
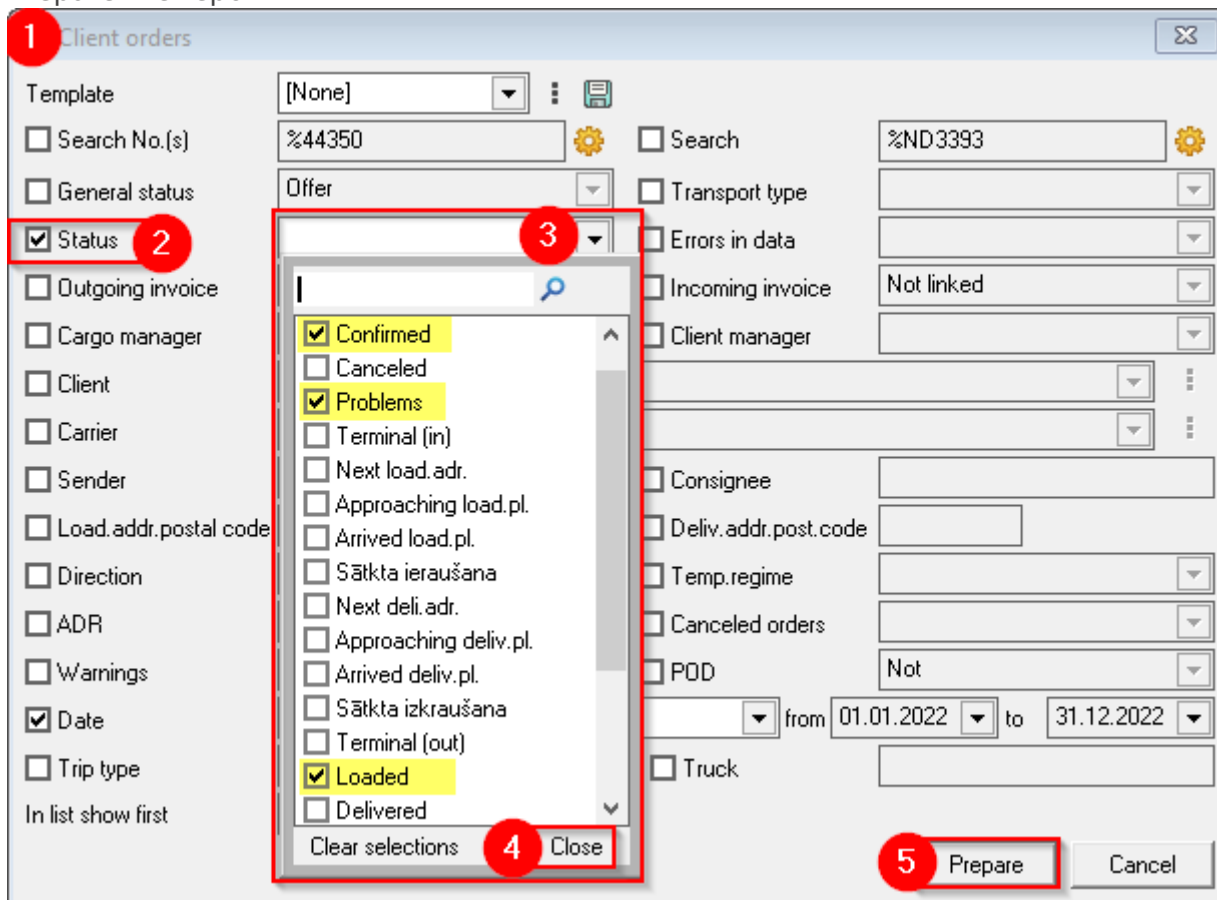


How to select current orders?

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 contains various filter options. A red box highlights the 'Status' checkbox, which is checked. A red box also highlights the 'Status' dropdown menu, which is open and shows 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 'Loaded' status is selected. A red box highlights the 'Close' button at the bottom of the status dropdown. A red box highlights the 'Prepare' button at the bottom right of the window. The window also contains other filter options like 'Search No.(s)', 'General status', 'Outgoing invoice', 'Cargo manager', 'Client', 'Carrier', 'Sender', 'Load.addr.postal code', 'Direction', 'ADR', 'Warnings', 'Date', 'Trip type', 'In list show first', 'Search', 'Transport type', 'Errors in data', 'Incoming invoice', 'Client manager', 'Consignee', 'Deliv.addr.post.code', 'Temp.regime', 'Canceled orders', 'POD', and 'Truck'.

Revision #2

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