

Lodging An Error Against An Address Group And Recording A POD

- Scenario
- Workflow
 - Lodge An Error Against An Individual Consignment In Address Group.
 - OPTION 1: Record a POD for all consignments in address group, including error consignment.
 - OPTION 2: Record a POD for all consignments in address group, apart from error consignment.
 - OPTION 3: Manually choose for which consignments you want to record a POD.

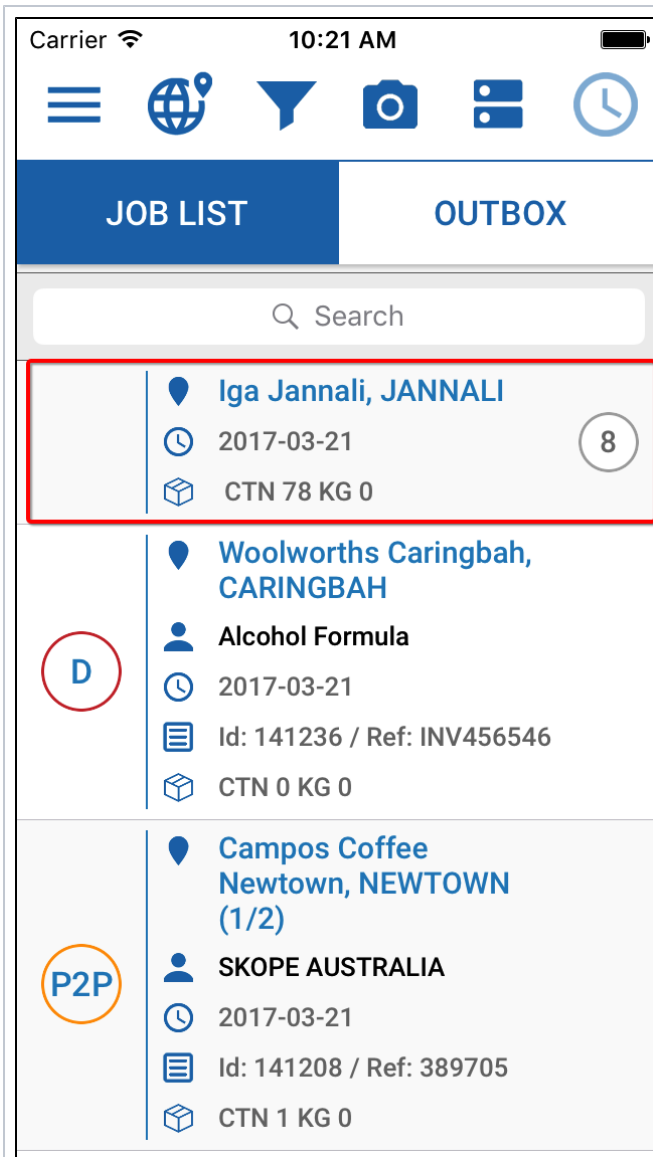
Scenario

A driver wants to lodge an error against an individual consignment within an address group (which has been automatically created in the CartonCloud mobile app). After lodging an error they want to record a POD against the consignments in the address group.

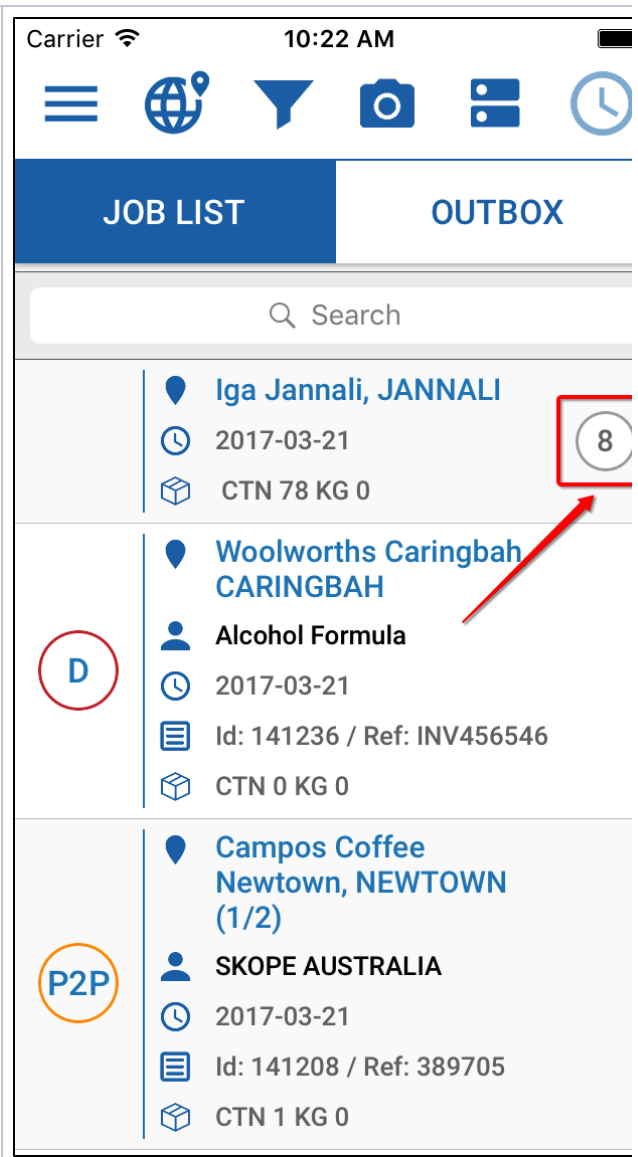
Workflow

1. Lodge An Error Against An Individual Consignment In Address Group.

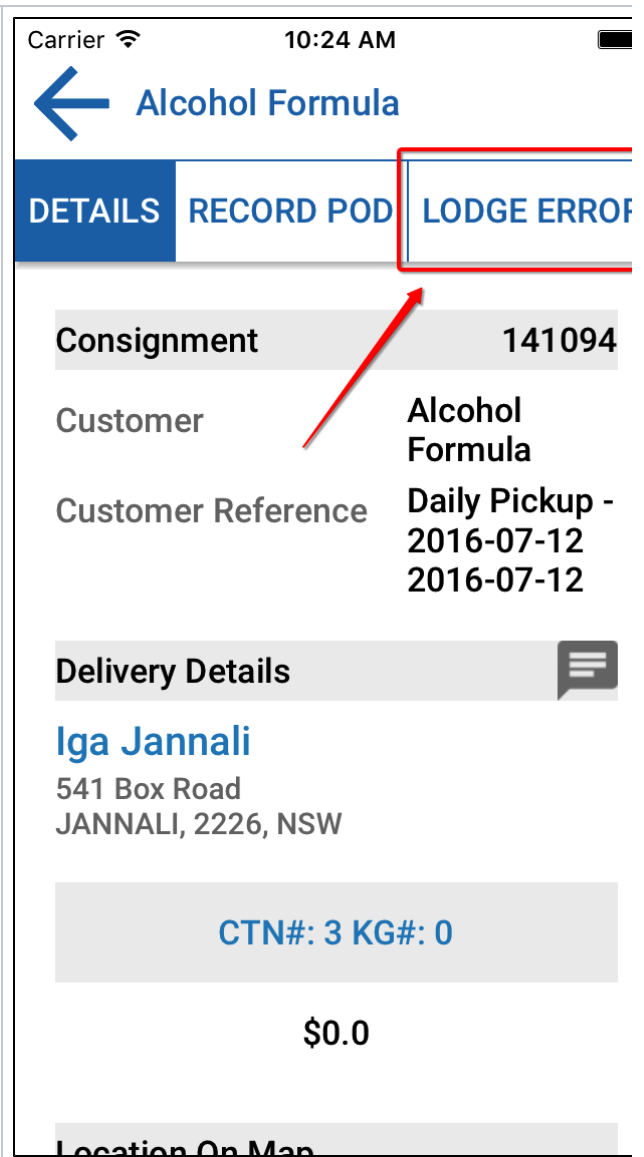
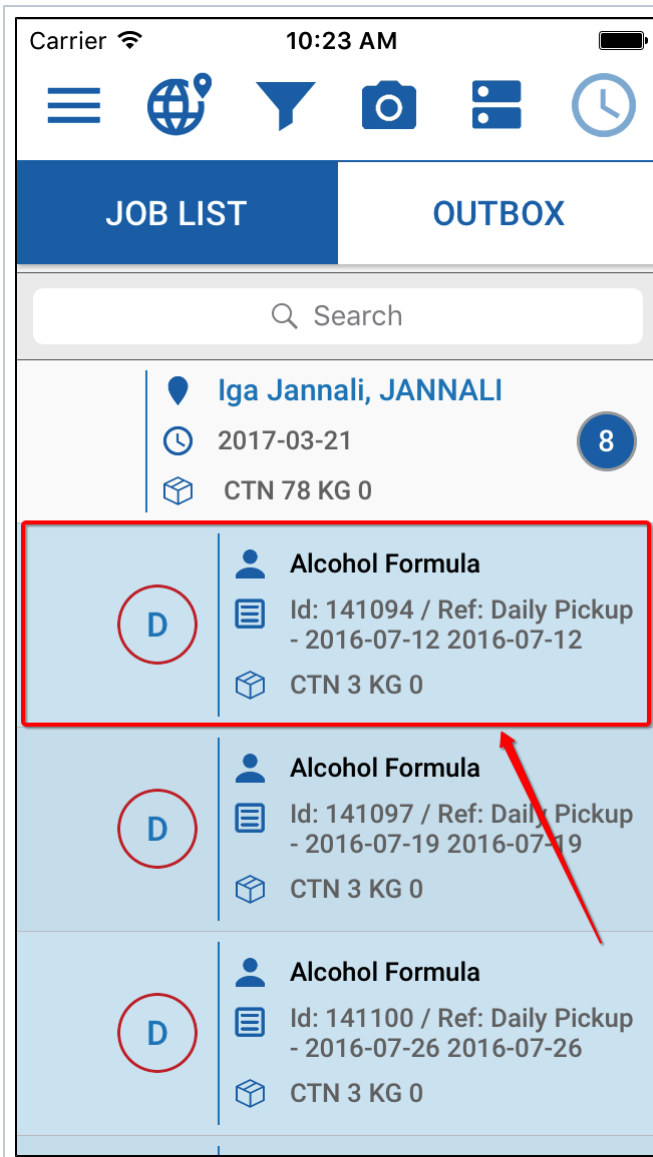
1.1 Address group created by the CartonCloud mobile app, containing all individual consignments going to the same address.	1.2 Open address group to see individual consignments by tapping the number button on the right hand side of the address group.
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1.4 Tap the consignment you want to lodge an error against.



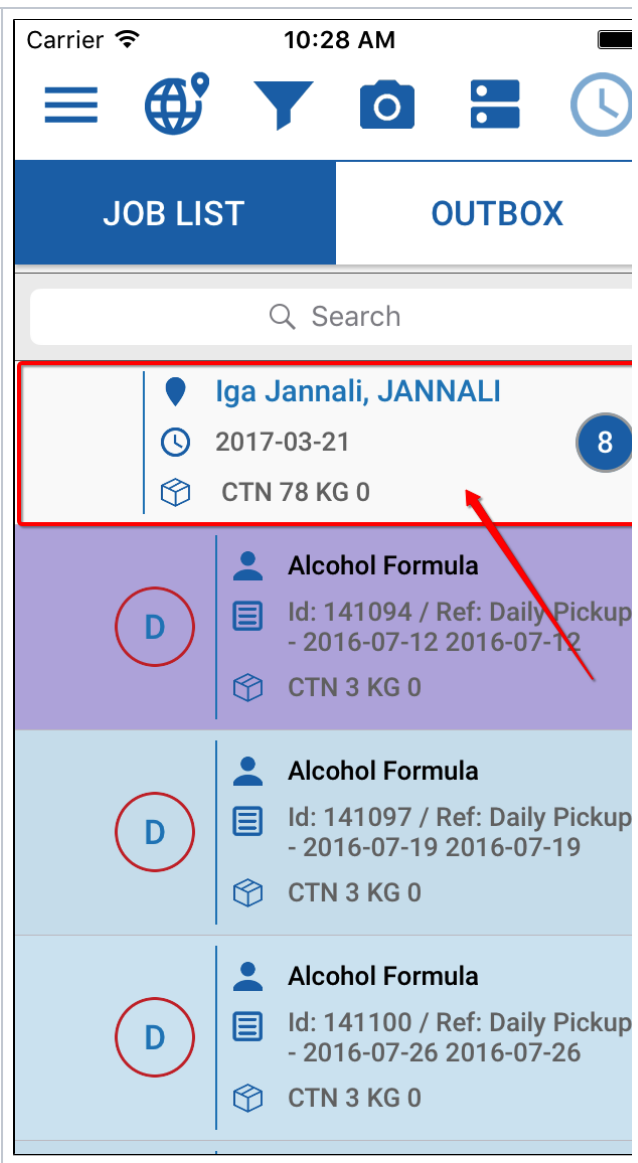
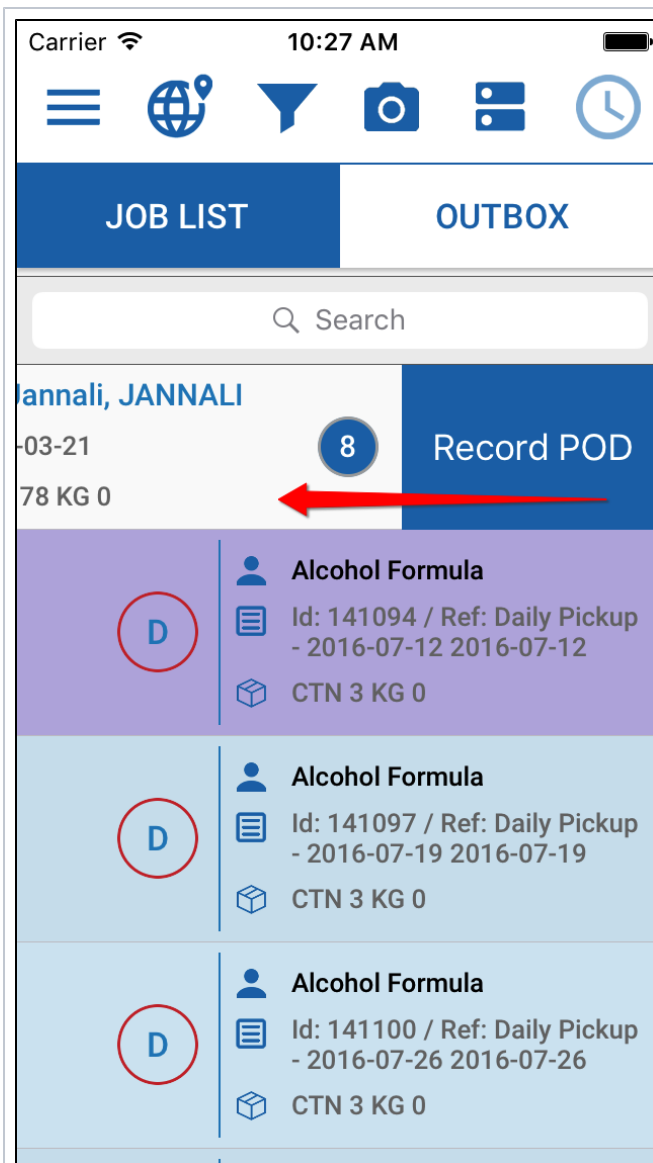
1.5 Select "Lodge Error" button from the top bar and continue with lodging an error.



2. OPTION 1: Record a POD for all consignments in address group, including error consignment.

2.1 a) Swipe from right to left on address group to show "Record POD" button. Tap this button to continue to Record POD view for all consignments in address group.

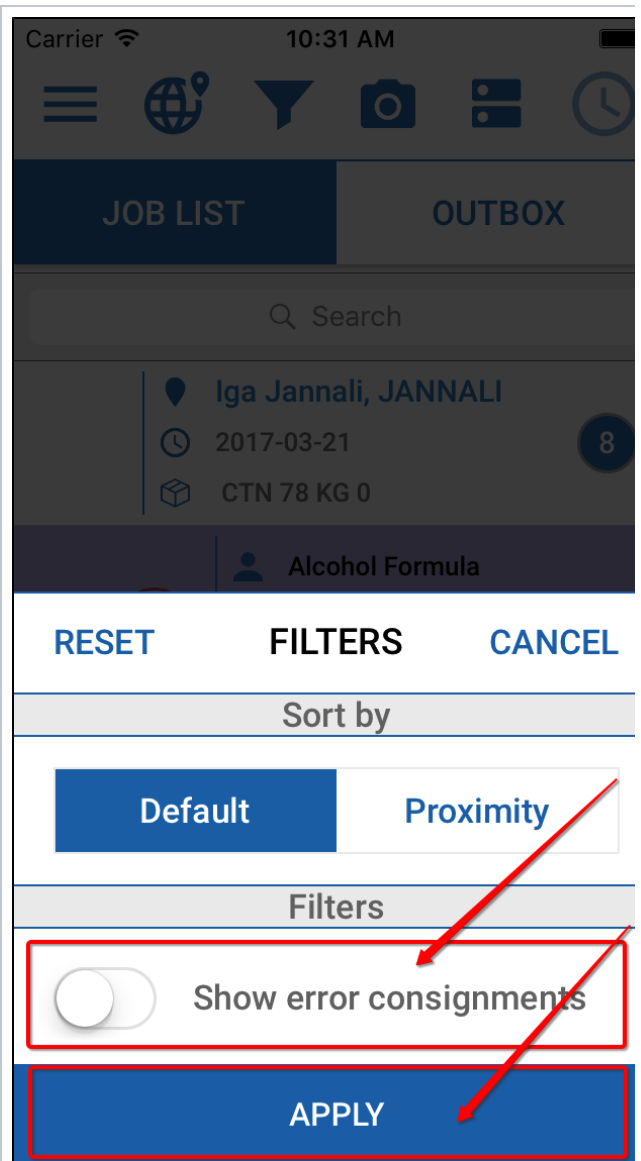
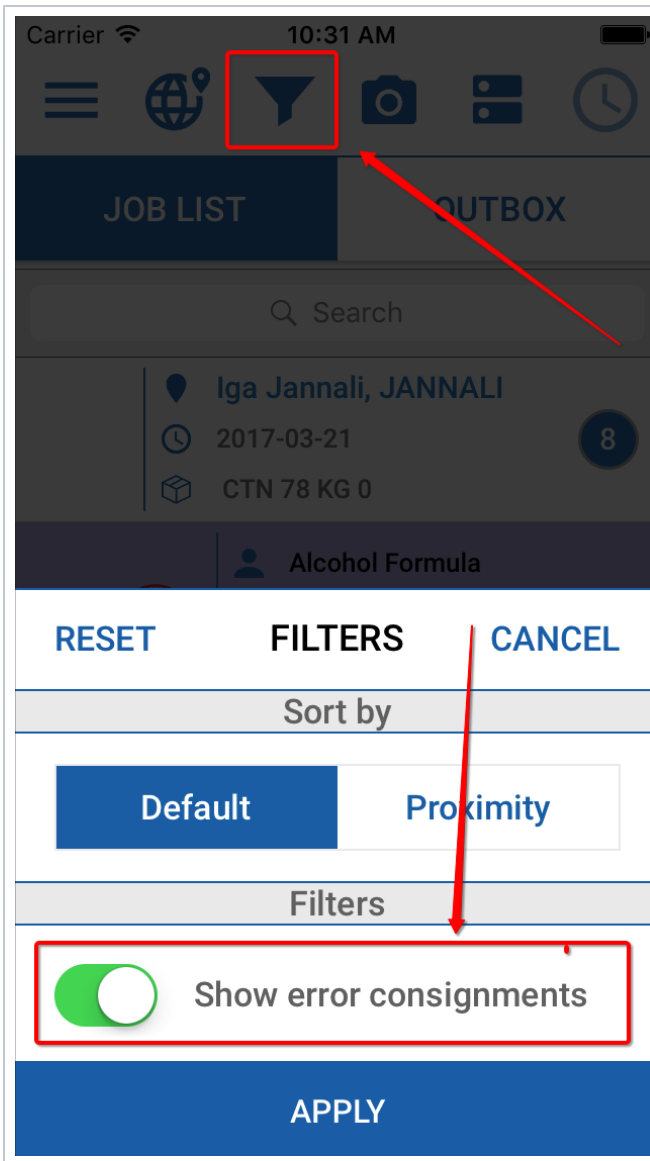
2.1 b) OR tap address group and then select the "Record POD" button in the top bar.



3. OPTION 2: Record a POD for all consignments in address group, **apart from** error consignment.

3.1 To hide error consignments from list, select Filter button in top bar, which will open the Filter view which shows an option for showing/hiding error consignments.

3.2 Select the green error consignments button to change it to grey which will hide error consignments. Press "Apply" to apply changes. These changes will be saved across the app and will persist, i.e. if you always want to hide error consignments you only have to change this setting once.



4. OPTION 3: Manually choose for which consignments you want to record a POD.

<p>4.1 Select Group button from top bar.</p>	<p>4.2 You are now able to manually select which consignments you would like to record a POD for. Selected consignments will be highlighted in blue.</p>
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Carrier 10:29 AM

Navigation icons: Menu, Location, Filter, Camera, **Outbox** (highlighted), Clock

JOB LIST | **OUTBOX**

Search

Iga Jannali, JANNALI (8)
2017-03-21
CTN 78 KG 0

Alcohol Formula (D)
Id: 141094 / Ref: Daily Pickup - 2016-07-12 2016-07-12
CTN 3 KG 0

Alcohol Formula (D)
Id: 141097 / Ref: Daily Pickup - 2016-07-19 2016-07-19
CTN 3 KG 0

Alcohol Formula (D)
Id: 141100 / Ref: Daily Pickup - 2016-07-26 2016-07-26

GROUP | **CANCEL**

Carrier 10:30 AM

Navigation icons: Menu, Location, Filter, Camera, **Outbox**, Clock

JOB LIST | **OUTBOX**

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GROUP | **CANCEL**