How to Dispatch Generated Orders

There are two ways to dispatch the generated orders:

- 1. Via Consumption Site screen.
- 2. Via Generated Orders.
 - See How to Dispatch Delivery

Via Generated Orders

- 1. On the Menu panel, click the Generate Orders menu. This will open the Generate Orders screen.
- 2. Filter the records in the grid using the fields in the Selection Criteria panel. Use Pending Orders = 'Include' or 'Only' to filter consumption site that has call order.

Details		
Orders Detail		
Requested Date	11/09/2018	
Selection Criteria		
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Product		~
Location		~
Route		~
Driver		~
Clock Location		~
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Next Degree Day		
Next Julian Date		
Pending Orders	Include	~
On Hold	Exclude	~
Past Due	Exclude	~
Over Credit Limit	Include	~
Budget Customers	Include	~

3. Click the Generate toolbar button to display consumption sites on grid based on the filtered criteria.

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Details												
Orders Deta	il .		× Remove	Export • 🔠 View •	Filter (F3)							К.Л И И
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Selection Cri	iteria		0000000	20 Meredith Grey	0001	Test Site	1611 Plummer Stre	0001-Fort	001-NW	058	Propane1	

Here's what happens after a delivery has been successfully dispatched.

- The Dispatch toolbar button will toggle to Cancel Dispatch button.
- The Call Entry tab will be marked as 'Dispatched'
- **Dispatched Date** field will have a date value.
- An **email** will be sent to the driver.

Keep Full ×

4.

Fill Method

New Sav	e Search U	Jndo Attach Devic	ce 👻 Site Action 👻		Contract Cre	ate Event	Summ	nary List	t Work Ord	der ·	 Clos 								
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	Los Angeles	, CA 40815	Regular Cr	Remov	ve Order	0.	.000 B	udget /	Amt Due				0.000						
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			Order Status	Dispat	tchod Recei	ived 🗆 C	all in Da	ate 1	1/00/2019		Disc	atched [Date 11	/00/2019		Ticket A	ssigned T	MO-150	

Note

Dispatching deliveries via Delivery Dispatching screen is no longer available. Delivery Dispatching menu and screen has been obsoleted in 16.1 and higher versions.

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O O O O O Click the O Gener Save	Generate tool ate Orders Generate	lbar k Red	outton to dia	splay consu Finalize	umption site	es on Dis	grid bas patch	ed on t Site	he filte Rout	red cri	iteria. Close	
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Here's what happens after a delivery has been successfully dispatched.

- The Dispatch toolbar button will toggle to Cancel Dispatch button.
 The Call Entry tab will be marked as 'Dispatched'
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On Hold:		
Past Due:		
Over Credit Limit:		
Budget Customers:		
	last	
	waay	

3. Click the Search toolbar button to display consumption sites on grid based on the filtered criteria.



Here's what happens after a delivery has been successfully dispatched.

- The Dispatch toolbar button will toggle to Cancel Dispatch button.
- ٠ The Call Entry tab will be marked as 'Dispatched'
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41			1														

(i) Note

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× • ×





4. Select the specific customer site. Click Dispatch toolbar button.

Search Recap Tota	ls Finalize Orders	Lispate	h Close										
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Location:	063	~											
Route:	063	~											
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Next Julian Date:													
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