

Active orders

1. Customer Order Classification
2. Active order statuses
3. Additional Options Without Opening the Order

1. Customer Order Classification

From the menu, open:

Operational Work > Client orders

Customer orders are divided into 2 groups:

1. **Active orders** – this list displays all orders that are in progress (with various statuses). Orders remain in this section until the invoice has been sent.
2. **All Orders** – this section also includes completed orders.

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Atrais pārvadātāju
Piegādes laikā

Atlasīts viss (8)

Nr.	Reiss/Ekspedīcija	Terminālis	Piegādes adrese	Kravas apraksts	POD	Klients	Ieņēmumi	Izdevumi	Peļņa	Kravas menedžeris
10451	Reisi/Ekspedīcijas Savi reisi Piegādes caur termināliem CRM Prāmju biļetes Rūķi	k129;Demo G123/MZ522	LV-2164, Adaži; 27.06	D-90475, Nurm... t° -10"/-4";		Zieds	0.00	0	0	J.V
10454		W94;EKG Cargo EA789/E777	01.07	5EPPL; 1.20LDM; 8 Kg;		Starpsiena	2103.00	0	2103	J.V
11;17 085	Aptiprināts	LV-2015, Jūrmala; 19.03	Jauns	Esošs		Starpsiena	290.61	0	290.61	J.V
1094/4 A-78312	Aptiprināts	LV-5301, Preiļi; 18.08	Jauns	Esošs		MCC #A-78312	1080.00	5.54	1074.46	J.V
10045 15555	Aptiprināts	LV-3018, Ozolnieki; 11.11	Jauns	Esošs		MCC #15555	0.00	5.68	-5.68	J.V
10046	Aptiprināts	LV-3018, Ozolnieki; 03.11	Jauns	Esošs		MCC	0.00	0	0	J.V
10131 81311111	Aptiprināts	LV-1005, Rīga; 28.07	Jauns	Esošs		Antena7* #81311111	30.00	0	30	J.V
10219	Aptiprināts	LV-1029, Rīga; 03.10	Jauns	Esošs		Auto Servis Opti...	100.00	600	-500	Demo
10220	Aptiprināts	LV-2150, Sigulda, ... 18.10	Jauns	Esošs		A Logistics	600.00	0	600	Demo
10242 132131abc	Aptiprināts	LV-3030, Ogre; 13.07	Jauns	Esošs		Demo #132131abc	0.00	10.58	-10.58	J.V
10246 HJ9889	Aptiprināts	LV-3018, Ozolnieki; 04.07.-1	Jauns	Esošs		Zieds #HJ9889	600.00	0	600	Demo
10252 AK9975	Aptiprināts	LV-3456, Aizpute; 17.07	Jauns	Esošs		Akvadukts #AK9975	11.00	137.57	-126.57	Demo
10254 CO-272	Aptiprināts	LV-3456, Aizpute; 21.07.-3	Jauns	Esošs		THE COCOON G... #CO-272	1000.00	700	300	Demo
10255 2132132121	Aptiprināts	LV-3018, Ozolnieki; 05.07	Jauns	Esošs		MCC #2132132121	0.00	0	0	J.V
10258 CO0003	Aptiprināts	LV-1073, Rīga; 27.07	Jauns	Esošs		THE COCOON G... #CO0003	1422.87	83.45	1339.42	Demo
10289 123TEST	Aptiprināts	LV-3018, Ozolnieki; 15.02.+27	Jauns	Esošs		MCC #123TEST	0.00	0	0	J.V
10292	Aptiprināts	LV-2111, Ķekava; 24.06	Jauns	Esošs		7 WAYS LOGISTI...	1000.00	0	1000	Demo
10293 CLR56	Aptiprināts	LV-2164, Adaži; 11.06.-1	Jauns	Esošs		Starpsiena #CLR56	2103.00	0	2103	Demo
10294 TR685673	Aptiprināts	LV-3018, Ozolnieki; 09.03	Jauns	Esošs		Akvadukts #TR685673	52.00	0	52	Demo

Ieņēmumi: 59 762.98 EUR

27 Aptiprināts 1 Problēmas 2 Sagaidots 4 Uzskaitē 70 Piegādāts 16 Rīcības sagatavota

2. Active order Statuses

- **New** – status assigned when the customer adds a new shipment through the customer portal.
- **Confirmed** – the manager confirms the shipment added by the customer, or the manager creates a new shipment manually.
- **Planned** – when the shipment is assigned to a trip/route.
- **Loaded** – when the shipment has been loaded.
- **Delivered** – when delivery of the shipment is confirmed.
- **Invoice Prepared** – after delivery, the invoice is prepared and issued.
- **Issues** – this status appears when something does not go as planned. It is highlighted in red to draw the manager’s attention.

2.1. Next Order Status

1. The “border” of the order status may be highlighted in blue, green, orange, or red, indicating the status of the next required action.
2. A shipment status summary is available below the table. Hovering the mouse cursor over the number of each color displays an explanation, for example: “Delayed shipment delivery”.



Under the “**Status**” column, when hovering over the current shipment status with the mouse cursor, the system displays the next sequential action that needs to be performed.

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Meklēt

Veldre Janis

Atlasīts viss (8)

Nr.	Statuss	Iekraušanas adrese	Reiss/Ekspedīcija	Terminālis	Piegādes adrese	Kravas apraksts	POD	Klients	Ieņēmumi
10100	Rīšino sagat.	21.12	EA1122/E777		30.12				500.00
10092	Rīšino sagat.	LV-3030, Jelgava; 09.12	TS108;EKG Carrier		LV Daugavpils; 11.12	2PLL;		LVAGROO	293.00
10069	Rīšino sagat.	LV-2131, Rīga; 04.12	TS245;abc AA1111		uuu, sss; 05.12	1EPLL; 0.40LDM; t* 0*;		MCC	0.00
1044/3 a	Rīšino sagat.	LV-3018, Ozolnieki; 20.11	TW227;7 WAYS LOGISTI... HJ8111		LV-3018, Iecēni; 23.11	3EPLL; 1.20LDM;		MCC #a	0.00
1044/2 a	Rīšino sagat.	LV-3018, Ozolnieki; 20.11	TW227;7 WAYS LOGISTI... HJ8111		LV-3018, Iecēni; 10.12			MCC #a	0.00
1044/1 a	Rīšino sagat.	LV jelgava; 21.12 +389	TW227;7 WAYS LOGISTI... HJ8111		LV rīga; 21.12 +386			MCC #a	0.00
10042 a	Rīšino sagat.	LV-3018, Iecēni; 10.11	TW19;Demo KJ222/RR 1234		LV-3018, Iecēni; 11.11			MCC #a	0.00
1104 bbbaa	Rīšino sagat.	LV-1024, Rīga; 10.09	TS23;CCL Service AF 789		LV-3018, Ozoln... 24.09	1EPLL; 100 Kg;		MCC #bbbaa	10.00
1101	Rīšino sagat.	LV-3018, Ozolnieki; 28.08	TS22;DHL KOLN RBK473		RU-1024, Rīga; FIX 29.08	24EPLL; 9.60LD... t* -8*/-12*;		MCC	50.00

Ieņēmumi: 30 205.96 EUR

Izdevumi: 13 605.74 EUR; Peļņa: 16 600.22 EUR

5

Apstiprināts

1

Saplīnots

1

Uzkrāts

27.02

Piegādāts

17.10.1

Rīšino sagatavots

Iepriekšējais

Nākamais

3. Additional Options Without Opening the Order

- If the loading date is displayed in blue, it means the shipment has not yet been loaded. Clicking the date opens a window where you can change the planned loading date.

Iekraušanas adrese

LV-2167, Mārupe;

18.07 +1

LV-2167, Mārupe;

17.07

- If, when hovering over information in a column, you see the icon, then right-clicking will display additional information. This option is available in several columns, such as:

Piegādes adrese

Kravas apraksts

N-2020, Skedsmoko...

22.07

Piegādes adrese

22.07.2024

DHL Skedsmo

Gneisveien 3

N-2020 Skedsmokorset

GPS: 60.01574887437747 11.061376333236694

I – IV: 08:00 – 18:00, V: 08:00 – 13:00

- o Loading Address
- o Delivery Address
- o Customer

- Shipment Description
- etc.
- In the **POD*** column, it is possible to add delivery confirmation documents for the order.
- If a document icon with a red corner appears in the column, it means POD documents need to be added.

* **POD - Proof Of Delivery** (CMR; B/L; AWB; SMGS)

The invoice issuing description is available here:

[OZOLS documentation](#) Outgoing invoices can also be opened through the current orders list, for example, to quickly enter the sending date.

Klients	Ieņēmumi	Izdevumi
MCC #123TEST	0.00	Izejošais rēķins
MCC #544321	50.00	
Starpsiena	2103.00	0

Revision #5

Created 2026-05-07 09:51:18 UTC by Janis Veldre

Updated 2026-06-05 11:10:19 UTC by Janis Veldre