



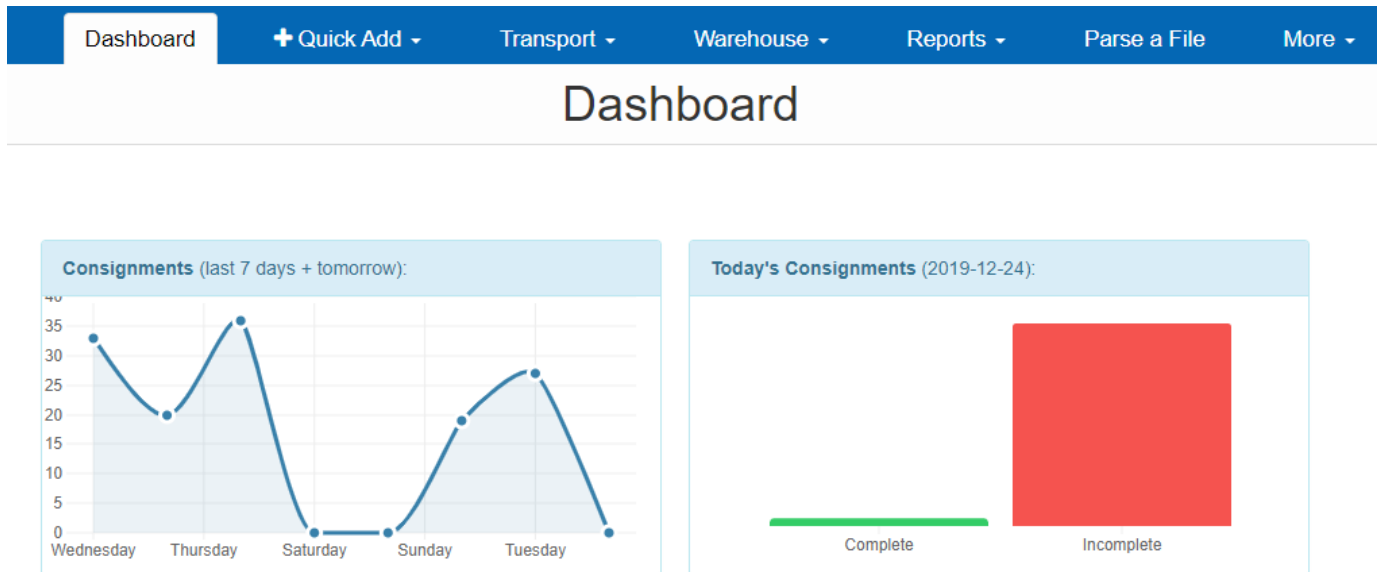
## Using the TMS (Transport Management System)

### Topics:

1. Dashboard
  - a. Weekly consignment view
  - b. Today's Consignments Complete/Incomplete
2. Checking POD's
3. Default Delivery Address Instructions
4. Consignment Report

### Dashboard;

- The dashboard is a handy reference to quickly check how many consignments you have had for each of the last 7 days (and tomorrow's consignments) as well as to check how many of today's deliveries have been completed.





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### Checking POD's

- We can set up email notifications in real time each time we get a signature proof of delivery, let us know if you would like us to set this up for you.
- You can also check historical POD's by clicking "Transport>Consignments" then searching by reference number or customer name.
- Click the green "Download POD" button to the right of the screen to download the PDF copy.

**View Consignment**

Consignments >> Consignment 19085

Details | Customer Invoices | Consignment Items | Charges | Errors | History

Print Labels | Download POD | Print Consnote

Basics	
Reference:	INV-00046047
Consignment Id:	19085
Service:	General
Manifest:	None
Sale Order ID:	19505
Pickup Address	Peter Sadler Removals & Logistics 3 Cyanamid Street LAVERTON NORTH, VIC, 3026 Australia
Collection Opening Time: Collection Closing Time:	
Delivery Address	Ranelagh Club 3 Rosserdale Crescent MT ELIZA, VIC, 3930 Australia
Delivery Opening Time:	

**Delivered**

[Download POD](#)





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### Default Delivery Instructions:

- If you need to update or add some default instructions that are linked to a particular address/customer there are 2 ways to do this;
  - o When adding a sales order, click advanced options, add “Delivery Instructions” and click “Save instructions as default instructions for this delivery address”
  - o Alternatively, you can add or edit default instructions at any time (without putting on an order) by clicking “More>Default Address Instructions”
    - Then you can modify existing instructions by clicking on the address and then “Edit”
    - Or you can add new instructions to an address by clicking the green “Add Instruction” button, search the address you want to add it to, fill it out and click “Submit”

### Add Address default instruction

[Address default instructions](#) >> Add Address default instruction

Address

Live DG Pty Ltd T/A Joes Bar and Dining Hall, Rob/Lana, 64-66 Acland Street, St. Kilda, , Victoria, Australia

Delivery Instruction

Deliver via rear lane, buzzer on the wall

Packing Instruction

Submit





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### Consignment Report:

You can run customisable reports to show delivery status, products delivered, date delivered, batch/expiry of product delivered, venue delivered to etc.

It is best to play around with the different fields to show what you need and you can save the settings as a template for next time if you want to run regular reports.

- If you click into the data columns you can add and delete what you need or you can click the "Add all columns" button to include all fields.
- The blue save as template will allow you to use the same report next time
- You can either export to excel for further filtering etc or show on the screen for a quick easy reference.

Report options:

To find out how to send daily customised emails to users and for further information on this report please click [here](#).

**Order By**  
Consignment Reference

**Date Filter**  
Delivery Run Date or Date Delivered

**Delivery Status**  
All

**From**  
2019-12-23

**To**  
2019-12-23

Clear Columns Add All Columns

Consignment Reference	Consignment Delivery Status	Sale Order Reference	Sale Order Delivery Status	Order Qty	Ship Qty	Product Code	Date Delivered	Pop Custom Fields
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Save as a Template Selected Template: Default

Export Excel

Show Report

Click here to add data columns required

As a stock related column has been selected the report will only show consignments with stock associated with them. It may also show multiple lines per consignment for each Ship Qty.

