

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 jelgava; 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 Saplācēns 4 1 Uztrauts 70 Piegādāts 16 Rīšana sagatavots

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”.

The screenshot shows a horizontal bar representing a shipment status summary. On the left, a dark blue box contains the text "Krava jāiekrauj 2 dienu laikā". To its right, the text "GISTI..." is partially visible. Further right, the text "S-121 49, Joha... 5PLL+2PLI" is shown. Below this bar, there are four colored buttons representing different status counts: a grey button with "4 3" and "Apstiprināts", a grey button with "2 1" and "Saplānots", a green button with "20 19" and "Piegādāts", and a green button with "25 23 2 2" and "Rēķins sagatavots". A mouse cursor is hovering over the "4 3" button, which has a tooltip box above it containing the text "Krava jāiekrauj 2 dienu laikā".

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

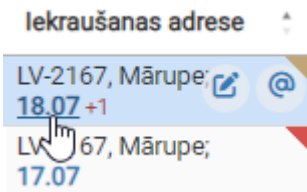
Ieņēmumi: 30 205.96 EUR Izdevumi: 13 605.74 EUR; Peļņa: 16 600.22 EUR

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

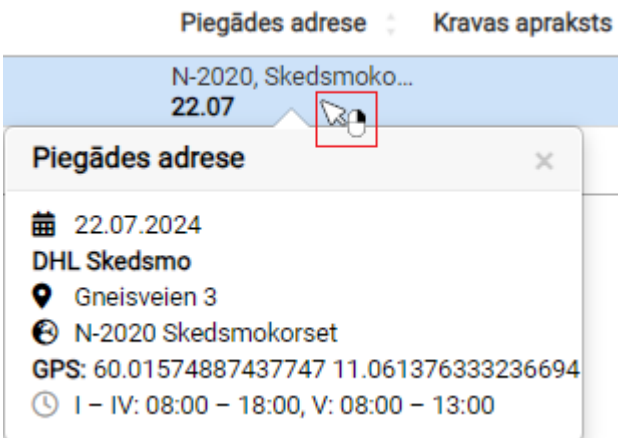
Iepriekšējais Nākamais

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:



- 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	
Starpšiena	2103.00	0

Revision #5

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