

# 2. Client orders

- Order registration
- Delivery via Terminal
- Multiple Pickup or Delivery Addresses - Multibooking
- Active orders
- Save to the customer database
- Obtaining GPS data for a customer order
- Search / Filters and Their Use
- Internal profit
- Search and Filters and Their Usage

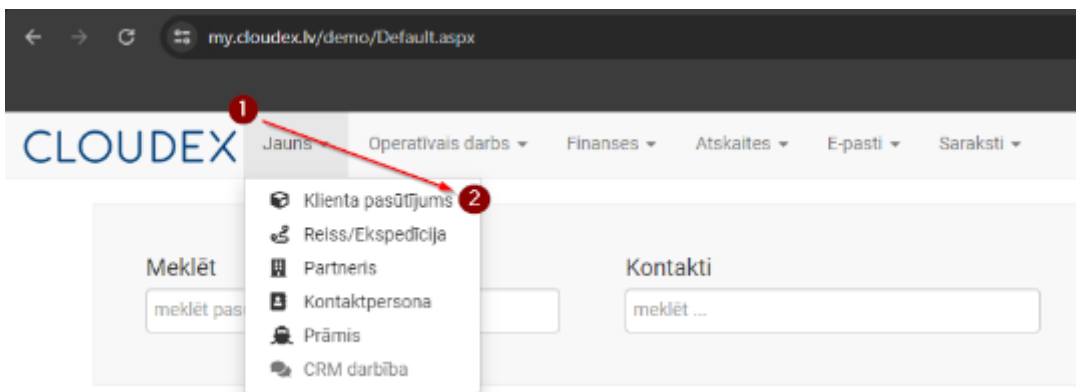
# Order registration

1. Registering a new customer order
  2. New order window
  3. Adding a new customer
  4. Filling in a new customer card with VAT number
- 

## 1. Registering a New Customer Order

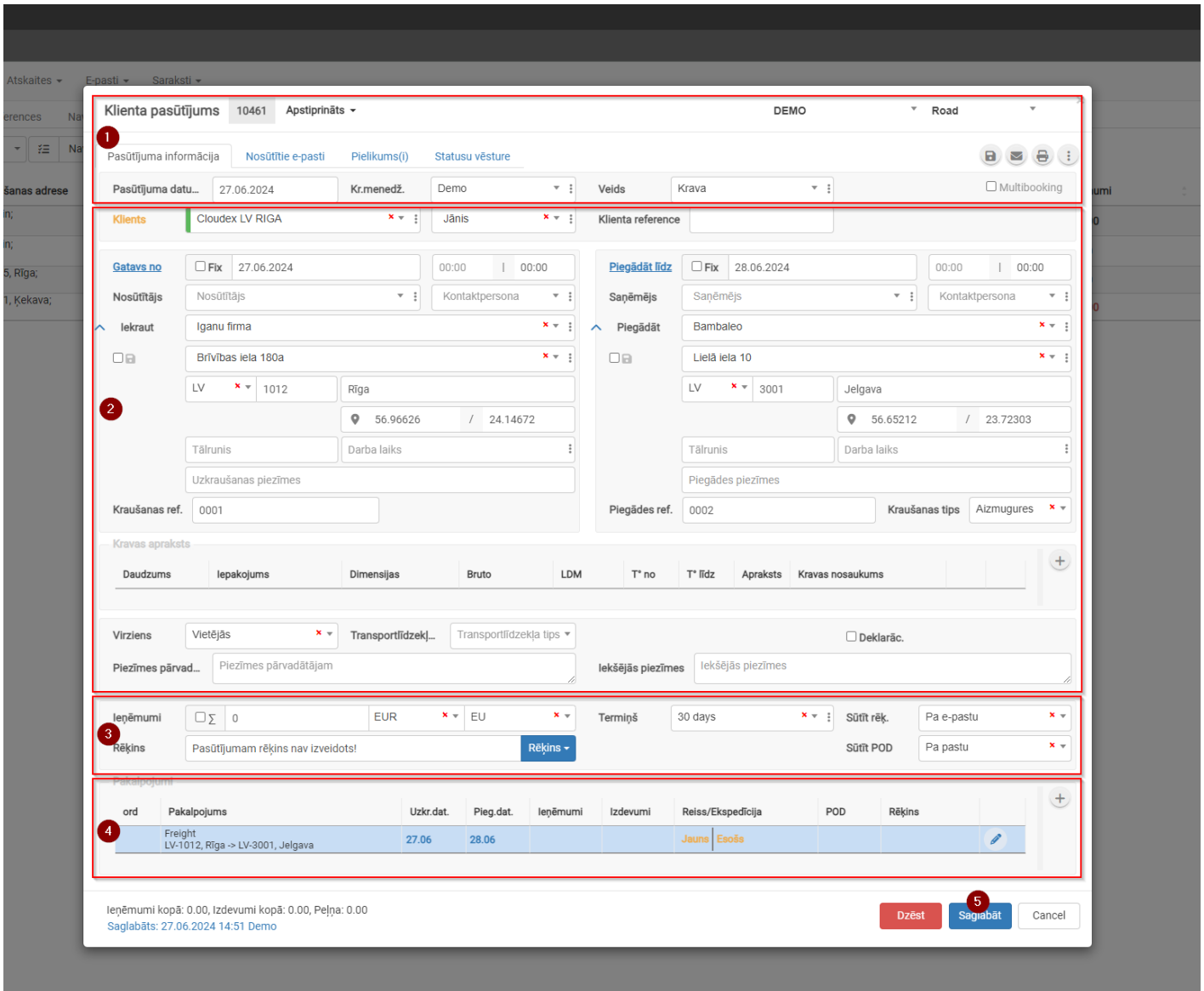
1. Click "**New**" in the top navigation bar.
2. From the additional functions, select "**Customer Order**".

Required sequence: **New** → **Customer Order**. A window will open where you need to enter the order information accordingly.



## 2. New Order Window

1. Customer order description
2. Customer order basic information
3. Revenue section
4. Services / Tasks
5. Save




### 3. Adding a New Customer

1. Click the three dots to open additional options.
2. Click "New" to open the "New Customer" card.



# 4. Filling in a New Customer Card with VAT Number

1. Paste the VAT number.
2. Click the button  to automatically fill in the fields.

Reference link: <https://doc.ozols.lv/link/321#bkmrk--3>

### Jauns partneris ×

Pamatdati **Norēķini** Citi dati Paziņojumu iestatījumi Pielikums(i) Statistika

Nosaukums	<input type="text" value="Ozols Grupa"/>	Uzņēmuma veids	<input type="text"/>
Kods	<input type="text" value="Ozols Grupa"/>	Valoda	<input type="text" value="Latvian"/>
Reģ Nr.	<input type="text" value="40103345463"/>	PVN kods	<input type="text" value="LV40103345463"/>
Klienta statuss	<input type="text" value="Neitrāls"/>	Statusa info	<input type="text" value="Statusa info"/>
Pārvadātāja statuss	<input type="text" value="Neitrāls"/>	E-pasts rēķiniem	<input type="text" value="Rēķina e-pasts"/>
Rēķina nosūtīt	<input type="text" value="Pa e-pastu"/>	Nosūtīt POD	<input type="text" value="Pa e-pastu"/>
Piezīmes	<input type="text" value="Piezīmes"/>		

Vārds	Epasts	GSM	Tālrunis	Skype	Amats	Piezīmes	+
-							

Adrese	Kontaktpersona	Darba laiks	Piezīmes	+
-				

# Delivery via Terminal

1. Delivery via Terminal
2. Delivery via Terminal Options
3. Services view after adding "Delivery via Terminal"

## 1. Delivery via Terminal

Customer Order → Services → + → Delivery via Terminal

The screenshot displays a software interface for managing customer orders. At the top, there are navigation tabs: "Klienta pasūtījums", "Klienta pasūtījuma", "Klienta pasūtījuma", and "Klienta pasūtījuma". Below these, there are several form fields for order details, including "Pasūtītāja nosaukums", "Adrese", "Pakalpojums", and "Termināls".

The main part of the interface is a table titled "Pakalpojumi" (Services). The table has the following columns: "ord", "Pakalpojums", "Uzkr.dat.", "Pieg.dat.", "Ieņēmumi", "Izdevumi", "Fakt.izd.", "Reiss/Ekspedīcija", "POD", "Rēķins", "Neto", "Trenz. maks.", and "N". The table contains one row with the following data: "EE-11312, Tallinn -> PL-02-158, Warszawa", "28.01", "31.01", "", "", "Jauns", "Esošs", "O", "Jauns".

A dropdown menu is open over the "+" icon in the "Neto" column of the table. The menu items are: "Pamatpakalpojumu", "Piegāde caur terminālu", "Papildus pakalpojums", "Papildus kravu-1", "Papildus kravu-2", "Pievienot\Labot THC", "Pievienot degvielas piemaksu", "Pievienot mobilitātes pakas piemaksu", and "Pievienot konteineru piepildīšanas vietu". The "Piegāde caur terminālu" option is highlighted with a red box and a "2" in a red circle. A "1" in a red circle points to the "+" icon.

## 2. Delivery via Terminal Options

1. Select the required terminal; the address will be filled in automatically.
2. Split the route **EE11312 Tallinn → PL-02-158** into two parts.
3. Planned delivery deadline to the terminal.
4. Specify the amount allocated for the stage from the terminal to the delivery address.
5. If you know which truck will transport the cargo, you can create a new trip or add it to an existing trip.
6. Assign it to the department responsible for delivery from the terminal to the delivery address.

**Piegāde caur terminālu** ×

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**Info** Pasūtījums nr. 10580; Klients DHL Express Latvia  
Uzkraušanas adrese: Tallinn, 11312, EEPiegādes adrese: Warszawa, 02-158, PL

**Termināls** 1 Cdex terminal SIA x Terminal street 11; Riga; 2131; x

Piegāde no uzkrāšanas adreses līdz terminālim  Piegāde no termināla līdz piegādes adresei 2

**Jaunais maršruts** Cdex terminal SIA\* -> PL-02-158, Warszawa (4.40 LDM)

**Plānots piegādāt** 3 Plānots piegādāt terminē **Ieņēmumi** 4 0

**Piegādes izmaksas** 0 EUR x **PVN** EU x

**Reiss/Ekspedīcija** 5 Reiss/Ekspedīcija trip info

**Nodaļa\*** 6 Nodaļa

Saglabāt Atcelt

## 3. Services View After Adding "Delivery via Terminal"

The overall delivery process is divided into two stages, and each stage is assigned a specific amount:



1. Total amount to be received from the customer.
2. Revenue distributed among departments.

### 3. Departments responsible for specific delivery stages.

leņēmumi	<input type="checkbox"/> 200	EUR	x	EU	x	Termiņš	30 days	x	Sūtīt rēķ.	Pa e-pastu (rēķins kopā...)			
Rēķins	Pasūtījumam rēķins nav izveidots!		Rēķins										
Pakalpojumi													
ord	Pakalpojums	Uzkr.dat.	Prog.dat.	leņēmumi	Izdevumi	Fakt.izd.	Reiss/Ekspedīcija	POD	Rēķins		Nodaja	Transp. men.	N
	EE-11312, Tallinn -> LV-*Cdex terminal SIA	28.01	29.01 -2	100.00			Jauns Esošs	○	Jauns	Esošs	NORTH		
1	(-) LV-*Cdex terminal SIA -> PL-02-158, Wars...	29.01 +1	31.01	100.00			Jauns Esošs	○	Jauns	Esošs	BALTICS		

# Multiple Pickup or Delivery Addresses – Multibooking

**Multibooking** is used when a single customer order includes multiple pickup or delivery addresses.

- Check the box  for **Multibooking**.
- Click  to add additional **pickup addresses**.
- Click  to add additional **delivery addresses**.
- The order number will be assigned a **sub-number**. Clicking *image-1720785321487.png* allows you to switch between multibooking orders.
- Reference link: <https://doc.ozols.lv/link/348#bkmrk->

Pasūtījuma informācija Nosūtītie e-pasti Pielikums(i) Statusu vēsture

Pasūtījuma datu... 25.06.2024 Kr.menedž. Demo Veids Krava  Multibooking

Klients Uzņēmums 3 Austris Plaģis Klienta reference 987654321 References Nr.

**Gatavs no**  Fix 01.07.2024 00:00 | 00:00

**Nosūtītājs** Firma Z Kontaktpersona

**lekraut** Firma Z

Lielzemes iela 10

LV 1007 Rīga 56.95928 / 24.05471

Tālrunis Darba laiks

Uzkraušanas piezīmes

Kraušanas ref.

**Piegādāt līdz**  Fix 05.07.2024 00:00 | 00:00

**Saņēmējs** Saņēmējs Kontaktpersona

**Piegādāt** GGP Logistics

Charitéplatz 1

D 10117 Berlin 52.52364 / 13.37821

Tālrunis Darba laiks

Piegādes piezīmes

Piegādes ref. Kraušanas tips Kraušanas tips

Kravas apraksts

Daudzums	Iepakojums	Dimensijas	Bruto	LDM	T* no	T* līdz	Apraksts	Kravas nosaukums
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Virziens Eksports Transportlīdzekļ... Transportlīdzekļa tips  Deklarāc.

Piezīmes pārvad... Piezīmes pārvadātājam Iekšējās piezīmes Iekšējās piezīmes

Ieņēmumi  0 EUR 21%

Termiņš 30 days Sūtīt rēķ. Pa pastu

Rēķins Pasūtījumam rēķins nav izveidots! Rēķins Sūtīt POD Pa pastu

Pakalpojumi

ord	Pakalpojums	Uzkr.dat.	Pieg.dat.	Ieņēmumi	Izdevumi	Reiss/Ekspedīcija	POD	Rēķins
	Freight LV-1007, Rīga -> D-10117, Berlin	01.07	05.07			TS136:BAU-HOW AA123/B123		

# Active orders

1. Customer Order Classification
  2. Active order statuses
  3. Additional Options Without Opening the Order
- 

## 1. Customer Order Classification

From the menu, open:

**Operational Work > Client orders**

Customer orders are divided into 2 groups:

1. **Active orders** - this list displays all orders that are in progress (with various statuses).  
Orders remain in this section until the invoice has been sent.
2. **All Orders** - this section also includes completed orders.

CLOUDEX Jauns - Operatīvais darbs - Finances - Atskaites - E-pasti - Saraksti - Meklēt...

Aktuālie pasūtījumi 1 Nav iekrauts 2 Klientu pasūtījumi

Meklēt

Nr.	Reiss/Ekspedīcija	Termināls	Piegādes adrese	Kravas apraksts	POD	Klients	Ieņēmumi	Izdevumi	Peļņa	Kravas mēdzēris
10451	A129;Demo G123/MZ522	LV-2015, Jūrmala; 19.03	LV-2164, Ādaži; 27.06	D-90475, Nūm... t* -10*/-4*	B	Zieds	0.00	0	0	J.V
10454	W94;EKG Cargo EA789/E777	LV-3018, Ozolnieki; 11.11	N-0107, Oslo; 21.03	3PLL; 0.20LDM; 100 Kg;	B	Starpsiena #17	290.61	0	290.61	J.V
11; 17 085	LV-2015, Jūrmala; 19.03	Jauns	Esošs							
1094/4 A-78312	LV-5301, Preiļi; 18.08	Jauns	Esošs	LV-1011, Rīga; 18.08	B	MCC #A-78312	1080.00	5.54	1074.46	J.V
10045 15555	LV-3018, Ozolnieki; 11.11	Jauns	Esošs	LV-3018, Iecēni; 12.11	B	MCC #15555	0.00	5.68	-5.68	J.V
10046	LV-3018, Ozolnieki; 03.11	Jauns	Esošs	LV-3018, Ozoln... 03.11	B	MCC	0.00	0	0	J.V
10131 81311111	LV-1005, Rīga; 28.07	Jauns	Esošs	LV-1083, Rīga; 01.08	B	Antena7* #81311111	30.00	0	30	J.V
10219	LV-1029, Rīga; 03.10	Jauns	Esošs	LV; 05.10	B	Auto Servis Opti...	100.00	600	-500	Demo
10220	LV-2150, Sigulda, ... 18.10	Jauns	Esošs	LV-1083, Rīga; 19.10	B	A Logistics	600.00	0	600	Demo
10242 132131abc	LV-3030, Ogre; 13.07	Jauns	Esošs	LV-3434, Priek... 13.07	B	Demo #132131abc	0.00	10.58	-10.58	J.V
10246 HJ9889	LV-3018, Ozolnieki; 04.07 -1	Jauns	Esošs	LV; 04.07 -2	B	Zieds #HJ9889	600.00	0	600	Demo
10252 AK9975	LV-3456, Alzpute; 17.07	Jauns	Esošs	LV-3701, Dobel... 18.07	B	Akvadukts #AK9975	11.00	137.57	-126.57	Demo
10254 CO-272	LV-3456, Alzpute; 21.07 -3	Jauns	Esošs	LV-3201, Talsi; 21.07 -4	B	THE COCOON G... #CO-272	1000.00	700	300	Demo
10255 2132132121	LV-3018, Ozolnieki; 05.07	Jauns	Esošs	a; 26.07	B	MCC #2132132121	0.00	0	0	J.V
10258 CO0003	LV-1073, Rīga; 27.07	Jauns	Esošs	LV-1013, Rīga; 27.07 -1	B	THE COCOON G... #CO0003	1422.87	83.45	1339.42	Demo
10289 123TEST	LV-3018, Ozolnieki; 15.02 +27	Jauns	Esošs	LV jelgava; 27.05 +128	B	MCC #123TEST	0.00	0	0	J.V
10292	LV-2111, Kekava; 24.06	Jauns	Esošs	D-50858, Kōlin; 01.07	B	7 WAYS LOGISTI...	1000.00	0	1000	Demo
10293 CLR56	LV-2164, Ādaži; 11.06 -1	Jauns	Esošs	S-147 33, Tum... 14.06	B	Starpsiena #CLR56	2103.00	0	2103	Demo
10294 TR685673	LV-3018, Ozolnieki; 09.03	Jauns	Esošs	LV-1015, Rīga; 14.03	B	Akvadukts #TR685673	52.00	0	52	Demo

Ieņēmumi: 59 762.98 EUR, Izdevumi: 28 358.76 EUR, Peļņa: 31 404.22 EUR

27 - Apstiprināts 1 - Problēmas 2 - Saplīnots 4 - 1 - Uzskats 70 - Piegādāta 16 - Rīšins sagatavots

Iepriekšējais Nakamais

## 2. Active order Statuses

- **New** - status assigned when the customer adds a new shipment through the customer portal.
- **Confirmed** - the manager confirms the shipment added by the customer, or the manager creates a new shipment manually.
- **Planned** - when the shipment is assigned to a trip/route.
- **Loaded** - when the shipment has been loaded.
- **Delivered** - when delivery of the shipment is confirmed.
- **Invoice Prepared** - after delivery, the invoice is prepared and issued.
- **Issues** - this status appears when something does not go as planned. It is highlighted in red to draw the manager's attention.

### 2.1. Next Order Status

1. The "border" of the order status may be highlighted in blue, green, orange, or red, indicating the status of the next required action.

- A shipment status summary is available below the table. Hovering the mouse cursor over the number of each color displays an explanation, for example: "Delayed shipment delivery".

**Krava jāiekrauj 2 dienu laikā** GISTI... S-121 49, Joha... 5PLL+2PLI

4 3 1 Apstiprināts 2 1 1 Saplānots 20 19 Piegādāts 25 23 2 2 Rēķins sagatavots

Under the **"Status"** column, when hovering over the current shipment status with the mouse cursor, the system displays the next sequential action that needs to be performed.

CLOUDEX Jauns Operatīvais darbs Finances Atskaites E-pasti Saraksti Meklēt. Jānis

Aktuālie pasūtījumi 51 Nav iekrauts / nav piegādāts Nav kraušanas references Nav iekraušanas info e-pasta Visi pasūtījumi Atrast pārvadātāju

Piegādes laikā Meklēt Veidre Janis Atlasīts viss (8)

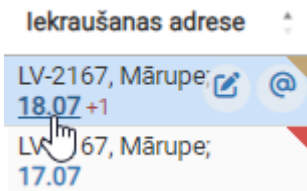
Nr.	Statuss	Iekraušanas adrese	Reiss/Ekspedīcija	Terminālis	Piegādes adrese	Kravas apraksts	POD	Klients	Ieņēmumi
10100	Rēķins sagatavots	21.12	EA1122/E777		30.12				500.00
10092	Rēķins sagatavots	LV-3030, Jelgava; 09.12	TS108;EKG Carrier		LV Daugavpils; 11.12	2PLL;		LVAGROO	293.00
10069	Rēķins sagatavots	LV-2131, Rīga; 04.12	TS245;abc AA1111		uuu, sss; 05.12	1EPLL; 0.40LDM; t* 0*;		MCC	0.00
1044/3 a	Rēķins sagatavots	LV-3018, Ozolnieki; 20.11	TW227;7 WAYS LOGISTI... HJ8111		LV-3018, Iecēni; 23.11	3EPLL; 1.20LDM;		MCC #a	0.00
1044/2 a	Rēķins sagatavots	LV-3018, Ozolnieki; 20.11	TW227;7 WAYS LOGISTI... HJ8111		LV-3018, Iecēni; 10.12			MCC #a	0.00
1044/1 a	Rēķins sagatavots	LV jelgava; 21.12 +389	TW227;7 WAYS LOGISTI... HJ8111		LV rīga; 21.12 +386			MCC #a	0.00
10042 a	Rēķins sagatavots	LV-3018, Iecēni; 10.11	TW19;Demo KJ222/RR 1234		LV-3018, Iecēni; 11.11			MCC #a	0.00
1104 bbbbaa	Rēķins sagatavots	LV-1024, Rīga; 10.09	TS23;CCL Service AF 789		LV-3018, Ozoln... 24.09	1EPLL; 100 Kg;		MCC #bbbaa	10.00
1101	Rēķins sagatavots	LV-3018, Ozolnieki; 28.08	TS22;DHL KOLN RBK473		RU-1024, Rīga; 24EPLL; 9.60LD... FIX 29.08	t* -8* -12*;		MCC	50.00

Ieņēmumi: 30 205.96 EUR Izdevumi: 13 605.74 EUR; Peļņa: 16 600.22 EUR

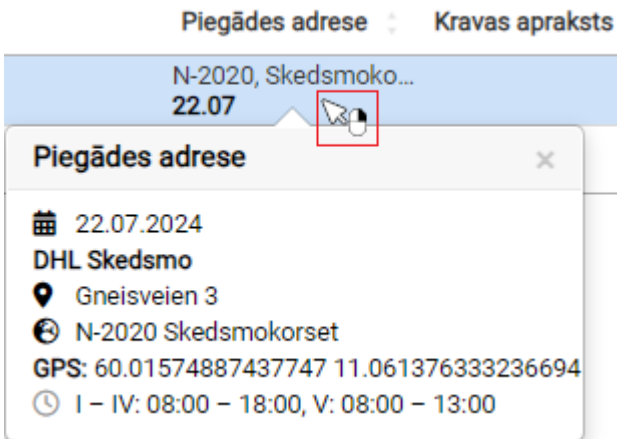
5 Apstiprināts 1 Saplānots 1 Uzkrauts 27 20 Piegādāts 17 16 1 Rēķins sagatavots Iepriekšējais Nākamais

### 3. Additional Options Without Opening the Order

- If the loading date is displayed in blue, it means the shipment has not yet been loaded. Clicking the date opens a window where you can change the planned loading date.



- If, when hovering over information in a column, you see the icon, then right-clicking will display additional information. This option is available in several columns, such as:



- Loading Address
- Delivery Address
- Customer
- Shipment Description
- etc.
- In the **POD\*** column, it is possible to add delivery confirmation documents for the order.
- If a document icon with a red corner appears in the column, it means POD documents need to be added.

\* **POD - Proof Of Delivery** (CMR; B/L; AWB; SMGS)

The invoice issuing description is available here:

[OZOLS documentation](#)

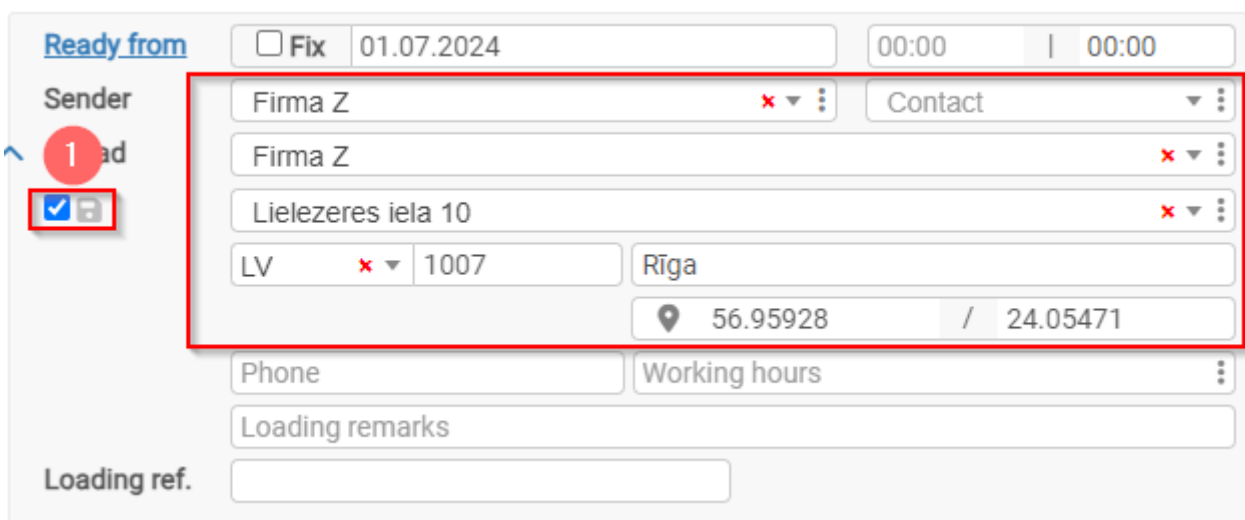
Outgoing invoices can also be opened through the current orders list, for example, to quickly enter the sending date.

Klients	Ieņēmumi	Izdevumi
MCC #123TEST	0.00	Izejošais rēķins
MCC #544321	50.00	
Starpsiena	2103.00	0

# Save to the customer database

The customer's information will be saved in the database.

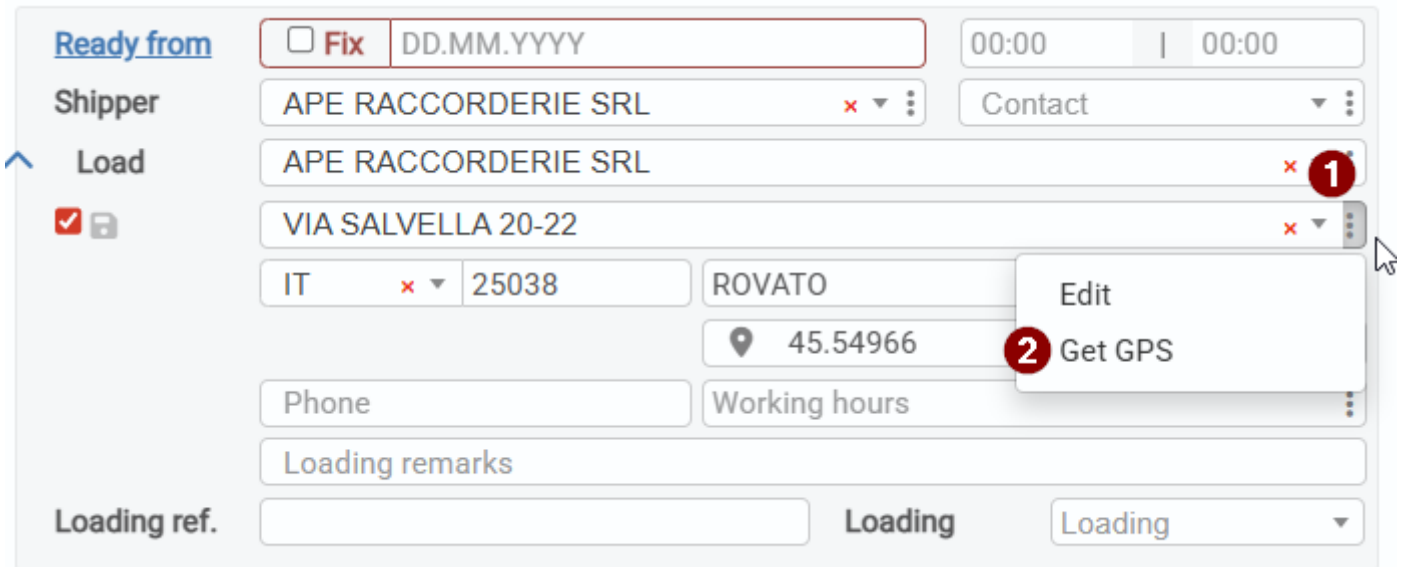
1. To successfully save the customer's information in the database, you must check the box next to the diskette symbol.



The screenshot shows a form for entering customer information. On the left, there is a sidebar with a red circle containing the number '1' and a checkbox with a diskette icon, which is highlighted with a red box. The main form area contains the following fields:

- Ready from:**  Fix, 01.07.2024, 00:00 | 00:00
- Sender:** Firma Z (dropdown), Contact (dropdown)
- Address:** Firma Z (dropdown), Lielzemes iela 10 (dropdown)
- Location:** LV (dropdown), 1007, Rīga
- Coordinates:** 56.95928 / 24.05471
- Phone:** (empty field)
- Working hours:** (dropdown)
- Loading remarks:** (empty text area)
- Loading ref.:** (empty text field)

# Obtaining GPS data for a customer order



The screenshot shows a web-based form for managing a customer order. The form is organized into several sections:

- Ready from:** Includes a checkbox for 'Fix', a date field 'DD.MM.YYYY', and two time fields '00:00'.
- Shipper:** A dropdown menu showing 'APE RACCORDERIE SRL' and a 'Contact' dropdown.
- Load:** A dropdown menu showing 'APE RACCORDERIE SRL'. A red circle with the number '1' is next to this field.
- Address:** A text field containing 'VIA SALVELLA 20-22'. A red circle with the number '1' is next to this field.
- Location:** Fields for 'IT' (country), '25038' (postal code), and 'ROVATO' (city). A location pin icon and the number '45.54966' are also present.
- Phone:** An empty text field.
- Working hours:** An empty text field.
- Loading ref.:** A text field with a 'Loading' button and a dropdown menu.

A context menu is open over the 'Load' field, showing two options: 'Edit' and 'Get GPS'. A red circle with the number '2' is next to the 'Get GPS' option.

## 1. Benefits of Obtaining GPS Coordinates

Filling in the GPS coordinates field in logistics and transport systems provides several advantages that improve operational efficiency, transparency, and accuracy. Here are the main benefits of completing the GPS coordinates field:

## 2. Planning Accuracy

Precise locations can be viewed on the map, making logistics planning and route optimization easier.

## 3. Trip Route Tracking

The route is visible on the map in real time, helping monitor transport flow and ensuring that the vehicle follows the planned route.

#### 4. Accurate Location Identification

GPS coordinates allow precise identification of the location where the driver must arrive, reducing misunderstandings and increasing delivery accuracy.

#### 5. Automatic Time Recording

The system automatically records the time when the vehicle arrives at and leaves the loading/delivery address, helping improve operational tracking and analysis.

#### 6. Cargo Status Tracking

Time and location data are integrated into cargo statuses, providing a complete overview of cargo movement and delivery status.

#### 7. Automatic Status Changes

The system automatically changes the trip status when the vehicle approaches the loading or delivery address, speeding up the process and reducing manual actions.

#### 8. Downtime Monitoring

GPS data makes it possible to track how long the vehicle stays at the loading or delivery address, helping identify and reduce unproductive downtime.

#### 9. Driver Activity Monitoring

The system can verify whether the driver marks the cargo as loaded or delivered at the specified address by comparing it with the driver's actual location data.

#### 10. Route Comparison

It is possible to compare the driver's planned route with the actual route traveled, helping identify deviations and opportunities for route optimization.

#### 11. Customer Portal Functionality

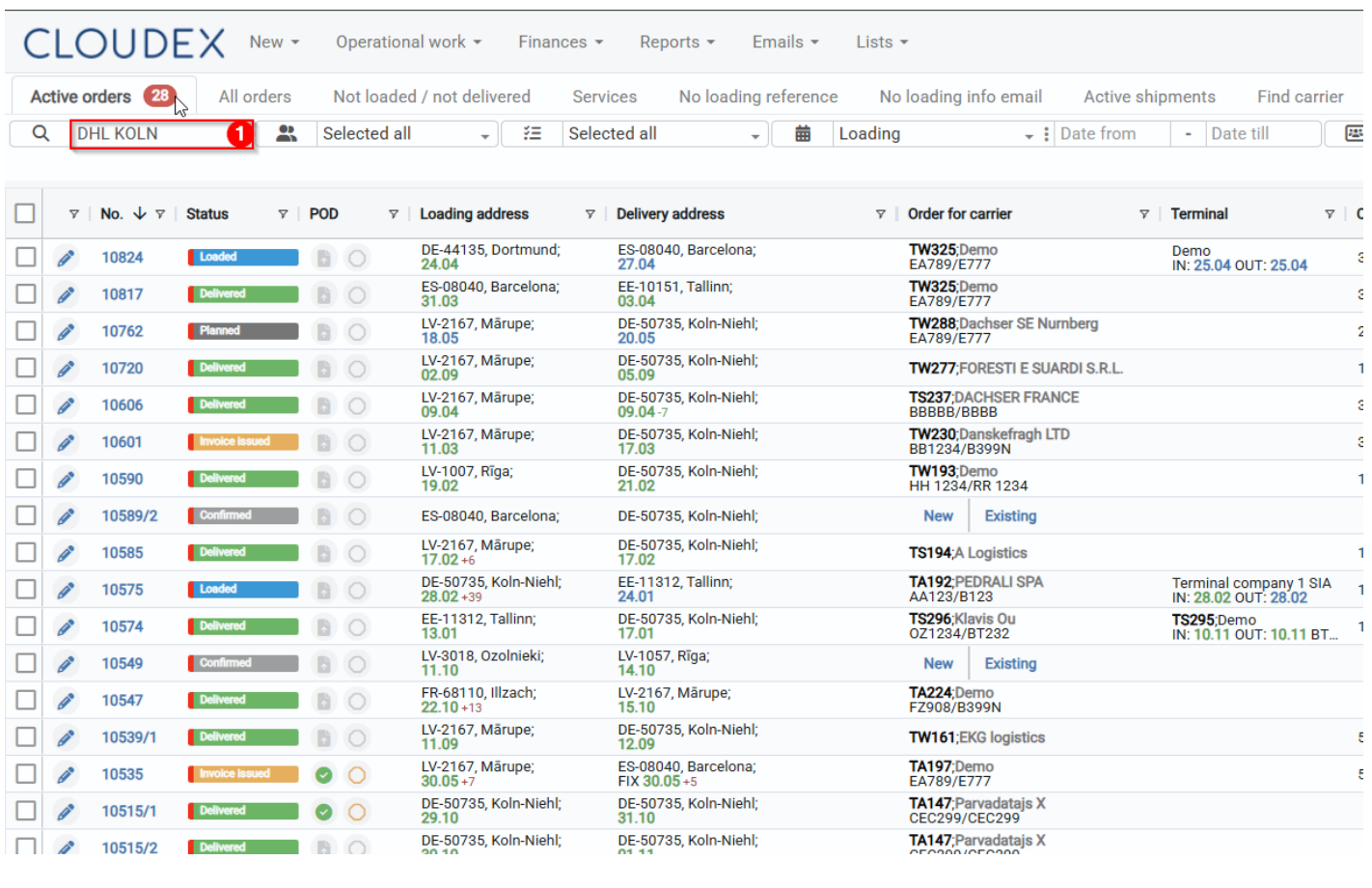
Customers can view the vehicle's current location and route to the loading/delivery address in the portal, improving transparency and customer satisfaction.

12. These benefits help optimize logistics processes, improve delivery accuracy and efficiency, and provide greater transparency and customer satisfaction.

# Search / Filters and Their Use

## 1) Search

Using the search function, it is possible to find all records involving a specific company. By entering the company name into the search field, the system displays all orders in which this company is listed as the supplier, recipient, or in another role. The number 33 indicates that 33 records have been found.



CLOUDEX New Operational work Finances Reports Emails Lists

Active orders **28** All orders Not loaded / not delivered Services No loading reference No loading info email Active shipments Find carrier

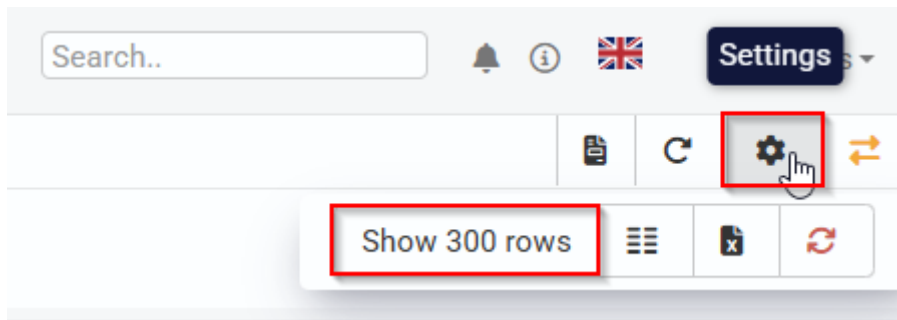
Q DHL KOLN **1** Selected all Selected all Loading Date from - Date till

No.	Status	POD	Loading address	Delivery address	Order for carrier	Terminal
10824	Loaded		DE-44135, Dortmund; 24.04	ES-08040, Barcelona; 27.04	TW325; Demo EA789/E777	Demo IN: 25.04 OUT: 25.04
10817	Delivered		ES-08040, Barcelona; 31.03	EE-10151, Tallinn; 03.04	TW325; Demo EA789/E777	
10762	Planned		LV-2167, Mārupe; 18.05	DE-50735, Koln-Niehl; 20.05	TW288; Dachser SE Nurnberg EA789/E777	
10720	Delivered		LV-2167, Mārupe; 02.09	DE-50735, Koln-Niehl; 05.09	TW277; FORESTI E SUARDI S.R.L.	
10606	Delivered		LV-2167, Mārupe; 09.04	DE-50735, Koln-Niehl; 09.04-7	TS237; DACHSER FRANCE BBBB/BBBB	
10601	Invoice issued		LV-2167, Mārupe; 11.03	DE-50735, Koln-Niehl; 17.03	TW230; Danskefragh LTD BB1234/B399N	
10590	Delivered		LV-1007, Rīga; 19.02	DE-50735, Koln-Niehl; 21.02	TW193; Demo HH 1234/RR 1234	
10589/2	Confirmed		ES-08040, Barcelona;	DE-50735, Koln-Niehl;	New Existing	
10585	Delivered		LV-2167, Mārupe; 17.02 +6	DE-50735, Koln-Niehl; 17.02	TS194; A Logistics	
10575	Loaded		DE-50735, Koln-Niehl; 28.02 +39	EE-11312, Tallinn; 24.01	TA192; PEDRALI SPA AA123/B123	Terminal company 1 SIA IN: 28.02 OUT: 28.02
10574	Delivered		EE-11312, Tallinn; 13.01	DE-50735, Koln-Niehl; 17.01	TS296; Klavis Ou OZ1234/BT232	TS295; Demo IN: 10.11 OUT: 10.11 BT...
10549	Confirmed		LV-3018, Ozolnieki; 11.10	LV-1057, Rīga; 14.10	New Existing	
10547	Delivered		FR-68110, Illzach; 22.10 +13	LV-2167, Mārupe; 15.10	TA224; Demo FZ908/B399N	
10539/1	Delivered		LV-2167, Mārupe; 11.09	DE-50735, Koln-Niehl; 12.09	TW161; EKG logistics	
10535	Invoice issued		LV-2167, Mārupe; 30.05 +7	ES-08040, Barcelona; FIX 30.05 +5	TA197; Demo EA789/E777	
10515/1	Delivered		DE-50735, Koln-Niehl; 29.10	DE-50735, Koln-Niehl; 31.10	TA147; Parvadatajs X CEC299/CEC299	
10515/2	Delivered		DE-50735, Koln-Niehl; 29.10	DE-50735, Koln-Niehl; 31.10	TA147; Parvadatajs X CEC299/CEC299	

## 2) Increasing Visibility

By using the option to select how many rows are displayed per page, the visible amount of data

can be increased. For example, if we select 300 rows, a larger volume of data will be visible on the screen at once, making it easier to analyze information without switching between pages.



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### 3) Narrowing the Customer List

To make the results more precise, we use the customer filter and select the exact name we are searching for. This narrows the list down only to records related to the specific customer, excluding all others.

Active orders **28** ▾ 13

All orders Not loaded / not delivered Services No loading reference

Q DHL KOLN

Selected all ▾

Selected all ▾

Loading

<input type="checkbox"/>	▽ No. ↓ ▾	Client	▽ Status	POD	▽ Loading address
<input type="checkbox"/>	10824	DHL KOLN #DH123	Contains ▾		DE-44135, Dortmund; 24.04
<input type="checkbox"/>	10817	DHL KOLN	DHL KOL		ES-08040, Barcelona; 31.03
<input type="checkbox"/>	10601	DHL KOLN	<input checked="" type="radio"/> And <input type="radio"/> Or		LV-2167, Mārupe; 11.03
<input type="checkbox"/>	10590	DHL KOLN	Contains ▾		LV-1007, Rīga; 19.02
<input type="checkbox"/>	10575	DHL KOLN	Search		DE-50735, Koln-Niehl; 28.02 +39
<input type="checkbox"/>	10549	DHL KOLN	Confirmed		LV-3018, Ozolnieki; 11.10
<input type="checkbox"/>	10547	DHL KOLN	Delivered		FR-68110, Illzach; 22.10 +13
<input type="checkbox"/>	10515/1	DHL KOLN	Delivered		DE-50735, Koln-Niehl; 29.10
<input type="checkbox"/>	10515/2	DHL KOLN	Delivered		DE-50735, Koln-Niehl; 30.10
<input type="checkbox"/>	10474/2	DHL KOLN	Invoice issued		01.03
<input type="checkbox"/>	10474/3	DHL KOLN	Invoice issued		01.02
<input type="checkbox"/>	10474/4	DHL KOLN	Invoice issued		01.03
<input type="checkbox"/>	38/1	DHL KOLN #123-12	Delivered		DE-56078, Berlin; 20.05

# Internal profit

## Adding “Internal Profit”

1. Open the relevant order form and, in the **Services** section, add a new service.

ord	Service	Load.date	Deliv.date	Income	Costs	Actual costs	Trip/Spedition	POD	Invoice
I-24030	BARZANA -> DK-8920, RANDERS	24.05	24.05	1000.0			New Existing	○	New Existing

- Main service
- Delivery through terminal
- Additional service
- Additional cargo-1
- Additional cargo-2
- Add/Edit THC
- Add fuel surcharges
- Add EU Mobility package
- Add container fill place

2. Select the type **“Internal Profit”**.
3. Enter the profit amount.

Additional service - New Order No.: 10448; Client: ITalpasta Sarl BARZANA, IT-24030 > RANDERS, DK-8920 Service sequ... 20

INVOICE

Service type: Internal profit

Invoice remarks: [empty]

Service period: From 24.05.2024 00:00 To 24.05.2024 00:00

Price: 50 Amount: 1 Unit: [empty] Income: 50 EUR VAT rate: T1/EX1

Additional services: [empty]

Buttons: Delete Save Cancel

**Important!** After adding **“Internal Profit”**, everything should look as shown below:

Services

id	Service	Start date	End date	Income	Costs	Actual costs	Stop/Specification	POB	Invoice	Department	Manager
	Service: Mikrosol - Cloudnet Edge	04.01	18.01	400000	400		TH187; Mikrosol EE cloudnet edge		New Existing	Account	Service
1	Service: Edge - EE - 10 Gbps, Telia	04.01	06.01		500		New Existing		New Existing	Head'Ktd	
20	(-) Internal profit	04.01	06.01	50.00			TH186; Cloudex LV ... LIC 2025-2week-Nedg...		New Existing		Veldre Jar

# Search and Filters and Their Usage

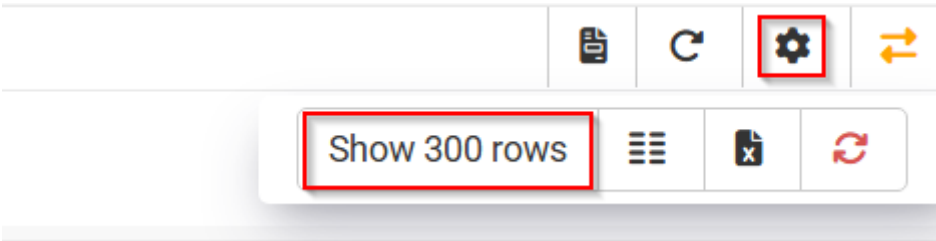
## 1) Search

The search function allows you to find all records involving a specific company. By entering the company name in the search bar, the system will display all orders in which this company is listed as a supplier, recipient, or in another role. The number **21** indicates that **21** records have been found.

No.	Client	Status	POD	Loading address	Delivery address	Order for carrier
10549	DHL KOLN	Confirmed		LV-3018, Ozolnieki; 11.10	LV-1057, Riga; 14.10	New Existing
10589/2	DHL Latvia 1	Confirmed		ES-08040, Barcelona;	DE-50735, Koln-Niehl;	New Existing
10150	7 WAYS LOGISTICS #5212	Delivered		LV-2131, Riga; 02.09 +2	DE-50858, Köln; 01.09	TA115;EKG Carrier
10515/1	DHL KOLN	Delivered		DE-50735, Koln-Niehl; 29.10	DE-50735, Koln-Niehl; 31.10	TA147;Parvadatajs X CEC299/CEC299
10515/2	DHL KOLN	Delivered		DE-50735, Koln-Niehl; 30.10	DE-50735, Koln-Niehl; 01.11	TA147;Parvadatajs X CEC299/CEC299
10547	DHL KOLN	Delivered		FR-68110, Illzach; 22.10 +13	LV-2167, Mārupe; 15.10	TA224;Demo FZ908/B399N
10453	CSDD	Delivered		DE-44135, Dortmund; 11.06	LV-1001, Riga; 14.06	TS138;Akvadukts AA123/B123

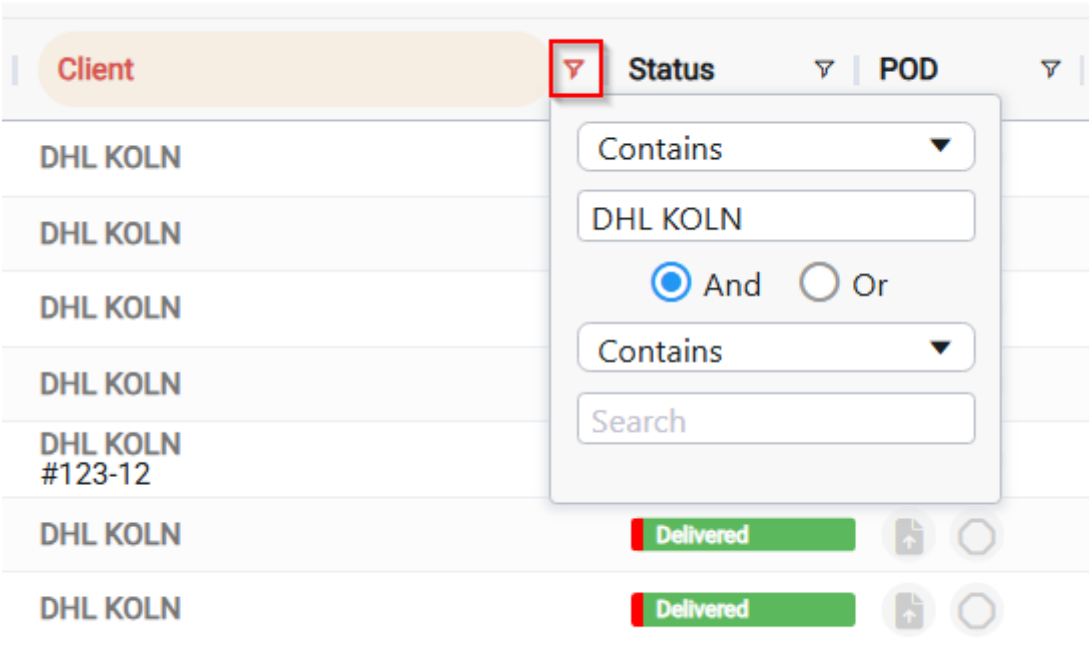
## 2) Increasing Visibility

By selecting how many rows to display per page, you can increase the visible data. For example, if you choose **300 rows**, a larger amount of data will immediately be visible on the screen, making it easier to analyze information without switching pages.



### 3) Narrowing the Customer List

To make the results more precise, use the customer filter and select the exact name you are looking for. This narrows the list to only the records related to that specific customer, excluding all others.



CLOUDEX New - Operational work - Finances - Reports - Emails - Lists

Search...

Active orders 21 (32) All orders Not loaded / not delivered Services No loading reference No loading info email Active shipments Find carrier Pallet exchange

Q DHL KOLN Selected all 2 Selected Loading Date from Date till Selected all

Show 300 rows

No.	Client	Status	POD	Loading address	Delivery address	Order for carrier	Terminal	Cargo description	Client reference	Incom	Costs	Profit	Cargo manag	Department	Int
10549	DHL KOLN	Confirmed		LV-3018, Ozolnieki, 13.10	LV-1057, Riga, 14.10	New Existing				5000.00	10	4990	demo	NORTH	
10515/1	DHL KOLN	Delivered		DE-50735, Koln-Niehl, 23.10	DE-50735, Koln-Niehl, 31.10	TA147,Parvadatalis X CEC299/CEC299				1000.00	0	1000	demo	NORTH	
10515/2	DHL KOLN	Delivered		DE-50735, Koln-Niehl, 30.10	DE-50735, Koln-Niehl, 01.11	TA147,Parvadatalis X CEC299/CEC299				0.00	0	0	demo	NORTH	
10547	DHL KOLN	Delivered		FR-68110, Illzach, 22.10+13	LV-2167, Marupis, 15.10	TA224,Demo F2908/8399N				2300.00	0	2300	demo	NORTH	
38/1	DHL KOLN #123-12	Delivered		DE-56078, Berlin, 20.05	LT-2187, Vilnius, FX 08.05-2005	TW193,Demo HI-9576/E777	TW18Brevitra IN: 22.05 OUT: 07.05	6PIL+2Box; 2.67LDM; ... 1*4;	123-12	433.00	50	383	JV	SOUTH	
10590	DHL KOLN	Delivered		LV-1007, Riga, 19.02	DE-50735, Koln-Niehl, 21.02	TW193,Demo HI 1234/RR 1234		13.60LDM;		2000.00	15332.95	-13332.95	demo	NORTH	
10817	DHL KOLN	Delivered		ES-08040, Barcelona, 31.03	EE-10151, Tallinn, 03.04	TW625,Demo EA789/E777		33EPLL; 13.20LDM;		4000.00	0	4000	demo	NORTH	