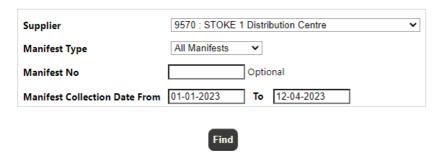# Manifest Processing

Contents

1 Manifest Processing

The Manifest Processing page will allow the user to Close or Print a manifest or Print Manifest Labels.

Initially, a parameter page will be displayed:

Supplier	9570 : STOKE 1 Distribution Centre
Manifest Type	All Manifests
Manifest No	[ ] Optional
Manifest Collection Date From	01-01-2023 To 12-04-2023

Find

Supplier The drop-down will display a list of available suppliers (based on restrictions). If only one supplier is available, it will already be selected.

Manifest Type The type of manifest - 'All', 'Open' or 'Closed'

Manifest No An optional entry of a specific Manifest ID.

Manifest Collection Date An optional collection date range for manifests.

After entry of the required parameters, the user should click the 'Find' button to retrieve a list of manifests within the selection criteria:

Manifest	Manifest Status	X-Dock Location	Collection Date	Date Created	Created By	Date Closed	Labels Printed	Manifest Printed	No. Consignments
6645	Closed	DHLSTK	26-JAN-2023	05-APR-2023 08:53	GR	05-APR-2023 08:55	05-APR-2023 08:56	05-APR-2023 08:57	1
6643	Not Manifested	DHLSTK	31-MAR-2023	29-MAR-2023 16:24	DUNWS1				1
6642	Not Manifested	DHLMER	30-MAR-2023	29-MAR-2023 16:19	DUNWS1				1
6641	Closed	DHLMER	22-MAR-2023	21-MAR-2023 12:38	DUNWS1	21-MAR-2023 12:41			1
6640	Closed	DHLMER	22-MAR-2023	21-MAR-2023 12:32	DUNWS1	21-MAR-2023 12:34			1
6639	Not Manifested	DHLSTK	22-MAR-2023	21-MAR-2023 12:08	DUNWS1				2
6638	Not Manifested	DHLMER	22-MAR-2023	21-MAR-2023 12:03	DUNWS1				2
6637	Not Manifested	DHLMER	22-MAR-2023	21-MAR-2023 09:57	DUNWS1				1
6636	Closed	DHLMER	21-MAR-2023	20-MAR-2023 12:55	DUNWS1	20-MAR-2023 12:57			1
6635	Closed	DHLMER	20-MAR-2023	17-MAR-2023 09:28	DUNWS1	17-MAR-2023 09:33			1
6633	Closed	DHLMER	17-MAR-2023	16-MAR-2023 16:47	DUNWS1	16-MAR-2023 15:16			4
6632	Not Manifested	DHLSTK	17-MAR-2023	16-MAR-2023 16:51	DUNWS1				3
6631	Not Manifested	DHLMER	16-MAR-2023	15-MAR-2023 16:39	DUNWS1				2
6630	Not Manifested	DHLMER	15-MAR-2023	14-MAR-2023 09:04	DUNWS1				1
6629	Closed	DHLMER	14-MAR-2023	13-MAR-2023 15:49	DUNWS1	14-MAR-2023 09:26			1
6628	Closed	DHLMER	14-MAR-2023	13-MAR-2023 15:49	DUNWS1	14-MAR-2023 09:26			1
6627	Closed	DHLSTK	14-MAR-2023	13-MAR-2023 15:49	DUNWS1	14-MAR-2023 09:24			1
6626	Closed	DHLMER	14-MAR-2023	13-MAR-2023 15:49	DUNWS1	14-MAR-2023 09:22			1
6625	Closed	DHLMER	14-MAR-2023	13-MAR-2023 15:48	DUNWS1	14-MAR-2023 09:29			1
6624	Closed	DHLMER	14-MAR-2023	13-MAR-2023 15:48	DUNWS1	14-MAR-2023 09:28			1
6623	Closed	DHLMER	14-MAR-2023	13-MAR-2023 15:48	DUNWS1	14-MAR-2023 09:28			1
6622	Not Manifested	DHLSTK	14-MAR-2023	13-MAR-2023 15:47	DUNWS1				1
6621	Closed	DHLSTK	14-MAR-2023	13-MAR-2023 15:49	DUNWS1	14-MAR-2023 09:22			3
6620	Closed	DHLMER	14-MAR-2023	13-MAR-2023 15:49	DUNWS1	14-MAR-2023 09:25			3
6619	Not Manifested	DHLSTK	16-MAR-2023	13-MAR-2023 08:50	DUNWS1				1
6618	Closed	DHLMER	14-MAR-2023	13-MAR-2023 15:48	DUNWS1	14-MAR-2023 09:27			1
6617	Not Manifested	DHLMER	10-MAR-2023	09-MAR-2023 14:27	DUNWS1				1

Selecting an 'Open' Manifest will take the user into the Manifest Details page as previously described.

Selecting a 'Closed' manifest will take the user into the same page as the 'Open' Manifest, but at the point where the manifest was closed. At this point, the user can print/re-print all the labels for the manifest and/or the manifest note, or click on an order line to go to the Manifest Order Details page.

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