
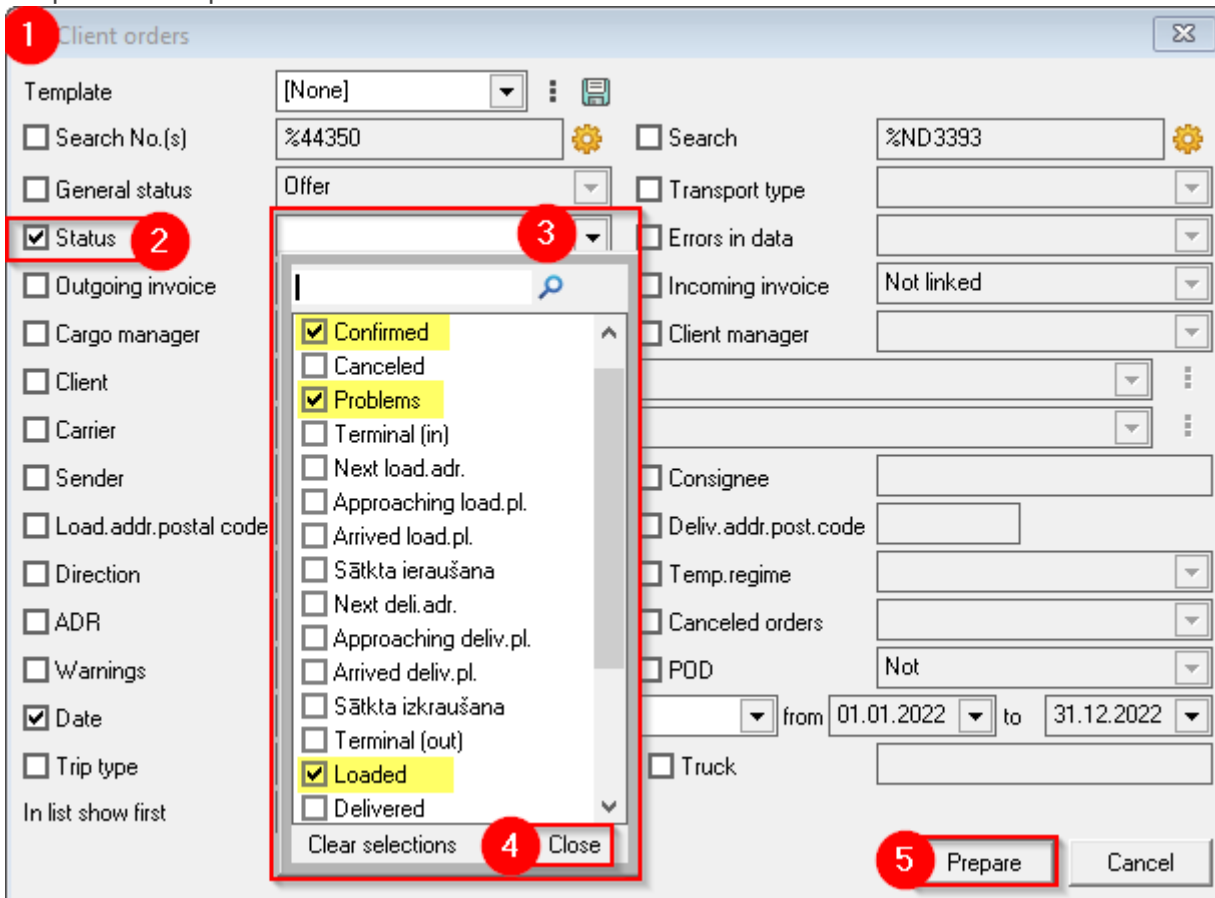


# How to select current orders?

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 'Search No.(s)', 'General status', '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 input fields for 'Search', 'Transport type', 'Errors in data', 'Incoming invoice', 'Client manager', 'Consignee', 'Deliv.addr.post.code', 'Temp.regime', 'Canceled orders', 'POD', and 'Truck'. A dropdown menu is open for the 'Status' checkbox, showing a list of status options: '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 selected in the dropdown. The 'Prepare' button is highlighted.

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

Revision #2

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