


Quick Actions

Modified on: Thu, 24 Jan, 2019 at 2:15 PM

Quick Actions

The **Quick Actions** drop down is a convenient list of actions that can be executed straight from any job booking that is in view mode. Some of these options will only show at certain stages of a job's life and if the user has the correct **Roles** and **Tasks** assigned.


Freight Booking - THE JUICY PRODUCT COMPANY - [DOCKET JUICY100

etsuper Emmanuel Transport

Freight Payer: THE JUICY PRODUCT COMPANY Docket: JUICY10003 02-09-2016 13:55
Pickup Ref: ABC200102 Order Ref: SO200012 Delivery Ref: PAUL

Shipper
CARROT SUPPLY COMPANY
12A DREADNOUGHT ROAD
RAPID 40002
THIRD DRIVEWAY ON THE RIGHT FROM BRID
Ohakune, Manawatu-Wanganui Region

Consignee
PAULS HOUSE - SUMMER PALACE
9/210 SYMONDS STREET
NEWTON GULLY
MT EDEN, Auckland Region

General	Comments	Notes	Moves	History	Proof	Documents	\$	5629799	
Item	Added By	Cost	Charge						
BOOKED - Cartage Charge	Paul Oosterman	—	×						
CARTAGE - (DDQ123 ECC001 Skelly 1 Scania) - CARROT SUPPLY COMPANY → PAULS HOUSE - SUMMER PALACE	Paul Oosterman		— ×						
Add Cost/Charge Undo Changes Save Changes			Tot		\$0.00	\$0.00			

Service Type: Standard Pallets: Hire: 0 Non: 0 Lifts: 0 Hire Retn: 0 Charge Amount: 0.00
GoodsType: CHILLED Req Temp: 12 Actual Temp: ☐ Unload Fee ☐ ChgOvrRide ☐ No Chg ☐ No Disp
Required Pickup: 1/09/2016 09:00 Required Delivery: 2/09/2016 23:00
Actual Picked Up: 2/09/2016 13:58 Actual Delivered: 2/09/2016 13:58
Comments: PLEASE ONLY DELIVER GOODS TO PAUL DIRE Delivered To: Paul Oosterman ☒ Has POD

STATUS: POD

Edit Booking New Booking

Print Consignment
Print Labels
Duplicate
Verify for Invoicing
Reset job to NEW
Cancel

Booking Status Actions

Action	Description
Mark job as ready	Sets a NEW, PAK (pack) or UPK (unpack) statused job to the RDY (ready) status
Unmark job as ready	Puts a job booking in the RDY (ready) status back to its previous status
Accept Job	Sets an ALL (allocated) job to the ACC (accepted) status
Uplift Job	Sets an allocated or accepted job to the PUP (picked up) or UPL (uplifted) status
Offload Job	Sets an uplifted or picked up job to the DEL (delivered) or OFL (offloaded) status
Reset Job to New	Resets a job to new and removes all its movement history

Financial Actions

Action	Description
Verify for Invoicing	Verifies a job for invoicing, and puts it into the Invoiceable financial status
Unverify for Invoicing	Unverified a job for invoicing, and puts it into the Verifiable financial status

Cancel

Cancels a job.

Cancelled jobs are not deleted and can be found on the **Dispatch Screen** by setting the **Status View** global filter to **"CANC"**, or from the **Search For Consignment** screen

Print Labels

Creates a PDF document containing labels which you can print and attach to your freight

ICOSLIVE Freight Booking - THE JUICY PRODUCT COMPANY - [DOCKET JUICY100

etsuper Emmanuel Transport

Freight Payer: THE JUICY PRODUCT COMPANY Docket: JUICY10005 02-09-2016 15:21
 Pickup Ref: ABC200102 Order Ref: SO200012 Delivery Ref: PAUL

Shipper: CARROT SUPPLY COMPANY
 12A DREADNOUGHT ROAD
 RAPID 40002
 THIRD DRIVEWAY ON THE RIGHT FROM BRID
 Ohakune, Manawatu-Wanganui Region

Consignee: PAULS HOUSE - SUMMER PALACE
 9/210 SYMONDS STREET
 NEWTON GULLY
 MT EDEN, Auckland Region

General	Comments	Notes
Line	Quantity	Package
1	1	Item
2	1	Item

Weight: 56.00 Cubic: 0.000
 120.00 0.000

Enter label quantity
 1 3
 Cancel Confirm

Service Type: Standard Charge Amount: 0.00
 GoodsType: CHILLED Req Temp: 12 Actual Temp: Unload Fee ChgOvrRide No Chg No Disp
 Required Pickup: 1/09/2016 09:00 Required Delivery: 2/09/2016 23:00
 Actual Picked Up: 2/09/2016 15:31 Actual Delivered: 2/09/2016 15:31
 Comments: PLEASE ONLY DELIVER GOODS TO PAUL DIRE Delivered To: Has POD

STATUS: DEL

Print Consignment
 Print Labels
 Duplicate
 Verify for Invoicing
 Reset job to NEW
 Cancel


Edit Booking New Booking

1. Open the **Quick Actions** drop down
2. Select the **Print Labels** quick action
3. Enter the amount of labels required
4. Click the **Confirm** button
5. Open and print the file that downloads in your browser, or save it somewhere for later access

The label style can be changed per client from their **Company Profile**

Print Consignment

Creates a PDF consignment note for the job booking



Driver/POD Copy

JUICY10005

Shipper (From):
CARROT SUPPLY COMPANY
 12A DREADNOUGHT ROAD
 RAPID 40002
 THIRD DRIVEWAY ON THE RIGHT FROM BRIDGE
Chakane

Consignee (To):
PAULS HOUSE - SUMMER PALACE
 9/210 SYMONDS STREET
 NEWTON GULLY
MT EDEN

Charge (To):
The Juicy Product Company

Emmanuel Transport
 196a Bradbury Road

Highland Park

Phone: 64 21 260 5539


Req Pick Up: 01-09-2016 09:00
Req Delivery: 01-09-2016 22:00

Job Number:	5630669	Goods Type:	CHILLED	Pickup Temp:	Order Reference:
					SO200012
					Pickup Reference:
					ABC200102
					Delivery Reference:
					PAUL

Phone	Pack type	Goods	Vol. (m³)	Wgt. (kg)
1	Flam	KIDGRAM - BAG OF LOOSE CARROTS	0.000	50.00
1	Flam	KIDGRAM - ANOTHER BAG OF LOOSE CARROTS	0.000	120.00
<hr/>				
2		Total: 0	0.000	170.00

Comments: PLEASE ONLY DELIVER GOODS TO PAUL DIRECTLY. CALL HIM ON 021 123 4567 HALF AN HOUR BEFORE YOU GET TO HIS SITE SO HE CAN UNLOCK THE GATE. THIS JOB IS URGENT

Special Instructions / Endorsements:	Chap Features	Hand Unload
RECEIVED IN GOOD ORDER AND CONDITIONS		<input type="checkbox"/>
ACCESS TO THE SITE IS DOWN THE DRIVE WAY BETWEEN THE FRENCH CAFE AND SQUID ROW. DO NOT PARK IN THIS DRIVE		
Print Name:	Date:	Time:



Consignee Copy

JUICY10005

Shipper (From):
CARROT SUPPLY COMPANY
 12A DREADNOUGHT ROAD
 RAPID 40002
 THIRD DRIVEWAY ON THE RIGHT FROM BRIDGE
Chakane

Consignee (To):
PAULS HOUSE - SUMMER PALACE
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Comments / Endorsements: PLEASE ONLY DELIVER GOODS TO PAUL DIRECTLY. CALL HIM ON 021 123 4567 HALF AN HOUR BEFORE YOU GET TO HIS SITE SO HE CAN UNLOCK THE GATE. THIS JOB IS URGENT

Subject to our terms and conditions of carriage.



The consignment note style can be changed per client from their [Company Profile](#)

Duplicate

Duplicates a job booking. If one duplicate is made it will open immediately, if more than one duplicate is made they will appear on the **Dispatch** workbench.

ICOSLIVE Freight Booking - THE JUICY PRODUCT COMPANY - [DOCKET JUICY10005]

etsuper Emmanuel Transport

Freight Payer: THE JUICY PRODUCT COMPANY Docket: JUICY10005 02-09-2016 15:21

Pickup Ref: ABC200102 Order Ref: SO200012 Delivery Ref: PAUL

Shipper: CARROT SUPPLY COMPANY
12A DREADNOUGHT ROAD
RAPID 40002
THIRD DRIVEWAY ON THE RIGHT FROM BRID
Ohakune, Manawatu-Wanganui Region

Consignee: PAULS HOUSE - SUMMER PALACE
9/210 SYMONDS STREET
NEWTON GULLY
MT EDEN, Auckland Region

ICOSLIVE Duplicate

Enter number of jobs to duplicate

1 3

4 OK Cancel

General Comments

Service Type: Standard Pallets: Hire: 0 Non: 0 Lifts: 0 Hire Retn: 0 Charge Amount: 0.00

GoodsType: CHILLED Req Temp: 12 Actual Temp: Unload Fee ChgOvrRide No Chg No Disp

Required Pickup: 1/09/2016 09:00 Required Delivery: 2/09/2016 23:00

Actual Picked Up: 2/09/2016 15:31 Actual Delivered: 2/09/2016 15:31

Comments: PLEASE ONLY DELIVER GOODS TO PAUL DIRE

Delivered To: Has POD

STATUS: DEL

Edit Booking **New Booking**

Quick Actions

- Duplicate
- Print Consignment
- Print Labels
- Duplicate**
- Verify for Invoicing
- Reset job to NEW
- Cancel

1. Open the **Quick Actions** drop down
2. Select **Duplicate**

3. Enter the number of duplicates you want to make
4. Click **OK**

Preview