How to Cancel a Dispatch

- **Via the Consumption Sites screen:**
    1. Open the Consumption Sites record wherein the dispatched delivery needs to be cancelled. This means, that the site record has an active Call Order which is already dispatched.
    2. Click the **Orders > Cancel Dispatch** toolbar button. This will open the **Cancel Dispatch screen**.

    3. If a notification needs to be sent to the driver, select the **'Send a notification of cancel message to the driver?'** option, and then enter the message.
    4. Click the **Proceed button**.

- **Via the Consumption Sites screen:**

1. Open the Consumption Sites record wherein the dispatched delivery needs to be cancelled. This means, that the site record has an active Call Entry which is already dispatched.
2. Click the **Cancel Dispatch** toolbar button. This will open the **Cancel Dispatch screen**.

3. If a notification needs to be sent to the driver, select the **'Send a notification of cancel message to the driver?'** option, and then enter the message.

4. Click the **Proceed button**.

- **Via the Consumption Sites screen:**
  1. Open the Consumption Sites record wherein the dispatched delivery needs to be cancelled. This means, that the site record has an active Call Entry which is already dispatched.
  2. Click the **Cancel Dispatch** toolbar button. This will open the **Cancel Dispatch screen**.

  3. If a notification needs to be sent to the driver, select the **'Send a notification of cancel message to the driver?'** option, and then enter the message.
  4. Click the **Proceed button**.

- **Via the Delivery Dispatching screen:**
  1. On the Menu panel, click the **Dispatch Deliveries menu**. This will open the **Delivery Dispatching screen**.
  2. Filter the records in the grid using the fields in the **Selection Criteria panel**.

  3. Click the **Search toolbar button.**

  4. Select the consumption site record in the grid, and then click the **Cancel Dispatch toolbar button**. This will open the **Cancel Dispatch screen**.

  5. If a notification needs to be sent to the driver, select the 'Send a notification of cancel message to the driver?' option, and then enter the message.

6. Click the **Proceed button**. An **email** will be sent to the driver.

- **Via the Consumption Sites screen:**
    1. Open the Consumption Sites record wherein the dispatched delivery needs to be cancelled. This means, that the site record has an active Call Entry which is already dispatched.
    2. Click the **Cancel Dispatch** toolbar button. This will open the **Cancel Dispatch screen**.

    3. If a notification needs to be sent to the driver, select the **'Send a notification of cancel message to the driver?'** option, and then enter the message.
    4. Click the **Proceed button**.

- **Via the Delivery Dispatching screen:**
    1. On the Menu panel, double click the **Dispatch Deliveries menu**. This will open the **Delivery Dispatching screen**.
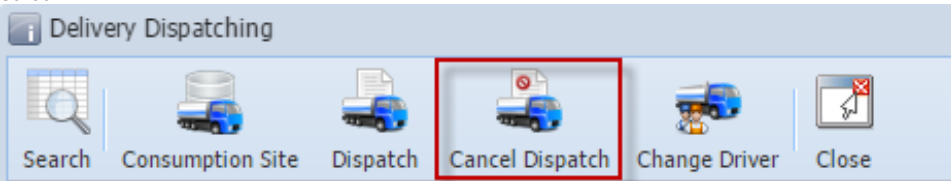   2. Filter the records in the grid using the fields in the **Selection Criteria panel**.
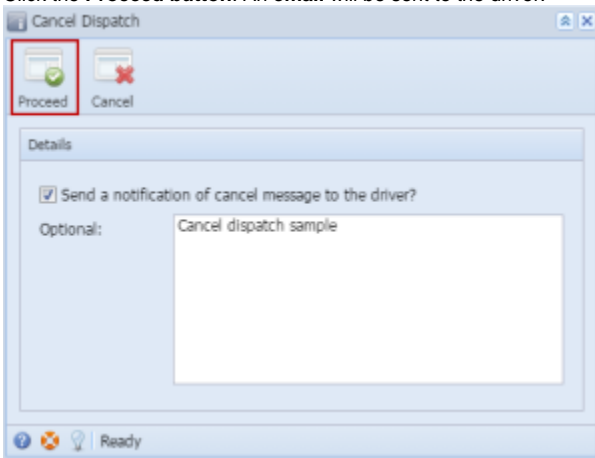
3. Click the **Search toolbar button.**

4. Select the consumption site record in the grid, and then click the **Cancel Dispatch toolbar button**. This will open the **Cancel Dispatch screen**.
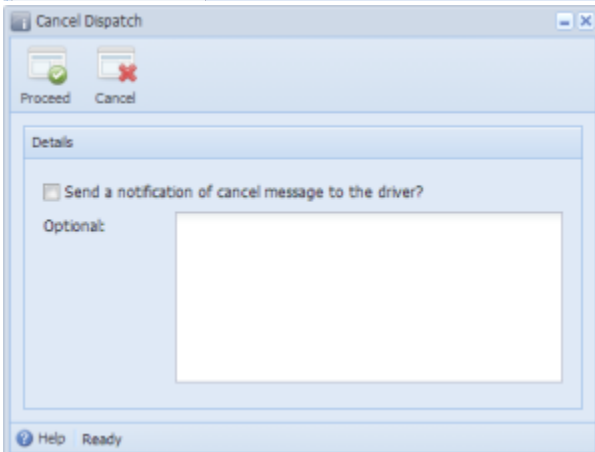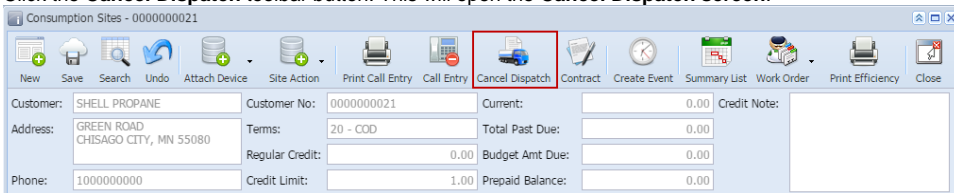

5. If a notification needs to be sent to the driver, select the 'Send a notification of cancel message to the driver?' option, and then enter the message.
6. Click the **Proceed button**. An **email** will be sent to the driver.
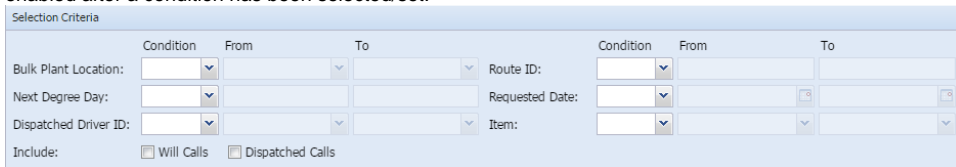

- **Via the Consumption Sites screen:**
    1. Open the Consumption Sites record wherein the dispatched delivery needs to be cancelled. This means, that the site record has an active Call Entry which is already dispatched.
    2. Click the **Cancel Dispatch** toolbar button. This will open the **Cancel Dispatch screen**.

    3. If a notification needs to be sent to the driver, select the **'Send a notification of cancel message to the driver?'** option, and then enter the message.
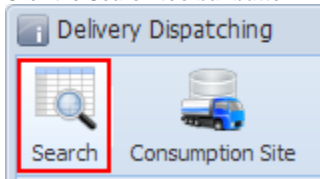   4. Click the **Proceed button**.

- **Via the Delivery Dispatching screen:**
    1. On the Menu panel, double click the **Dispatch Deliveries menu**. This will open the **Delivery Dispatching screen**.
    2. Filter the records in the grid using the fields in the **Selection Criteria panel**. By default, From and To fields are disabled and will be enabled after a condition has been selected/set.
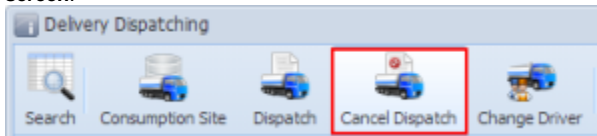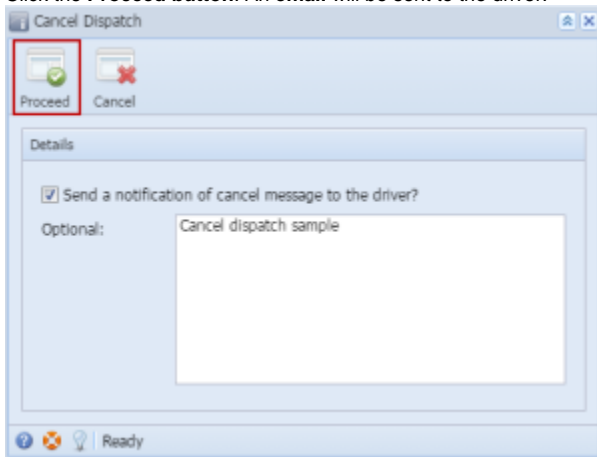

    3. Click the **Search toolbar button.**

    4. Select the consumption site record in the grid, and then click the **Cancel Dispatch toolbar button**. This will open the **Cancel Dispatch screen**.

    5. If a notification needs to be sent to the driver, select the 'Send a notification of cancel message to the driver?' option, and then enter the message.
    6. Click the **Proceed button**. An **email** will be sent to the driver.