

## Unassigning Orders

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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**.

The screenshot displays the 'Orders in Process' section of the Viridian TransVision system. At the top, there are navigation tabs: Available Orders, **Orders In Process**, Pending Payments, Paid Orders, Order Metrics, and Account. Below the tabs, there are buttons for 'Get Docs For Selected Orders' and 'Print Orders'. The main table lists several orders. The first order, 316200, is selected, indicated by a red checkbox. A red arrow points to this checkbox with the text 'Check this box'. Another red arrow points to the 'Unassign Reason' dropdown for this order with the text 'Select Unassign Reason'. The dropdown menu is open, showing 'Select One if Unassigning'. To the right of the table, there are buttons for 'Unassign Selected' (highlighted with a red box) and 'Save Changes'. The top right corner shows '4 Order(s)' and a 'Logout' button.

Order	DOC	Dispatch	Origin	Destination	Miles	Inop	Keys	Unit	Driver	Scheduled Pickup	Scheduled Delivery	Actual Pickup	Actual Delivery	Rate	Unassign Reason
316200			INGERSOLL, ON	GIBSONBURG, OH	0.00	False	True	3		22-Aug-2017 11:45:00				\$ 416.55	False
2018 Chevrolet Equinox (2GNAAXHEVJ6116473) 2018 Chevrolet Equinox (2GNAAXHEVJ6117090) 2018 Chevrolet Equinox (2GNAAXHEVJ6116829)															
316186			INGERSOLL, ON	HICKSVILLE, OH	0.00	False	True	1		07-Nov-2017 14:33:58				\$ 153.45	False
2018 Chevrolet Equinox (2GNAAXHEV7J6123619)															
316182			BRAMPTON, ON	OREGON, OH	0.00	False	True	8		07-Nov-2017 10:27:16				\$ 1,473.80	False
2017 Dodge Charger (2C3CDXGJ8H4628277) 2017 Chrysler 300 (2C3CDAG69H4618771) 2017 Dodge Challenger (2C3CDZG98H4628854) 2017 Dodge Charger (2C3CDXGJ8H4545723) 2017 Dodge Charger (2C3CDXHG8H4605426) 2017 Chrysler 300 (2C3CDAB69H4619009) 2017 Dodge Challenger (2C3CDZAG4H4580737) 2017 Dodge Challenger (2C3CDZAGXH4613563)															

