

# 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.

Nr.	Reiss/Ekspedīcija	Terminālis	Piegādes adrese	Kravas apraksts	POD	Klients	Ieņēmumi	Izdevumi	Peļņa	Kravas mēdzeris
10451	1129;Demo G123/MZ522		LV-2164, Ādaži; 27.06			Zieds	0.00	0	0	J.V
10454	W94;EKG Cargo EA789/E777		D-90475, Nūm... 01.07	5EPLL; 1.20LDM; 8 Kg; t* -10*/-4*;		Starpsiena	2103.00	0	2103	J.V
11:17 085	Apostprāts	LV-2015, Jārmala; 19.03	Jauns	Esošs	N-0107, Oslo; 21.03	Starpsiena #17	290.61	0	290.61	J.V
1094/4 A-78312	Apostprāts	LV-5301, Prelu; 18.08	Jauns	Esošs	LV-1011, Rīga; 18.08	MCC #A-78312	1080.00	5.54	1074.46	J.V
10045 15555	Apostprāts	LV-3018, Ozolnieki; 11.11	Jauns	Esošs	LV-3018, Iecēni; 12.11	MCC #15555	0.00	5.68	-5.68	J.V
10046	Apostprāts	LV-3018, Ozolnieki; 03.11	Jauns	Esošs	LV-3018, Ozoln... 03.11	MCC	0.00	0	0	J.V
10131 813111111	Apostprāts	LV-1005, Rīga; 28.07	Jauns	Esošs	LV-1083, Rīga; 01.08	Antena7* #813111111	30.00	0	30	J.V
10219	Apostprāts	LV-1029, Rīga; 03.10	Jauns	Esošs	LV-1088, Rīga; 05.10	Auto Servis Opti...	100.00	600	-500	Demo
10220	Apostprāts	LV-2150, Sigulda, ... 18.10	Jauns	Esošs	LV-1088, Rīga; 19.10	A Logistics	600.00	0	600	Demo
10242 132131abc	Apostprāts	LV-3030, Ogre; 13.07	Jauns	Esošs	LV-3434, Priek... 13.07	Demo #132131abc	0.00	10.58	-10.58	J.V
10246 HJ9889	Apostprāts	LV-3018, Ozolnieki; 04.07.1	Jauns	Esošs	LV-3701, Dobel... 04.07.2	Zieds #HJ9889	600.00	0	600	Demo
10252 AK9975	Apostprāts	LV-3456, Aizpute; 17.07	Jauns	Esošs	LV-3701, Dobel... 18.07	Akvadukts #AK9975	11.00	137.57	-126.57	Demo
10254 CO-272	Apostprāts	LV-3456, Aizpute; 21.07.3	Jauns	Esošs	LV-3201, Talsi; 21.07.4	THE COCOON G... #CO-272	1000.00	700	300	Demo
10255 2132132121	Apostprāts	LV-3018, Ozolnieki; 05.07	Jauns	Esošs	26.07	MCC #2132132121	0.00	0	0	J.V
10258 CO0003	Apostprāts	LV-1073, Rīga; 27.07	Jauns	Esošs	LV-1013, Rīga; 27.07.1	THE COCOON G... #CO0003	1422.87	83.45	1339.42	Demo
10289 123TEST	Apostprāts	LV-3018, Ozolnieki; 15.02.27	Jauns	Esošs	LV jēlgava; 27.05.128	MCC #123TEST	0.00	0	0	J.V
10292	Apostprāts	LV-2111, Ķekava; 24.06	Jauns	Esošs	D-50858, Köln; 01.07	7 WAYS LOGISTI...	1000.00	0	1000	Demo
10293 CLR56	Apostprāts	LV-2164, Ādaži; 11.06.-1	Jauns	Esošs	S-147 33, Tum... 14.06	Starpsiena #CLR56	2103.00	0	2103	Demo
10294 TR685673	Apostprāts	LV-3018, Ozolnieki; 09.03	Jauns	Esošs	LV-1015, Rīga; 14.03	Akvadukts #TR685673	52.00	0	52	Demo

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

27 Apostprāts 1 Problēmas 2 Saplācota 4 1 Uztrauts 70 Piegādāts 16 3 Rīšana sagatavota

Iepriekšējais Nākamais

## 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.
2. 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”.



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...

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

Piegādes laikā

Meklēt Veldre Janis Atlasīts viss (8)

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

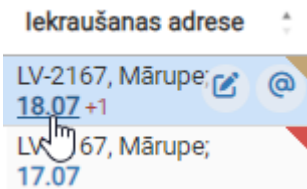
Ieņēmumi: 30 205.96 EUR Izdevumi: 13 605.74 EUR; Peļņa: 16 600.22 EUR

5 Apsētināts 1 Sapilnots 1 Uzkrauts 27 Piegādāts 17 16 Rīšins sagatavots

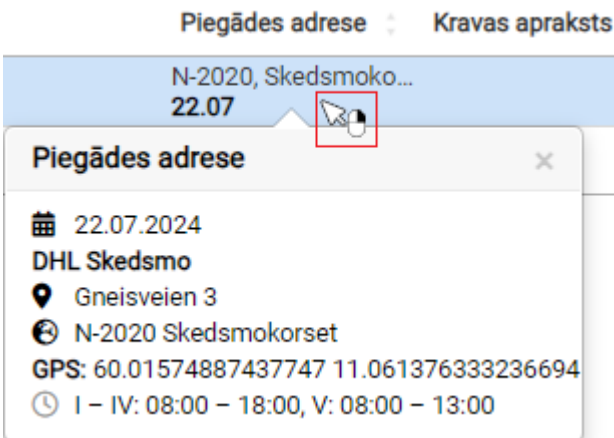
Iepriekšējais Nākamais

### 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:



- o Loading Address
- o 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	
Starpšiena	2103.00	0

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