# 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.

Orders	Contract Create Ev
Print	Order
Cance	el Dispatch
Remo	ve Order
Cancel Di	spatch X
Proceed	Cancel
Details	
Send	a notification of cancel message to the driver?
Optional	
7 QD	↓ Ready

- 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.

stomer:	Eustomer B	Customer No:	0001005079	Current:			0.00	critali.	CustomerB@irely.com	
dress:	654 Downtown Street	Terms:	Net 15	Total Past Due:			0.00	Credit Note:		
	Fort wayne, IN 40808	Regular Credit:	0.1	0) Budget Amt Due:			0.00			
one:		Credit Limit:	0.1	00 Prepaid Balance:			0.00			
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ance	l Dispatch				^	×				
Proce	ed Cancel									
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Detai	is nd a notification o nal:	of cancel mess	age to the driver?							

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.

Customer:	Customer A	Customer No:	0001005078	Current:	0.00 Cred	lit Note:	
Address:	1234 Main St.	Terms:	Due on Receipt	Total Past Due:	0.00		
	Fort Wayne, IN 46801	Regular Credit:	0.0	0 Budget Amt Due:	35.10		
Phone:	100000000	Credit Limit:	0.0	0 Prepaid Balance:	0.00		
Procee	ed Cancel						
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- 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.

Selection Criteria							
	Condition	From	То		Condition	From	То
Bulk Plant Location:	~	~	~	Route ID:	~		
Next Degree Day:	~			Requested Date:	~		
Dispatched Driver ID:	~	~	~	ltem:	~	~	~
Include:	Will Calls	Dispatched Calls					

3. Click the Search toolbar button.

Delivery	Dispatching				
Search	Consumption Site	Dispatch	Cancel Dispatch	Change Driver	Close

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

Delivery Dispatching	livery Dispatching														
	wrch Consumption Site Dispatch Change Driver Oose														
Details	_		-												
Selection Criteria															
	Condition Fro	m		To				Conditio	on	From			To		
Bulk Plant Location:	Equals v 00	01 - Fort Wa	yne	×		~ Rou	ute ID:	Equals	~	001-NW					
Next Degree Day:	~					0.00 Rec	quested Date:	Betwee	n v	04/01/201	6	E	04/30/2016		
Dispatched Driver ID:	Equals v 00	01005080		~		~ Iter	TT:	Equals	~	LPG					~
Include:	Will Calls	Dispatched	Calls												
Customer	Consumpt	ion Site	Item	Site Description	Clock Locati	Requested Date	Dispatch	Date	Drive	er ID	Driver Name	Desired Qty	Price	Total	Est Run Out
<ul> <li>0001005078 Custor</li> </ul>	mer A 0002 1234	Main St.	LPG	Tank A	001	04/25/2016	04/25/20	16	0001	005080	Customer C	0.00	1.3000	0.00	

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.

Cancel Di	ispatch ^	×
Proceed	Cancel	
Details		
✓ Send	a notification of cancel message to the driver?	
Optional	l: Cancel dispatch order	
0	♀ Ready	

- Via the Consumption Sites screen:

   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.

Consumption Sites - 000000021				× 🗆 ×
New Save Search Undo Attach Device	Site Action Print Call Entry Call Entry	Cancel Dispatch	t Summary List Work Order	Print Efficiency Close
Customer: SHELL PROPANE	Customer No: 000000021	Current:	0.000000 Credit Note:	
Address: GREEN ROAD	Terms: 20 - COD	Total Past Due:	0.000000	
CHISAGO CITT, MIN 55013	Regular Credit: 0.0	00000 Budget Amt Due:	0.000000	
Phone: 100000000	Credit Limit: 1.0	00000 Prepaid Balance:	0.000000	
Cancel Dispatch		= ×		
Proceed Cancel  Details  Send a notification of car Optional:  Help Ready	icel message to the driver?			

- 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. Selecti

	Condition	From	То		Condition	From	То	
Bulk Plant Location:	~	*	~	Route ID:	*			
Next Degree Day:	v	0	0	Requested Date:	~		E.	3
Dispatched Driver ID:	v	~	~	Item:	~	×	~	
Include:	🔲 Will Calls	Dispatched Calls						

# 3. Click the Search toolbar button.

Delive	ery Dispatching					
Q				7	ß	
Search	Consumption Site	Dispatch	Cancel Dispatch	Change Driver	Close	

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

Delivery Dispatching								
Q				<b>1</b>				
Search	Consumption Site	Dispatch	Cancel Dispatch	Change Driver	Close			

- 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.

Ē	Cancel Dispatch		× ×
	Proceed Cancel		
	Details		
	Send a notificat	ion of cancel message to the driver?	
	Optional:	Cancel dispatch sample	
(	🛛 这 🏆 Ready		

# • 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 Click the Cancel Dispatch toolbar button. This will open the Cancel Dispatch screen.

Consumption Sites - 000000021										≈ □						
New	G Sa	P I	5 arch	Undo	At	tach Devi	ce Site Action	Print Call Entry	Call Entry	Cancel Dispatch	Contract	Create Event	Summary List	Work Order	Print Efficiency	Close
Custome	er:	SHELL	PROP	ANE			Customer No:	000000021		Current:			0.00 Credit	Note:		
Address:		GREEN	ROAD	) ГУ МІ	N 550	180	Terms:	20 - COD		Total Past Due	e:		0.00			
		CHIJAC	io cri	,	14 550	,00	Regular Credit	:	0.0	0 Budget Amt D	ue:		0.00			
Phone:		10000	0000	)			Credit Limit:		1.0	D Prepaid Balance	te:		0.00			
Proce	nce sed S	Ca Ca end a onat	not	fical	tion	of car	icel messag	e to the drive	n							
C) He	dp.	Read	y													

- 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.

Selection Criteria								
	Condition	From	То		Condition	From	То	
Bulk Plant Location:	~	~	~	Route ID:	~			
Next Degree Day:	~			Requested Date:	~			
Dispatched Driver ID:	~	~	~	Item:	~	×		~
Include:	📃 Will Calls	Dispatched Calls						

3. Click the Search toolbar button.

1	Delivery Dispatching						
	Search	Consumption Site					

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

Delve	ery Dispatching			
Q	-			-
Search	Consumption Site	Dispatch	Cancel Dispatch	Change Driver

- 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.

Cancel Dispatch	2 ×
Proceed Cancel	
Details	
Send a notification of cancel message to the driver?	
Optional: Cancel dispatch sample	
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