

Search for Consignment

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The **Dispatch > Search for Consignment** workbench allows internal and client users to find a job booking or job bookings that match certain criteria

Internal users require the **Dispatch Role** and the **Search for consignment** task to access this feature

Client users require the **Customer Role** and the **Search for consignment** task to access this feature

Search Field

A list of job booking fields which you can search by



Option
Charge Rate
Container Release
Container Number
Manifest Number
Order Reference
Pickup Reference
Delivery Reference
Freight Payer
Shipper Name
Consignee Name
Pack/ Unpack Name
Invoice Number
Invoice Batch
Item Commodity
Item Description
Item Reference
iCOS Reference

Search

A free form field for entering the value you want to search for



Search Options

A series of filtering options that allow you to narrow your search criteria



Option	Description
Full Word	Show results with the exact search value
Starts with	Show results which start with the supplied search value
Ends with	Show results which end with the supplied search value
Part of	Show results which contain the supplied search value

Filter by Company (Internal only)

A drop down list that allows you to optionally limit your search by your clients or subcontractors



Selecting a company will automatically initiate a search query

Booked between

From and to date fields allow you to limit your search to a specific date range



Find

Initiates your search query



Zoom: (http://icoslive.screenstepslive.com/s/15520/m/59221/l/615360-search-for-consignment/show_image?image_id=122737)

Results Workbench

A grid that displays job bookings that matched your search criteria



Zo (http://icoslive.screenstepslive.com/s/15520/m/59221/l/615360-search-for-consignment/show_image?image_id=122749)

Preview