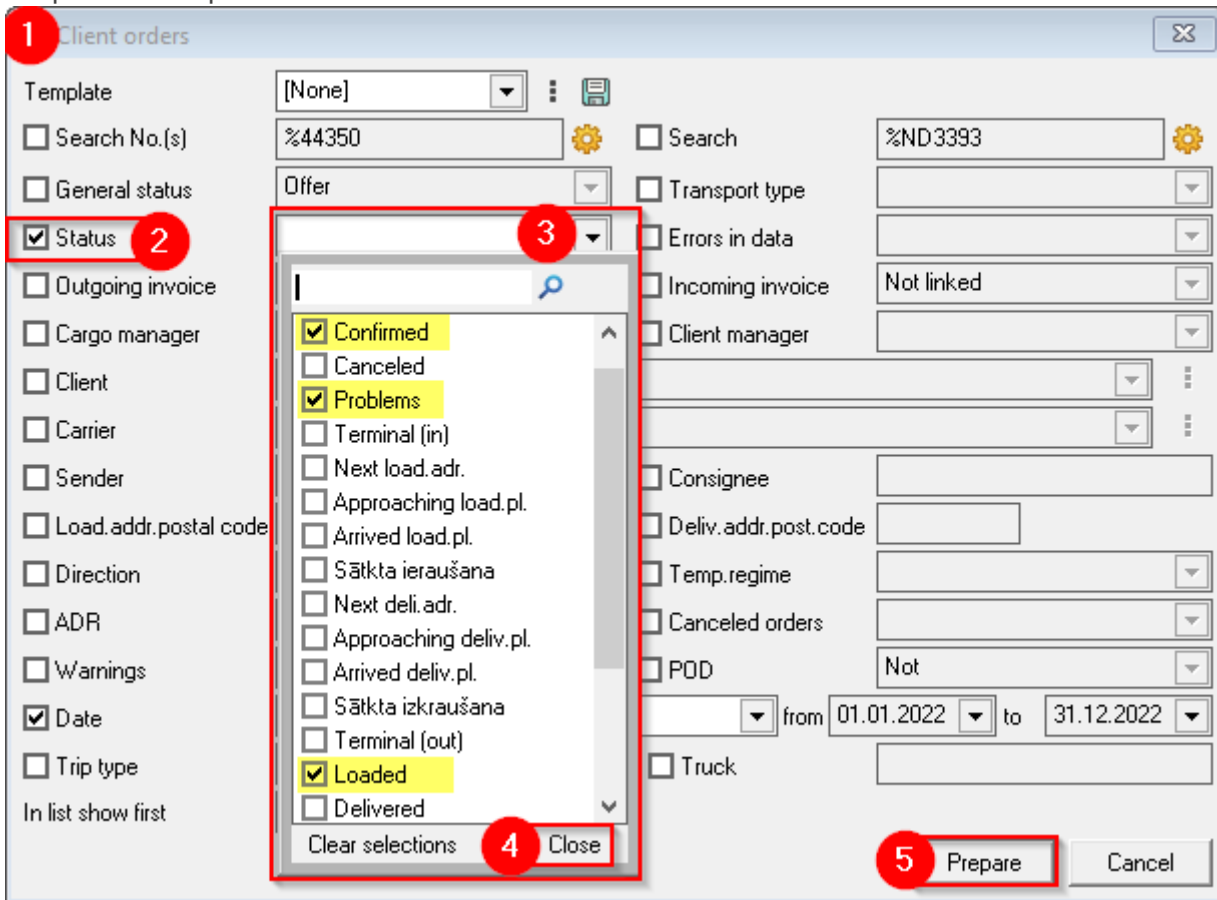


5) In delivery

- [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. The main area contains various filter options. A red box highlights the 'Status' checkbox, which is checked. A red box 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', 'Search', 'Transport type', 'Errors in data', 'Incoming invoice', 'Client manager', 'Consignee', 'Deliv.addr.post.code', 'Temp.regime', 'Canceled orders', 'POD', 'Truck', and a date range selector.

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

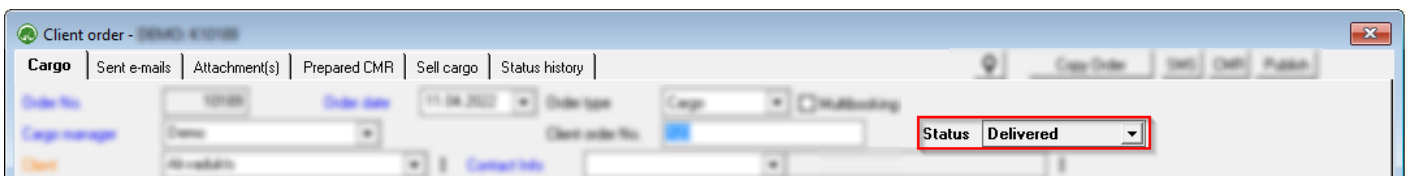
Truck

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.

A screenshot of a software window titled "Client order - 123456789". The window has a tabbed interface with tabs for "Cargo", "Sent e-mails", "Attachment(s)", "Prepared CMR", "Sell cargo", and "Status history". The "Cargo" tab is active. Inside the "Cargo" tab, there are several input fields: "Order No." (123456), "Order date" (11.04.2022), "Order type" (Cargo), "Cargo manager" (Dmitry), "Client order No." (123456), and "Status" (Delivered). The "Status" dropdown menu is highlighted with a red rectangle. There are also buttons for "Copy Order", "Print", "Cancel", and "Status history".

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:

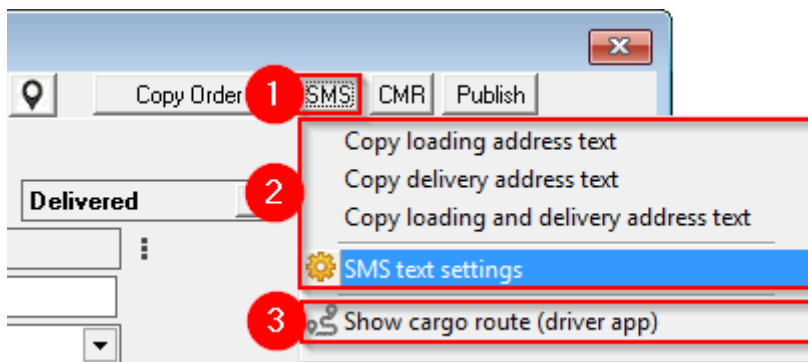
- The status can be set in the **Client order** window by clicking. 
- Through the driver's application ([MyOzols](#)), which can be used by both the driver and the manager of the carrier. More info [here](#)

SMS message to the driver

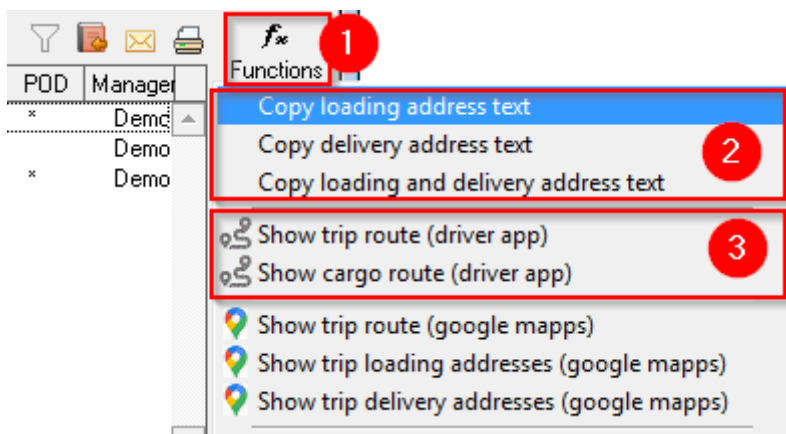
You can quickly send an **SMS to the driver with information about the cargo** from the Client's order and from the Trip/ Spedition windows.

- 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.

The screenshot shows a Windows-style dialog box titled "Preparing a SMS message" with a close button (X) in the top right corner. The dialog contains the following elements:

- Layout:** A text field containing "1. standarta".
- Language:** A dropdown menu currently showing "Latvian".
- Show:** A section with two columns of checkboxes:
 - Left column: ☒ Loading address, ☒ Loading date, ☐ Cargo manager, ☐ Sequence in trip, ☐ GPS coordinates.
 - Right column: ☒ Delivery address, ☒ Delivery date, ☐ Order number, ☐ Sender.
- Text Area:** A scrollable area containing the following text:

Nosūtītājs: DiamondTS SIA
16.04. No: DEMO terminal SIA; N-8283 Steigen
Krava: 3PLL; heavy explosive bags 5000.00kg ADR
REF: 123
Saņēmējs: Jelgavnieks Z/S
20.04. Uz: Peab Sverige AB; Kongens gate, N-8006 Bodo
- Footer:** A checkbox labeled "Copy the text without opening this window" which is checked, followed by a button labeled "Copy and close", and a "Cancel" button on the far right.

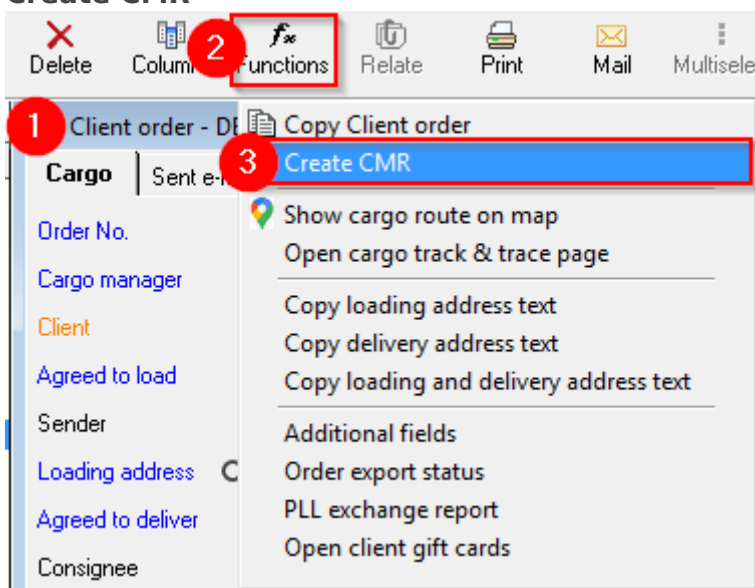
Red circles with numbers 1 through 5 are overlaid on the image to highlight specific steps:

- 1:** Points to the Language dropdown menu.
- 2:** Points to the "Show" section header.
- 3:** Points to the text area containing the freight delivery information.
- 4:** Points to the "Copy the text without opening this window" checkbox.
- 5:** Points to the "Copy and close" button.

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**



4. 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 ☒

4. Place and date of taking over of the goods: Skanstes iela 54, LV-1013 Riga, 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

5. If any of the fields have not been filled in automatically, you can do so by manually filling in the fields in the form

6. Use the toolbar command  Drukāt to print the CMR