
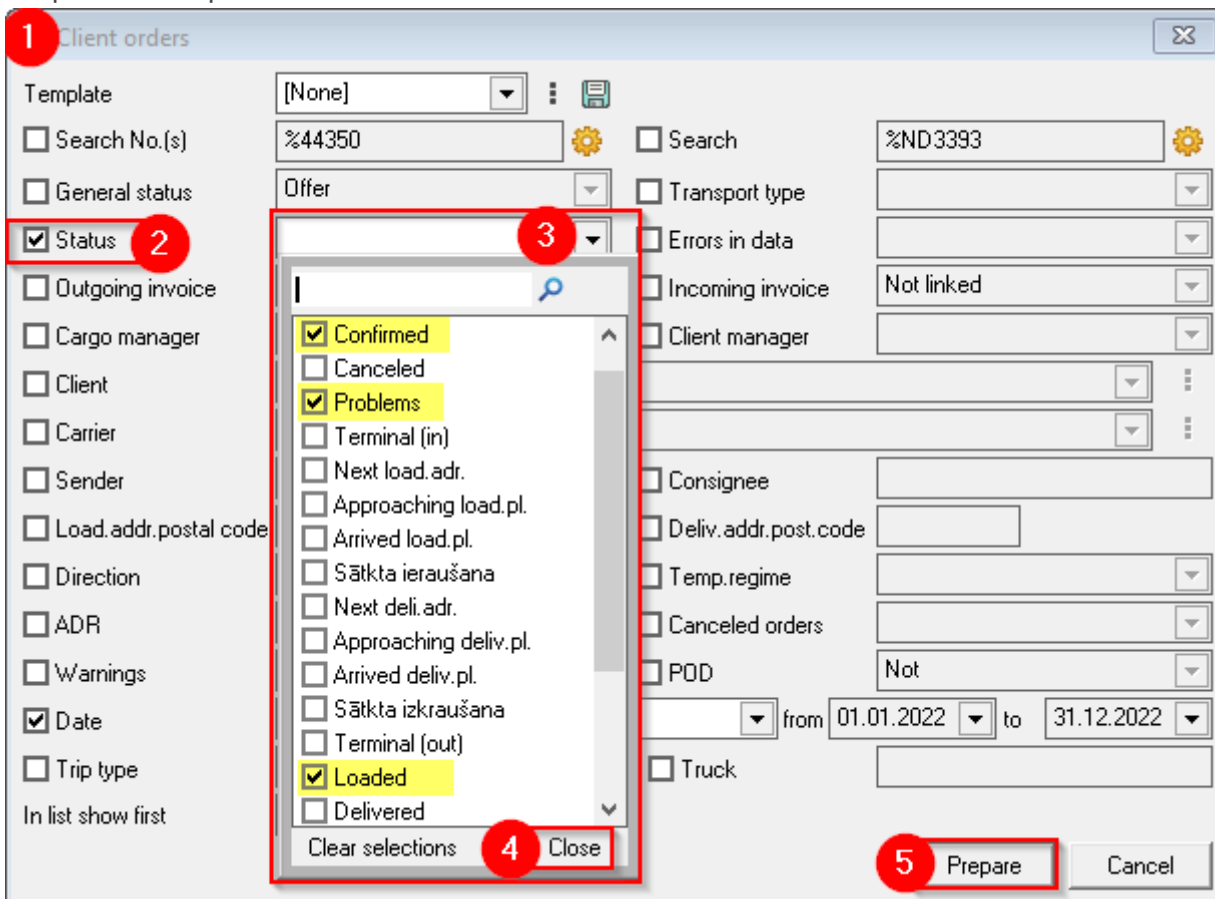


5) In delivery

- 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 order statuses. The 'Confirmed', 'Problems', and 'Loaded' statuses 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 menu, there are 'Clear selections' and 'Close' buttons. The 'Close' button is highlighted with a red circle and the number 4. On the right side of the window, there are various input fields for search criteria like 'Search No.(s)', 'General status', 'Search', 'Transport type', etc. 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. A red circle with the number 1 is next to the window title '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

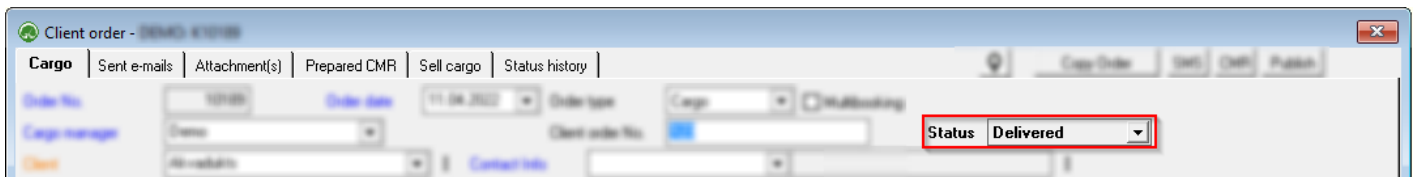
☐ Truck

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.




The screenshot shows a software interface for managing client orders. The title bar reads 'Client order - 20240101 10:10:00'. Below the title bar, there are several tabs: 'Cargo', 'Sent e-mails', 'Attachment(s)', 'Prepared CMR', 'Sell cargo', and 'Status history'. The 'Cargo' tab is currently selected. The main area of the window contains various input fields and buttons. A dropdown menu labeled 'Status' is visible, with 'Delivered' selected. This dropdown is highlighted with a red rectangular box. Other visible fields include 'Order No.' (10100), 'Order date' (11.04.2022), 'Order type' (Cargo), 'Cargo manager' (Dima), 'Client order No.' (10100), and 'Contact info'.

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:

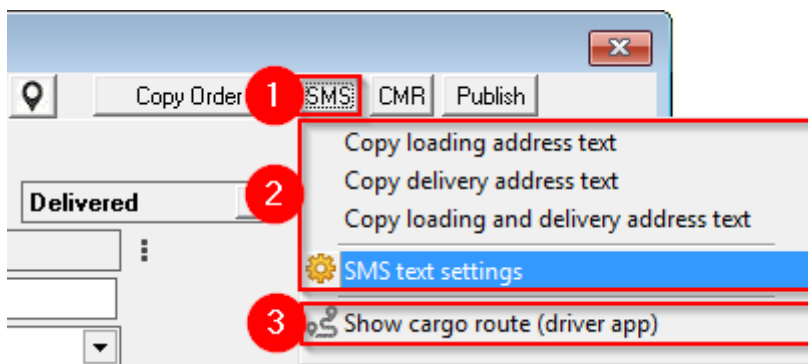
- The status can be set in the **Client order** window by clicking. 
- Through the driver's application ([MyOzols](#)), which can be used by both the driver and the manager of the carrier. More info [here](#)

SMS message to the driver

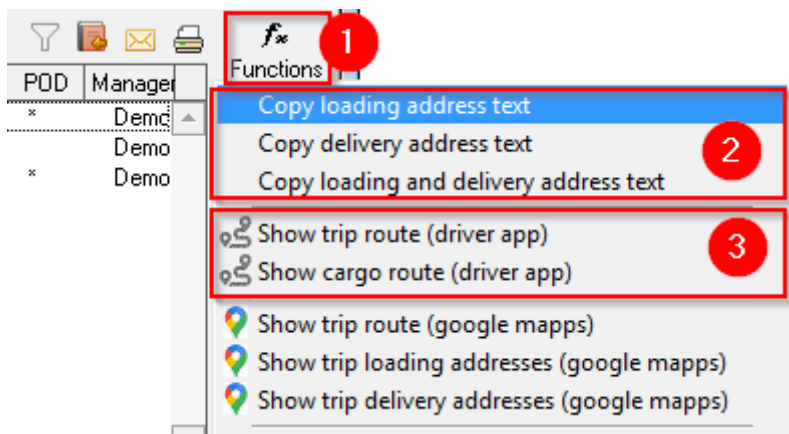
You can quickly send an **SMS to the driver with information about the cargo** from the Client's order and from the Trip/ Spedition windows.

- 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



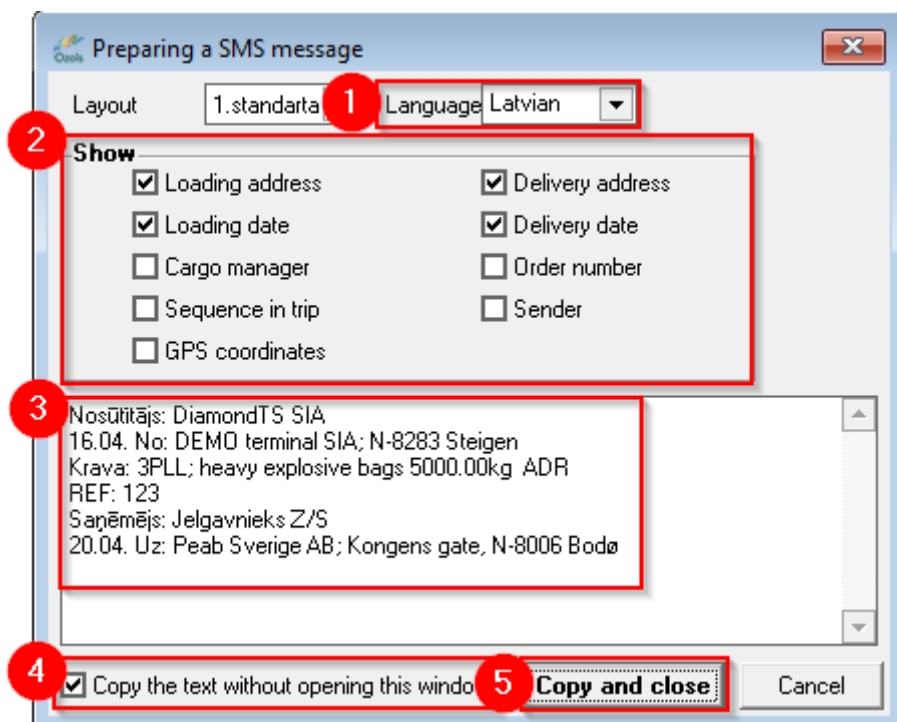
2. SMS from the Trip/Spedition window



3. SMS text settings

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

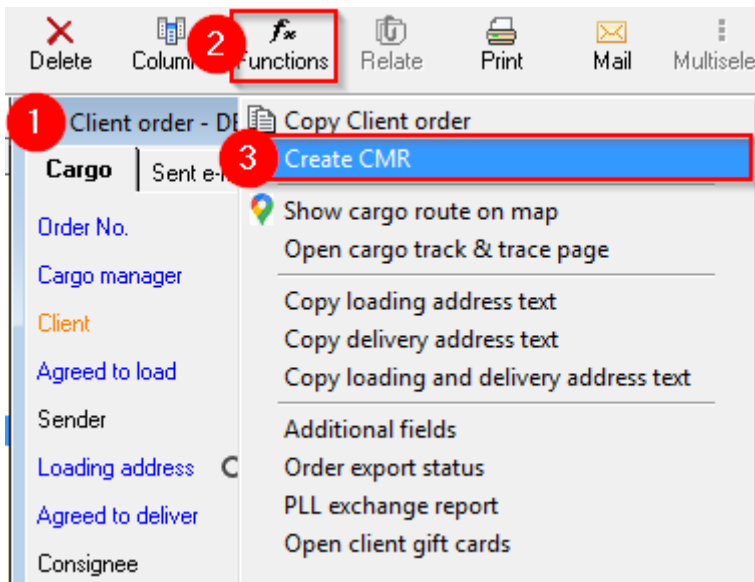
1. Language of the text message;
2. **Show:** what information to include;
3. Message text **preview** ;
4. Tick here to set as default and not reopen this window next time;
5. **Copy and close.** Freight delivery information has been copied. Open your desired application (whats-app etc.) and press "Paste"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