

BULK ORDER MODIFICATIONS

This job aid shows you how to perform modifications on multiple orders at once.

STEP 1: GO TO YOUR ORDERS SCREEN.

STEP 2: SELECT THE ORDERS YOU WANT TO MODIFY.

STEP 3: CLICK WHICH ORDER MODIFICATION YOU WANT TO PERFORM ON THE ORDERS.

Adjust Payout - Adjust payout of the order(s) per vehicle.

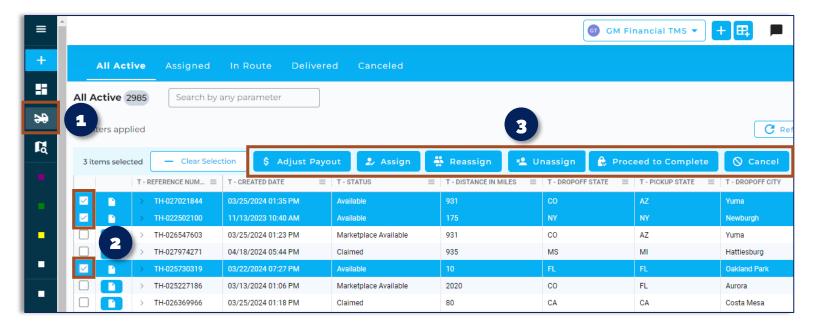
Assign - Assign available order(s) to a Transporter or to RunBuggy Marketplace.

Reassign - Reassign claimed order(s) to replace current Transporter with newly selected Transporter.

Unassign - Remove Transporter(s) from the order(s).

Proceed to Complete - Progress the order(s) to completion.

Cancel - Cancel the order(s).





NOTE: Only Admins can complete bulk order modifications.



NOTE: The available order modifications will depend on the status of the selected order(s). If orders of varying statuses are selected & don't share any common available actions, then all buttons will be disabled.