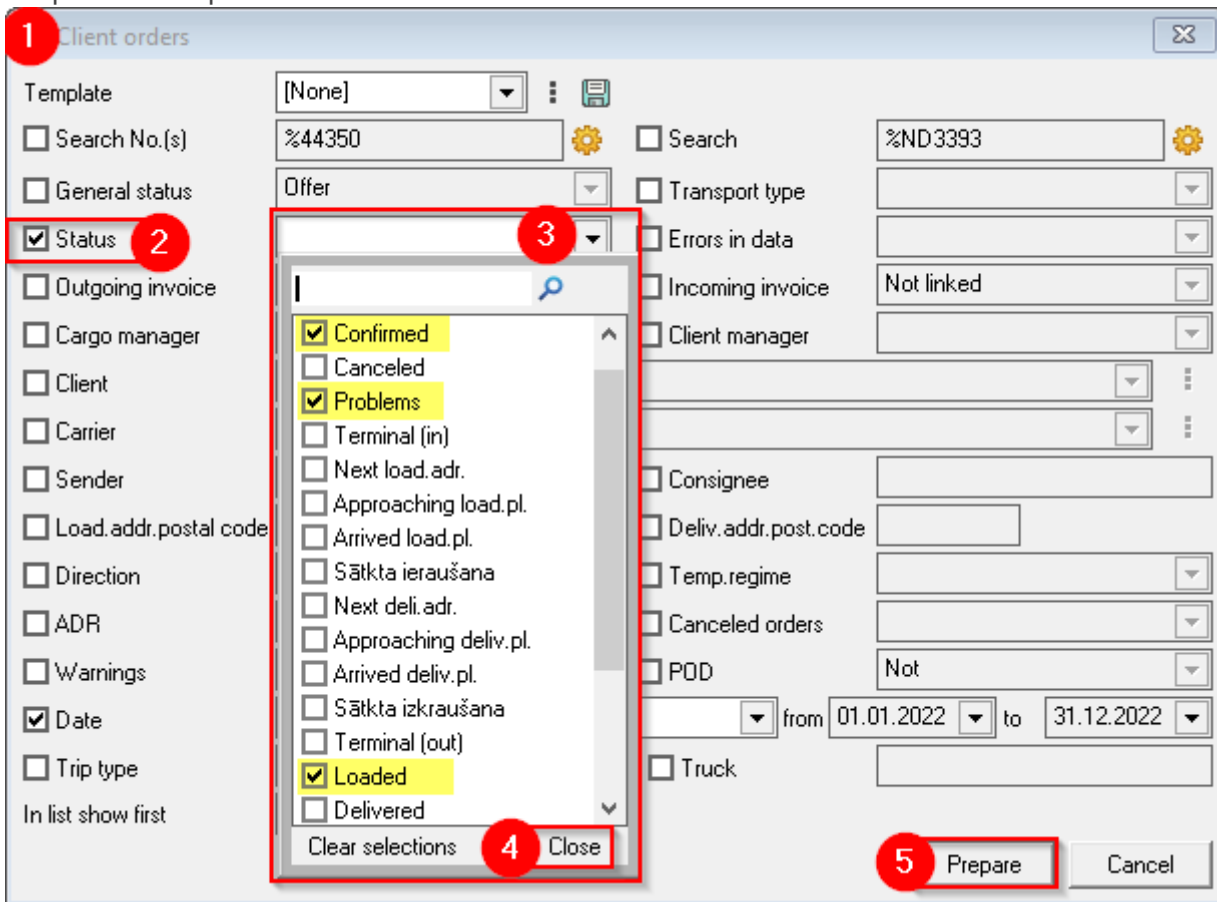


How to select current orders?

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 date range selector is at the bottom right. 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 'Status' checkbox is checked. The 'Loaded' checkbox is also checked. The 'Close' button is at the bottom right of the dropdown menu. The 'Prepare' button is at the bottom right of the main window.

1 Client orders

Template [None]

☐ Search No.(s) %44350

☐ General status Offer

☒ Status

☐ Outgoing invoice

☐ Cargo manager

☐ Client

☐ Carrier

☐ Sender

☐ Load addr. postal code

☐ Direction

☐ ADR

☐ Warnings

☒ Date

☐ Trip type

In list show first

☐ Search %ND3393

☐ Transport type

☐ Errors in data

☐ Incoming invoice Not linked

☐ Client manager

☐ Consignee

☐ Deliv. addr. post. code

☐ Temp. regime

☐ Canceled orders

☐ POD Not

from 01.01.2022 to 31.12.2022

☐ Truck

Clear selections Close

5 Prepare Cancel

Revision #2

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