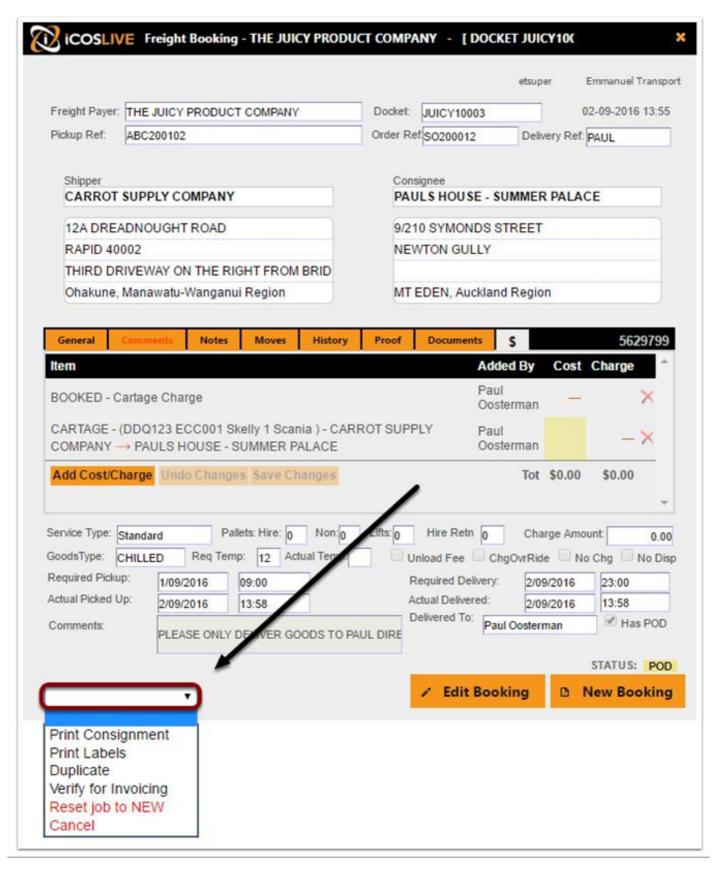
Quick Actions

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.



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

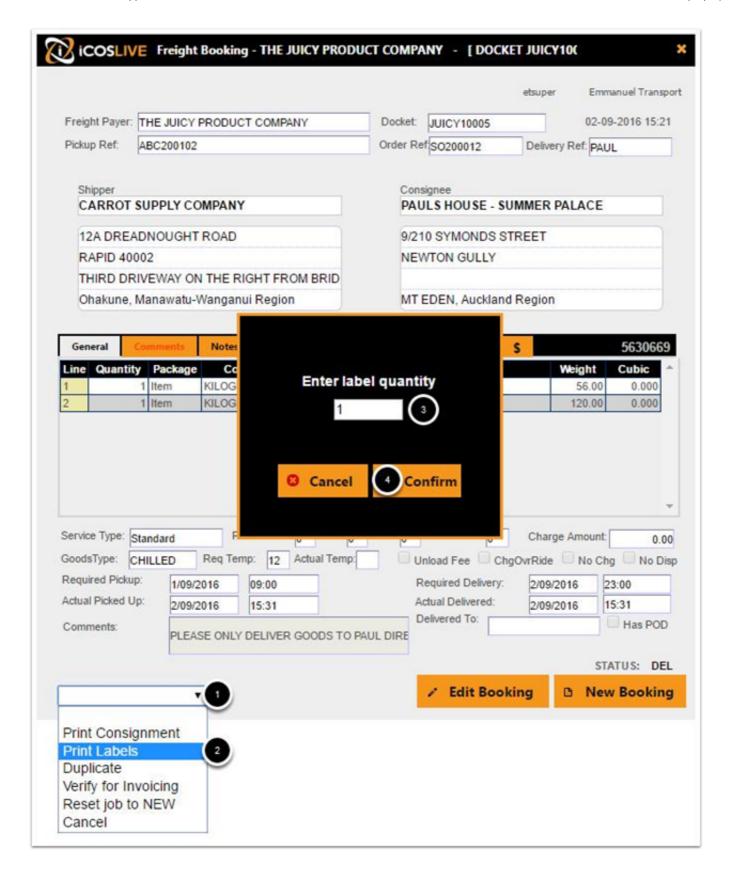
Cancel

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

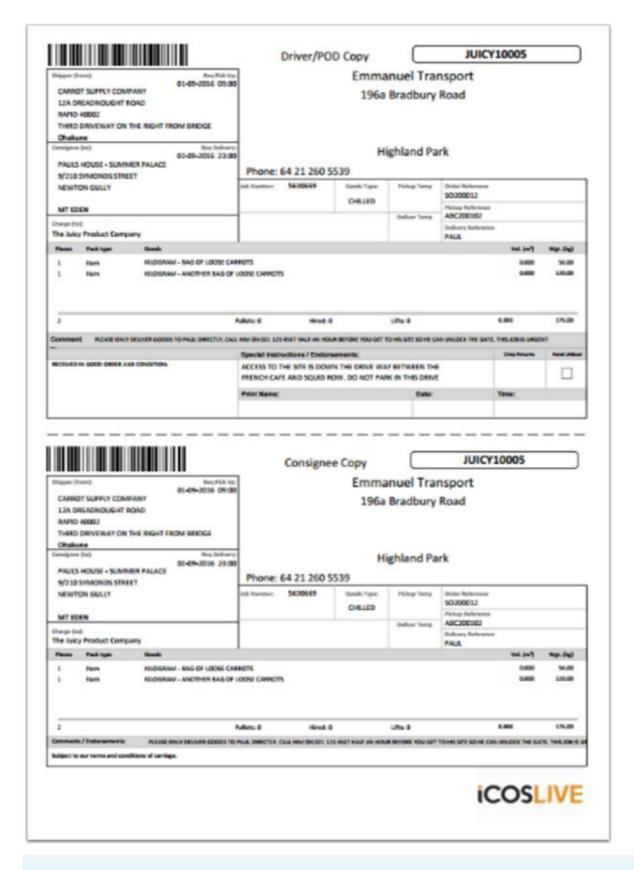


- 1. Open the Quick Actions drop down
- 2. Select the **Print Labels** quick action
- 3. Enter the amount of labels required
- 4. Click the **Confirm** button
- 5. Open and print the file that downloads in your browser, or save it somewhere for later access

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

Print Consignment

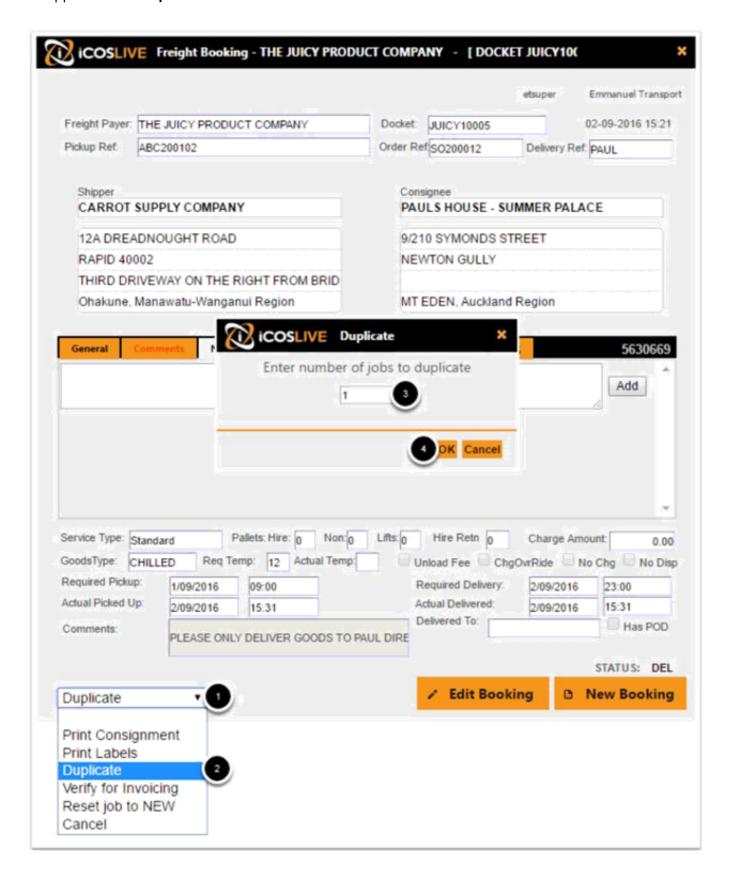
Creates a PDF consignment note for the job booking



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.



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

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

Preview