
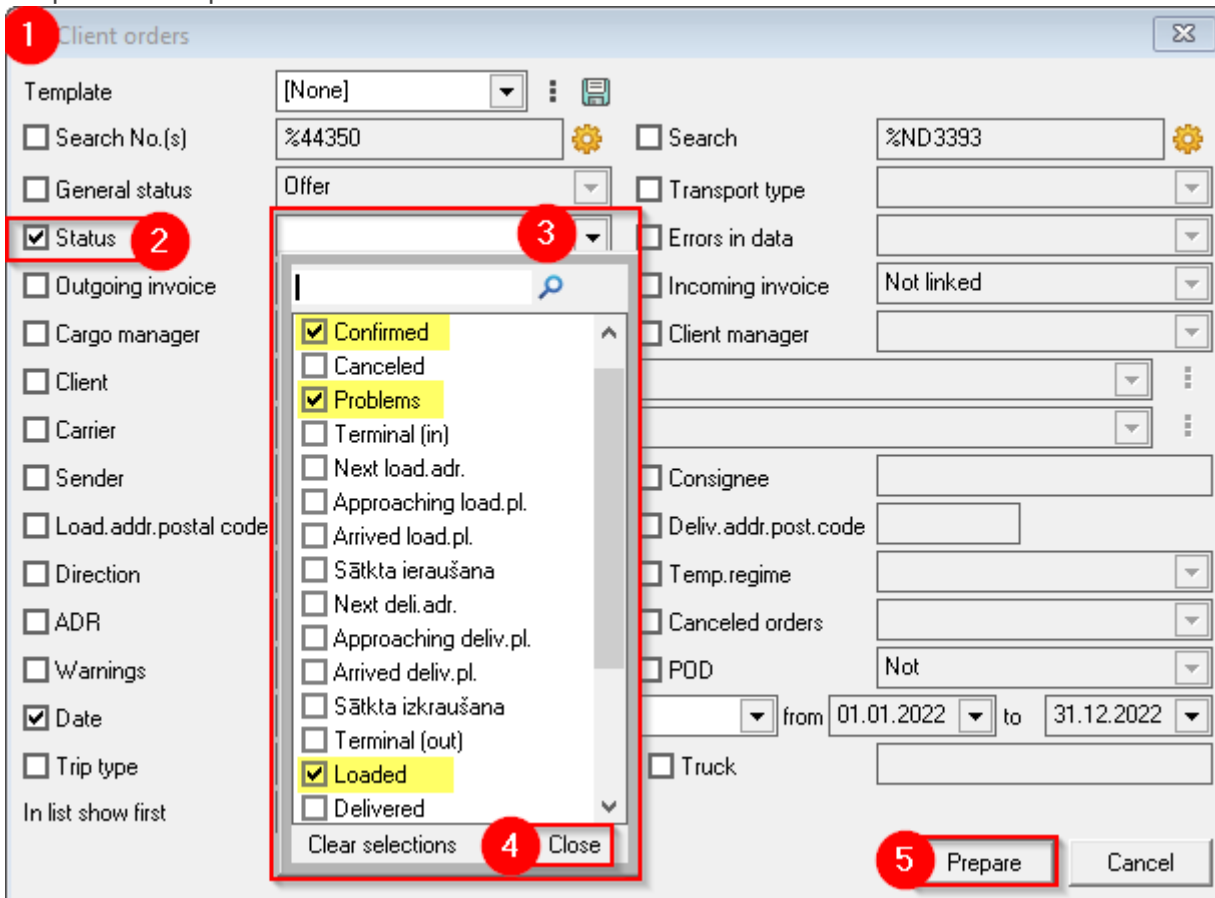


# How to select current orders?

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. The main area is divided into two columns of checkboxes and input fields. On the left, there are checkboxes for 'Status', 'Outgoing invoice', 'Cargo manager', 'Client', 'Carrier', 'Sender', 'Load.addr.postal code', 'Direction', 'ADR', 'Warnings', 'Date', 'Trip type', and 'In list show first'. On the right, there are checkboxes for 'Search', 'Transport type', 'Errors in data', 'Incoming invoice', 'Client manager', 'Consignee', 'Deliv.addr.post.code', 'Temp.regime', 'Canceled orders', 'POD', and 'Truck'. A search bar is at the top right. A dropdown menu is open for the 'Status' checkbox, showing a list of order statuses: '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', and 'Delivered'. The 'Status' checkbox is checked, and the 'Loaded' status is also checked in the dropdown. The 'Close' button is at the bottom right of the dropdown. The 'Prepare' button is at the bottom right of the window.

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

☐ Consignee

☐ Deliv.addr.post.code

☐ Temp.regime

☐ Canceled orders

☐ POD Not

from 01.01.2022 to 31.12.2022

☐ Truck

Clear selections Close

Prepare Cancel

Revision #2

Created Wed, Aug 24, 2022 1:18 PM by [Janis Veldre](#)

Updated Tue, Sep 6, 2022 12:23 PM by [Janis Veldre](#)