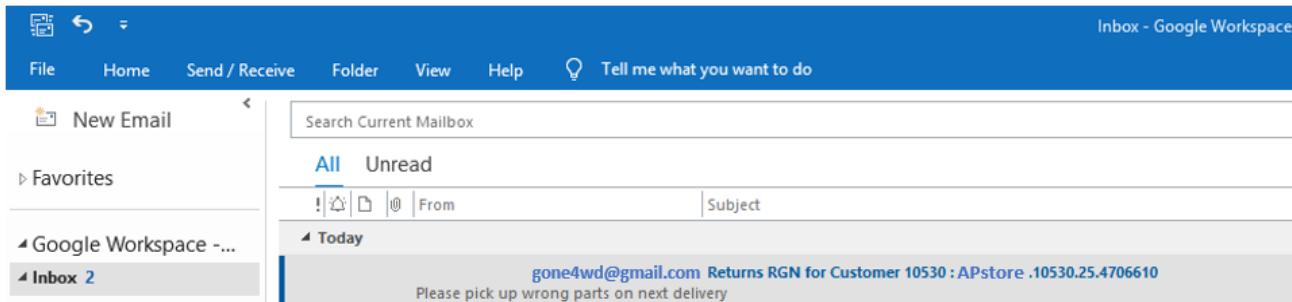
* Required Field

1) Add Items

Cust#	Qty	Mfr	Part#	Type	Reason	Delete
250	1	BCA	A1	New	Incorrect	Delete
Invoice#: 2207						
250	1	BCA	A2	New	Incorrect	Delete
Invoice#: 2207						

2) Submit Return Request

The email preview will include the customer's email address, Account number, and RGN reference number. Also included are the "Email Comments" if entered before submitting the return request. The email will include a list of items on the return request. Mfr, Part#, Qty, Return Type, Return Reason, Invoice# (if entered), and Notes.



Inbox - Google Workspace

New Email

Search Current Mailbox

All Unread

From Subject

Today

gone4wd@gmail.com Returns RGN for Customer 10530 : APstore .10530.25.4706610

Please pick up wrong parts on next delivery

Returns RGN for Customer 10530 : APstore .10530.25.4706610



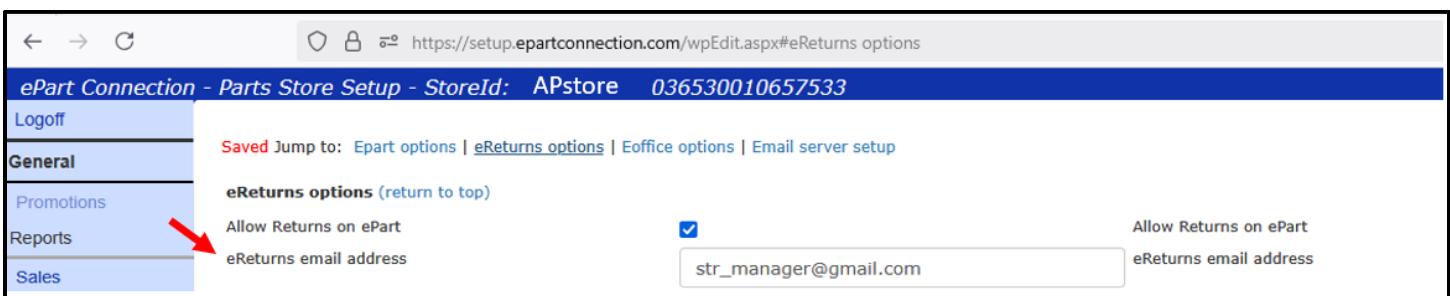
gone4wd@gmail.com
To: gone4wd@gmail.com

Please pick up wrong parts on next delivery

Mfr	Part#	Qty	Return Type	Return Reason	Invoice#	Notes
AUT	50	6	New	Incorrect		wrong customer car

eReturns Email Setup

Email notifications can also be forwarded to the store. Store email addresses must be added to the ePart setup. Click on the “eReturns options” link at the top of the ePart Setup page. Enter the email in the “eReturns email address” field. Note: Multiple email addresses can be entered when separated by commas.



Logoff

General

Promotions

Reports

Sales

Saved Jump to: Epart options | eReturns options | Eoffice options | Email server setup

eReturns options (return to top)

Allow Returns on ePart

eReturns email address: str_manager@gmail.com

Allow Returns on ePart

eReturns email address