VIN VIEWS
PLACED VIEW JOB AID

This job aid shows how to use vin views in the Hitch platform.
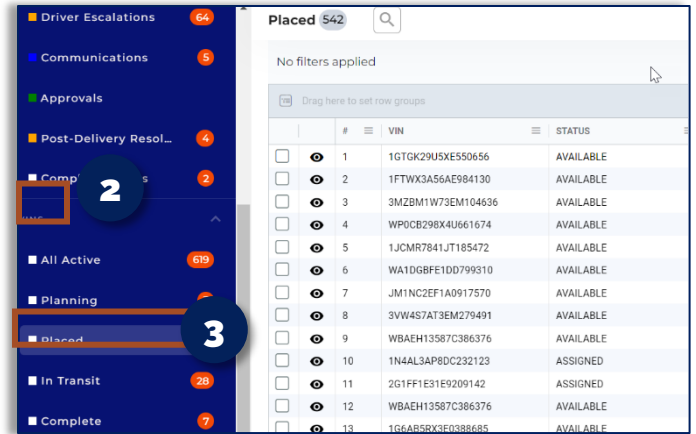
NAVIGATE TO VIN VIEWS

1. From the left side menu, click the hamburger ☰ icon located at the top of screen to expand menu

Expanded menu appears.

2. Scroll down to the VINS area
3. Click the Placed tab
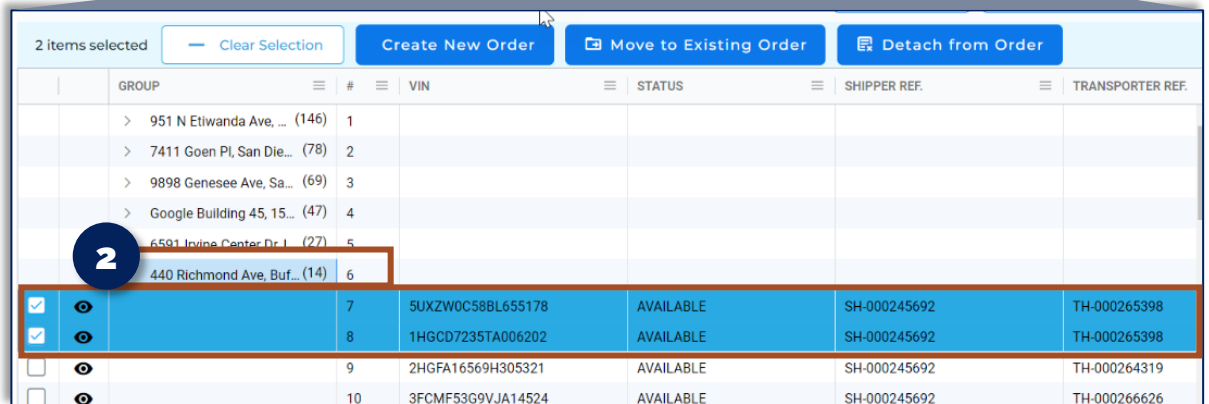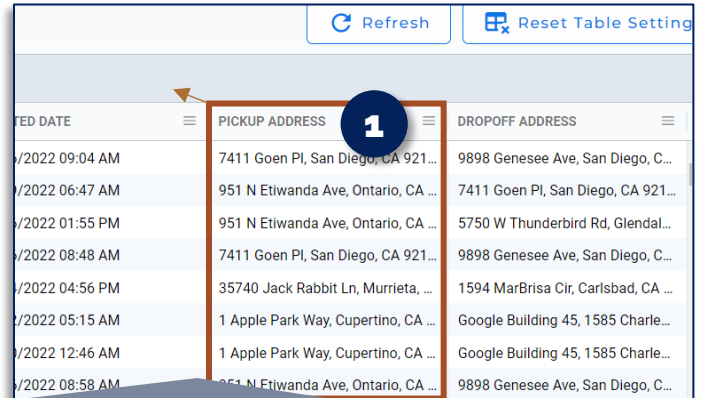
Placed Vins screen will display.

TO VIEW GROUPS BY PICK-UP ADDRESS/DROP OFF ADDRESS AND EXPAND FOR DETAILED INFOMATION

1. **Click** and drag pick-up address column to gray bar

A pick-up address group is displayed.

2. Click arrow ▷ icon to expand and see detail information

Vin view appears with groupings of same pick-up and drop off address

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TO CREATE AN ORDER WITH SAME TRANSPORTER REFERENCE NUMBER AND TO BE PICKED UP AND DROPPED OFF AT SAME LOCATION

1. **Navigate** to pick up address group view (refer to steps above)
2. Click arrow ⟩ icon to expand and see detail information

Vin view appears with groupings of same pick-up and drop off address

3. Select vins picked up and dropped off at same location
4. Click **Create New Order**

A pop-up box to create an order appears

5. Click **Yes** to create a new order

A **green box** will appear when new order created successfully.