

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).

The screenshot displays the 'All Active' orders screen. At the top, there are tabs for 'All Active', 'Assigned', 'In Route', 'Delivered', and 'Canceled'. Below the tabs, it shows 'All Active 2985' and a search bar. A sidebar on the left has a '1' next to the orders icon. The main area shows a list of orders with checkboxes, and a '2' next to the selected row. A toolbar at the top of the list contains buttons for 'Adjust Payout', 'Assign', 'Reassign', 'Unassign', 'Proceed to Complete', and 'Cancel', with a '3' next to the toolbar.

	T - REFERENCE NUM...	T - CREATED DATE	T - STATUS	T - DISTANCE IN MILES	T - DROPOFF STATE	T - PICKUP STATE	T - DROPOFF CITY
<input checked="" type="checkbox"/>	> TH-027021844	03/25/2024 01:35 PM	Available	931	CO	AZ	Yuma
<input checked="" type="checkbox"/>	> TH-022502100	11/13/2023 10:40 AM	Available	175	NY	NY	Newburgh
<input type="checkbox"/>	> TH-026547603	03/25/2024 01:23 PM	Marketplace Available	931	CO	AZ	Yuma
<input type="checkbox"/>	> TH-027974271	04/18/2024 05:44 PM	Claimed	935	MS	MI	Hattiesburg
<input checked="" type="checkbox"/>	> TH-025730319	03/22/2024 07:27 PM	Available	10	FL	FL	Oakland Park
<input type="checkbox"/>	> TH-025227186	03/13/2024 01:06 PM	Marketplace Available	2020	CO	FL	Aurora
<input type="checkbox"/>	> TH-026369966	03/25/2024 01:18 PM	Claimed	80	CA	CA	Costa Mesa



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.