
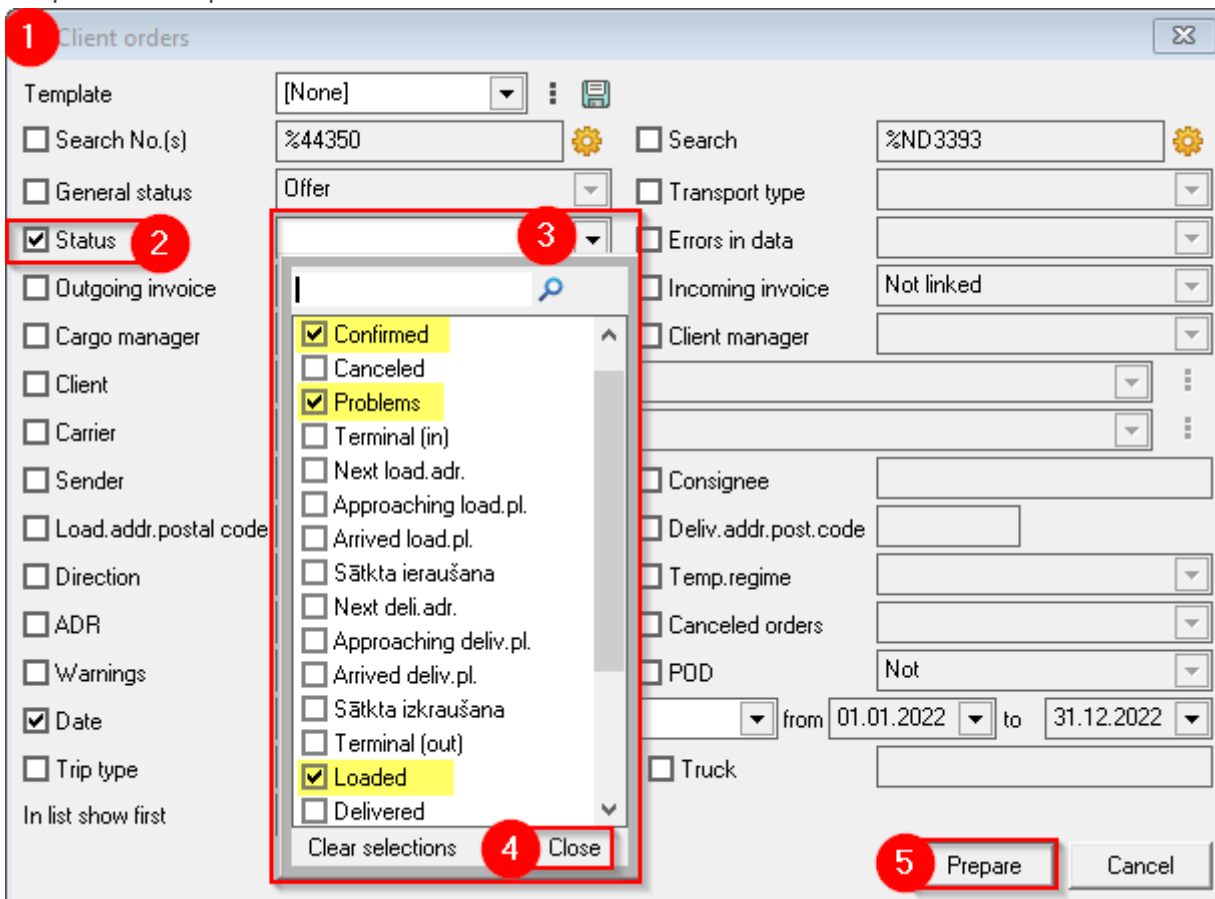


5) In delivery

- How to select current orders?
- Cargo Status
- SMS message to the driver
- CMR how to create and print it

How to select current orders?

1. In the **Client order** filter 
2. Check **Status** ☒
3. Select the desired order statuses
4. Close
5. Prepare the report



The screenshot shows the 'Client orders' filter window. The window has a title bar with a close button. On the left is a list of filter categories with checkboxes. The 'Status' checkbox is checked and highlighted with a red circle and the number 2. In the center, a dropdown menu is open, showing a list of status options. The 'Confirmed', 'Problems', and 'Loaded' options are checked and highlighted with yellow backgrounds. A red circle with the number 3 is next to the dropdown arrow. At the bottom of the dropdown, there are 'Clear selections' and 'Close' buttons, with a red circle and the number 4 next to the 'Close' button. On the right side of the window, there are various input fields and checkboxes for other filters. At the bottom right, there is a 'Prepare' button highlighted with a red circle and the number 5, and a 'Cancel' button next to it. The window title is 'Client orders'.

1 Client orders

Template [None]

☐ Search No.(s) %44350 ☐ Search %ND3393

☐ General status Offer ☐ Transport type

☒ Status ☐ Errors in data

☐ Outgoing invoice ☐ Incoming invoice Not linked

☐ Cargo manager ☐ Client manager

☐ Client

☐ Carrier

☐ Sender

☐ Load.addr.postal code

☐ Direction

☐ ADR

☐ Warnings

☒ Date

☐ Trip type

In list show first

☒ Confirmed

☐ Canceled

☒ Problems

☐ Terminal (in)

☐ Next load.adr.

☐ Approaching load.pl.

☐ Arrived load.pl.

☐ Sātkta ieraušana

☐ Next deli.adr.

☐ Approaching deliv.pl.

☐ Arrived deliv.pl.

☐ Sātkta izkraušana

☐ Terminal (out)

☒ Loaded

☐ Delivered

Clear selections Close

☐ Consignee

☐ Deliv.addr.post.code

☐ Temp.regime

☐ Canceled orders

☐ POD Not

from 01.01.2022 to 31.12.2022

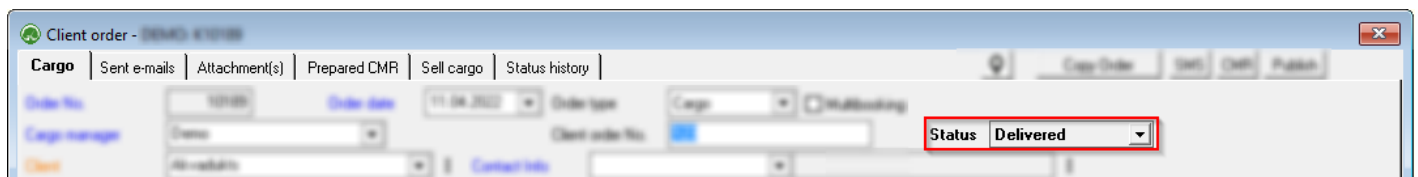
☐ Truck

Prepare Cancel

Cargo Status

The cargo status allows you to follow the progress of the order. The following Cargo statuses are distinguished:

1. **Confirmed** – There is an agreement with the client and the carrier that the cargo will be shipped;
2. **Problems** – There are some problems in the cargo delivery process;
3. **Loaded** – Cargo is on its way;
4. **Delivered** – this status can be entered manually but it will be set automatically when the actual date of the last delivery is passed;
5. **Paid** – An invoice has been issued and paid;
6. **Canceled** – The order has been cancelled.




Information about the cargo status changes both manually and automatically depending on the settings in OZOLS TMS chosen by your company.

1. Automatically:

- Based on the car's location (by loading data from the car's GPS navigation system). More info [here](#).
- Based on loading/delivery dates (Ozols or iOzols) entered by the manager.

2. Manually:

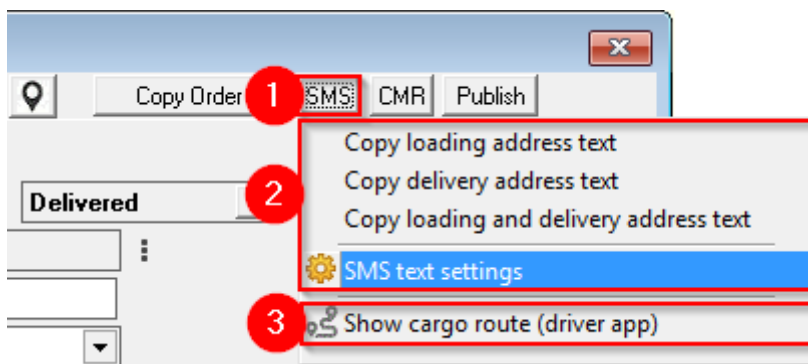
- The status can be set in the **Client order** window by clicking. 
- Through the driver's application ([MyOzols](#)), which can be used by both the driver and the manager of the carrier. More info [here](#)

SMS message to the driver

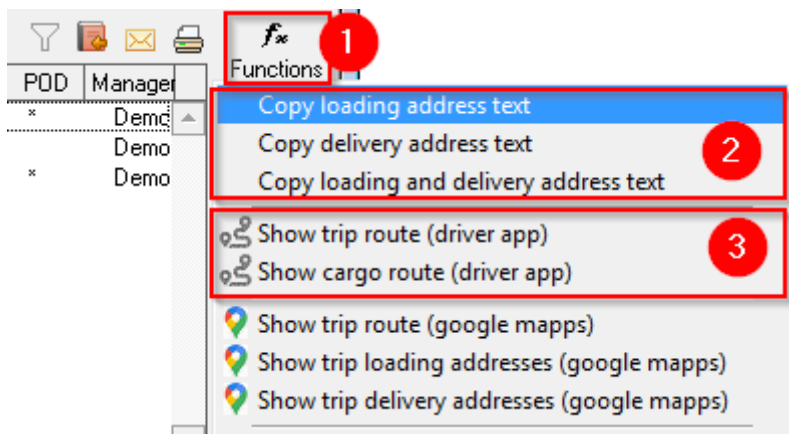
You can quickly send an **SMS to the driver with information about the cargo** from the Client's order and from the Trip/ Spedition windows.

- 1) **Client order** in the window on the upper right side, press the button " **SMS** "
Trip/Spedition in the window on the right side, press the button " **Functions** "
- 2) **Select** the necessary information for SMS
- 3) Send cargo information in the **Driver application (No installation of application is required!)**

1. SMS from the Customer's order window



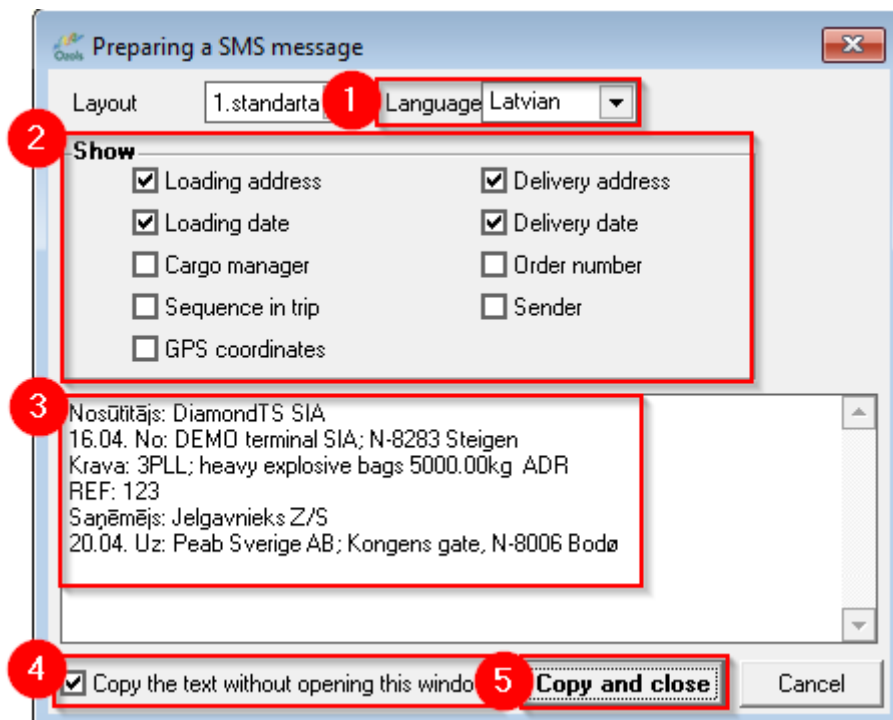
2. SMS from the Trip/Spedition window



3. SMS text settings

It is possible to customize the information that is sent to the driver:

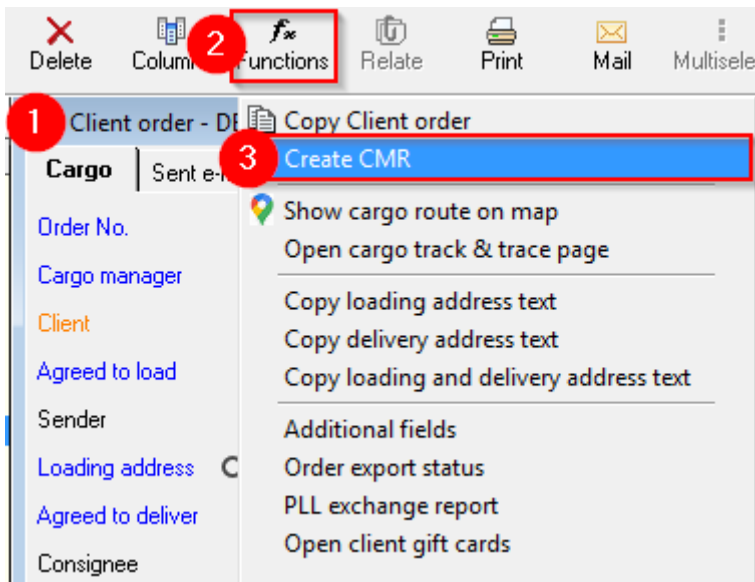
1. Language of the text message;
2. **Show:** what information to include;
3. Message text **preview** ;
4. Tick here to set as default and not reopen this window next time;
5. **Copy and close.** Freight delivery information has been copied. Open your desired application (whats-app etc.) and press "Paste" or ctrl+v to paste.



CMR how to create and print it

How to create and print the **CMR for the Client's order?**

1. Open the **Client's order** for which the CMR will be prepared
2. From the toolbar, select **Functions**
3. **Create CMR**



- Based on the Client's order information, the program automatically fills in the CMR fields

CMR

Page #1 | Page #2 |

Number: 10192/2 Datums: 10.06.2022

1. Sender (Name, Address, Country): Uzņēmums 1 ☒

2. Consignee (Name, Address, Country): Helsinki company 1 ☒

16. Carrier (Name, Address, Country): Demo SIA ☒

3. Place of delivery of the goods: Helsinki company 1 ☒
Rīgas iela 50, Jelgava, LV-3004, LATVIJA ☒

4. Place and date of taking over of the goods: Skanstes iela 54, LV-1013 Rīga, LATVIJA, 02.06.2022 ☒

5. Annexed documents: Order No: ☒

17. Successive carriers (Name, Address, Country): Pārvadātājs Z ☐

18. Carrier's reservations observations

☒ 7. Print cargo description

Iep.sk.	Iep.veids	as nosauk	Bruto	Ldm	Frakts	Summa	Valūta
10	EPLL	L:1.20 W:0.8C		4.00	7400.00		

Saglabāts: 10.06.2022 16:45 demo

Saglabāt Atcelt

- If any of the fields have not been filled in automatically, you can do so by manually filling in the fields in the form

- Use the toolbar command  Drukāt to print the CMR