

Selecting Orders and Checking Out

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After performing a search, available orders matching your criteria will appear in the **Results Grid** and the **Results Map**.

Results Grid

The **Results Grid** will give you information about each order, including the status. To understand more about the order information and status, you can click on the **Table Legend** button located at the top-left of the **Results Grid**.








Available Orders Legend

Properties

Order:	the unique Order ID associated for reference with each order.
Origin:	the city and state of the order origin.
Destination:	the city and state of the order destination.
Miles:	the total amount of calculated road miles for the order.
Units:	the total number of vehicle units in the order.
Pickup/Delivery:	the requested and latest (in parenthesis) available pickup and delivery dates.
Rate:	the payment rate for completing the order.
Status:	status indicator icons for each order (see below).

Icons

Below are the icon meanings for each order status:

 Inoperable Vehicle:	the vehicle associated with the order is NOT operable.
 Operable Vehicle:	the vehicle associated with the order is in normal operable condition.
 Keys Unavailable:	keys for the vehicle associated with the order are NOT available.
 Keys Available:	keys for the vehicle associated with the order are available.
 Non-Enclosed Truck:	the vehicle associated with the order does NOT require enclosed transport.
 Enclosed Truck:	the vehicle associated with the order does require enclosed transport.
 Search Nearby:	click to search for related available nearby orders.

Search Nearby

To maximize your routing, you can search for other orders that are near your selected orders.

1. Simply click on the magnifying glass located in the far right column of the **Results Grid**. A pop-up will open.



Results Grid

Showing 200 orders [View More](#) [Add to Cart](#)

<input type="checkbox"/>	Order	Origin City	State	Destination City	State	Miles	Units	Available	Latest PU	Latest Delv	Rate	Status	
<input type="checkbox"/>	302726	Ingersoll	ON	Bryan	OH	280	1	11/07	11/08	11/09	\$153.45		
	2018 Chevrolet Equinox												
<input type="checkbox"/>	302737	Ingersoll	ON	Hamler	OH	265	1	11/07	11/08	11/09	\$153.45		
	2018 Chevrolet Equinox												
<input type="checkbox"/>	302738	Ingersoll	ON	Tiffin	OH	254	1	11/07	11/08	11/09	\$138.85		
	2018 Chevrolet Equinox												

2. Select the search criteria from that order that you would like to match.
3. Click **Search Nearby Orders**.

Specify Search Criteria

Use the form below to select which elements of this order you would like to use to search for matching results.

- Along route from Ingersoll, ON to Bryan, OH
- Along reverse route from Bryan, OH to Ingersoll, ON
- Departing from Ingersoll, ON
- Arriving at Ingersoll, ON
- Departing from Bryan, OH
- Arriving at Bryan, OH

[Search Nearby Orders](#) [Cancel](#)

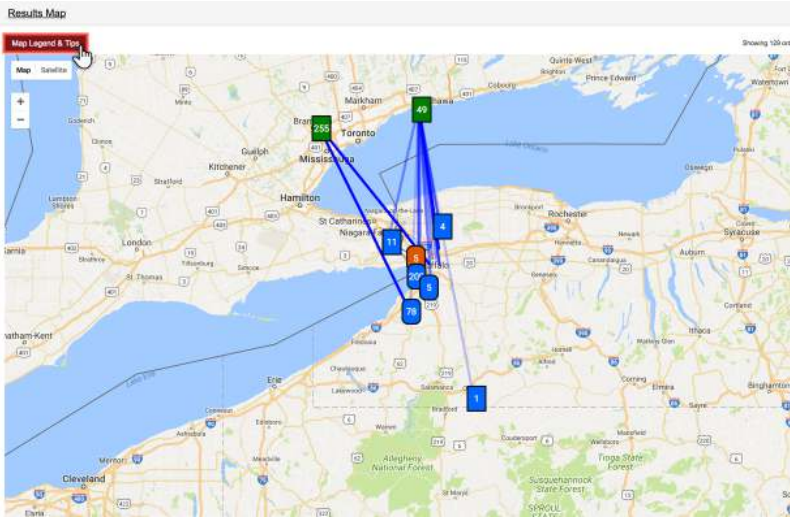
4. The **Results Grid** will display any orders that match the search criteria you chose.

Results Map

The **Results Map** will show all orders that match your search criteria on a map. To understand more about the map, you can click on the **Map Legend & Tips** button located at the top-left of the **Results Map**.



Map Legend & Tips



Markers

Each marker on the map indicates one or more locations. When the map is zoomed out, a marker might represent a "cluster" of multiple locations. As you zoom in, clusters break apart into smaller clusters and eventually into individual locations. A marker with rounded corners indicates a cluster whereas a square marker indicates a single location.

Hover over a marker to reveal a list of all the cities represented by that marker. Each city appears only once although the marker might represent multiple locations in that city. City names are color coded to follow the same meaning as the markers (see Marker Legend).

Marker Legend

- 12 Origin only. Shows the number of *outbound* vehicles.
- 12 Destination only. Shows the number of *inbound* vehicles.
- 12 Both origin and destination. Shows the number of *inbound* vehicles.

Zooming

To zoom in and out use the scaling control in the upper left corner of the map. You can also zoom using your mouse wheel. To zoom in to a specific region, right-click and drag to the desired zoom area.

Adding Orders to Your Shopping Cart

There are two ways to add orders to your shopping cart.

1. You can drag and drop orders into your shopping cart one at a time from either the **Results Grid** or **Results Map**. To do this, click and hold the order you want to add, then drag it over to the shopping cart icon on the top-right of the screen and release.
2. You can also add orders by using the checkbox to the left of each order on the **Results Grid**. Click the checkbox for each order you would like to add to the shopping cart and click **Add to Cart**. On the **Results Map** simply click **Add to Cart** for each order you'd like to add to the shopping cart. This will open the **Shopping Cart** pop-up. If you would like to add more orders to your cart click **Close** on the shopping cart pop-up.

0 Order(s) [Logout](#)

Adding Order 303950 To Cart

Payments Paid Orders Order Metrics Account


Results Grid Showing 129 orders [Add to Cart](#)

Table Legend Click & drag to shopping cart

<input type="checkbox"/>	Order	Origin City	State	Destination City	State	Miles	Units	Available	Latest PU	Latest Delv	Rate	Status
<input type="checkbox"/>	303950	Oshawa	ON	Williamsville	NY	143	1	11/09	11/10	11/11	\$125.00	
<input type="checkbox"/>	2017 Chevrolet Equinox											
<input type="checkbox"/>	304826	Oshawa	ON	Lockport	NY	135	1	11/09	11/10	11/11	\$125.00	
<input type="checkbox"/>	2017 Chevrolet Equinox											

or click this box and button



0 Order(s)  Logout

Results Map

Map Legend & Tips

Map Satellite







Showing 129 orders

1 Locations / 2 Inbound Vehicles / 0 Outbound Vehicles

WEST-HERR CHEVROLET, INC.
5025 SOUTHWESTERN BLVD
HAMBURG, NY 14075
Lat: 42.750189 Lon: -78.852201

Click & drag to shopping cart

or click this button

Order Id	Requested Pickup	Requested Delivery	Inop	Keys	Enclosed	Miles	Rate	
313466	11/09/2017	11/09/2017				145	125	Add to Cart
2017 Chevrolet Equinox								
314364	11/09/2017	11/09/2017				145	125	Add to Cart
2017 Chevrolet Equinox								

Checking Out

1. Open the **Shopping Cart** by clicking on the shopping cart icon.

 4 Order(s)  Logout

You have messages available. [Click here to view.](#)

[Available Orders](#) [Orders In Process](#) [Pending Payments](#) [Paid Orders](#) [Order Metrics](#) [Account](#)

2. Remove any orders you do **NOT** want to assign to yourself by clicking the checkbox to the left of that order and then clicking the **Remove Selected** button.

3. To proceed with the orders that are in the shopping cart, click **Proceed to Checkout**.



Shopping Cart

Below is your current shopping cart of available orders. Click 'Checkout' to proceed to the assign orders dialog, or press 'Remove' to remove the selected orders from your current shopping cart.

Click here to checkout with the orders in your shopping cart

<input type="checkbox"/>	Order	Origin City	State	Destination City	State	Miles	Units	Available	Latest PU	Latest Delv	Rate	Status
<input type="checkbox"/>	309777	Detroit	MI	Haliburton	ON	383	1	11/14	11/15	11/16	\$229.40	
2017 Buick Lacrosse												
<input type="checkbox"/>	309878	Oshawa	ON	Fort Gratiot	MI	213	1	11/14	11/15	11/16	\$158.10	
2017 Chevrolet Equinox												
<input type="checkbox"/>	311521	Detroit	MI	Timmins	ON	645	1	11/14	11/15	11/17	\$438.60	
2017 Chevrolet Colorado Rush Movement												
<input checked="" type="checkbox"/>	312308	Detroit	MI	Trenton	ON	337	1	11/14	11/15	11/16	\$210.80	
2017 Chevrolet Volt												

Check this box and click this button to remove an order from the shopping cart

Remove Selected **Proceed to Checkout** Close

4. On the **Order Checkout** screen you will need to select a **Scheduled Pickup** and **Scheduled Delivery** date. Click in each field and choose a date and time from the calendar. Click **Done**.

NOTE: Make sure to pick dates/times that comply with the **Latest Pickup** and **Latest Delivery** dates shown.

5. Make sure that you have checked the box to the left of each order you would like assigned to you. Click **Assign Selected Orders**.

Order Checkout

Below is a list of the available orders in your cart. To complete the checkout of your order(s), please enter your scheduled pickup and delivery dates for each order in the appropriate fields and press 'Assign Selected Orders' to submit your request.

Click in these areas to choose pickup and delivery times

<input type="checkbox"/>	Order	Origin	Destination	Miles	Inop	Keys	Units	Scheduled Pickup	Scheduled Delivery	Latest Pickup	Latest Delivery	Rate
<input type="checkbox"/>	309777	DETROIT, MI	HALIBURTON, ON	383.00	False	True	1	<input type="text"/>	<input type="text"/>	16-Nov-2017	17-Nov-2017	\$ 229.40
<input type="checkbox"/>	309878	OSHAWA, ON	FORT GRATIOT, MI	213.00	False	True	1	<input type="text"/>	<input type="text"/>	16-Nov-2017	17-Nov-2017	\$ 158.10
<input type="checkbox"/>	311521	DETROIT, MI	TIMMINS, ON	645.00	False	True	1	<input type="text"/>	<input type="text"/>	16-Nov-2017	18-Nov-2017	\$ 438.60
<input checked="" type="checkbox"/>	312308	DETROIT, MI	TRENTON, ON	337.00	False	True	1	<input type="text"/>	<input type="text"/>	16-Nov-2017	17-Nov-2017	\$ 210.80

Choose a date and time

Assign Selected Orders

After choosing pickup and delivery dates make sure that the box to the left of each order is checked, then click here

6. You will receive an on-screen message that indicates how many of your selected orders were assigned successfully. If one or more orders were not assigned to you, you will also receive an error message indicating the reason.

7. Once an order has been assigned to you it will appear in the **Orders In Process** tab.

