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Unassigning Orders

Modified on: Tue, 15 May, 2018 at 11:16 AM

Orders can be unassigned as long as they are still in a Pending Pickup status. Orders that are In Route or Delivered cannot be unassigned.

To unassign an order:

1. Click on the **Orders In Process** tab.
2. Click the checkbox to the left of the order(s) you want to unassign.
3. Select the **Unassign Reason** for each selected order from the dropdown list on the far right.
4. Click the **Unassign Selected** button.
5. You will be asked to confirm that you would like to unassign the selected orders, click **OK**.

Orders in Process

Get Docs For Selected Orders | Print Orders

Check this box

Select Unassign Reason

Unassign Selected | Save Changes

Order	DOC	Dispatch	Origin	Destination	Miles	Inop	Keys	Unit	Driver	Scheduled Pickup	Scheduled Delivery	Actual Pickup	Actual Delivery	Rate	Unassign Reason
<input checked="" type="checkbox"/>	316200		INGERSOLL, ON	GIBSONBURG, OH	0.00	False	True	3		22-Aug-2017 11:45:00				\$ 416.55	False
2018 Chevrolet Equinox (2GNAXHEVJ3J6116473) 2018 Chevrolet Equinox (2GNAXHEVJ3J6117090) 2018 Chevrolet Equinox (2GNAXHEVJ3J6116829)															
<input type="checkbox"/>	316186		INGERSOLL, ON	HICKSVILLE, OH	0.00	False	True	1		07-Nov-2017 14:33:58				\$ 153.45	False
2018 Chevrolet Equinox (2GNAXHEV7J6123619)															
<input type="checkbox"/>	316182		BRAMPTON, ON	OREGON, OH	0.00	False	True	8		07-Nov-2017 10:27:16				\$ 1,473.60	False
2017 Dodge Charger (2C3CDXGJ8H628277) 2017 Chrysler 300 (2C3CDAG38H618771) 2017 Dodge Challenger (2C3CDZG98H628854) 2017 Dodge Charger (2C3CDXGJ8H645723) 2017 Dodge Charger (2C3CDXHG8H606426) 2017 Chrysler 300 (2C3CDAB38H618609) 2017 Dodge Challenger (2C3CDZAG4H6580737) 2017 Dodge Challenger (2C3CDZAGXH613563)															

