

Consignment List

The Consignment screen presents all the consignments created in RITA, along with their basic details and shipping information.

RITA highlights consignments with items approaching expiration dates. It marks items with fewer than nine months of shelf life in yellow and items with fewer than three months in red.



The Consignment screen will only initially show those created at that particular project and location group. To see the consignment details created at other location group, the user must change their site location using the tab "Change Viewpoint".

To list consignments created at another RITA location, but sent to the current site for action, use the drop-down filter at the top of the screen below the name of the operation.

The order of the information shown on the screen can be changed by clicking the column header. For example, by clicking on the "**Consignment header**," the consignment will be listed by order of creation, from the first consignment created to the latest and vice versa. Similarly, the "**Status**" column can change the consignment order from on-hold, new, accepted to closed, and reverse order when the arrow is clicked downward. In the same way, column information can be sorted by sender, receiver, arriving and destination location, value- weight, and volume column in an ascending or descending order by clicking on it.

The list of columns displayed in the consignment screen is as follows:

- **Consignment Number:** Consignment number generated by RITA once a Consignment has been successfully uploaded and saved.
- **Reference:** Reference corresponds to any internal agency tracking number entered on the SRF. This allows a RITA operator to search by an agency's internal number if required.
- **Sender:** The organization sending the items or the Consignor.
- **Receiver:** The organization receiving the items, or Consignee.
- **Arriving At:** The starting location of the consignment.
- **Destination:** The final destination for the consignment.
- **Priority:** The priority status of the consignment as identified by the RITA operator.
- **Status:** Current status of the consignment: on hold, new, accepted, in progress, canceled, or closed. For details, see Appendix C, "Consignment Statuses."
- **Created:** The date when the consignment was created in RITA.
- **Total Volume:** The total volume of the consignment being shipped in cubic meters, m³.
- **Total Weight:** The total weight of the consignment in Kilogram(kg),
- **Dangerous Goods:** Operators can see information about the DG UNID number directly in the Consignment screen, enabling RITA operators to catch errors

Dangerous Goods UN Identification number

UN-1017 - CHLORINE



RITA operators can customize the column display based on their requirements using the

"Customize Columns" option at the top of the screen.

Service Requests 3 3 service requests waiting for your approval Change

316 results found Customize Columns

Sender	Receiver	Arriving To	Destination	Status	Created
FAM	OXFAM	Jordan - Consolidation Warehouse 4 (LC) (Storage)	Gaza - OXFAM Warehouse (Customer Address)	Accepted	16/Jan/202
FAM	OXFAM	Jordan - Consolidation Warehouse 4 (LC) (Storage)	Gaza - OXFAM Warehouse (Customer Address)	Accepted	16/Jan/202
FAM	OXFAM	Jordan - Consolidation Warehouse 4 (LC) (Storage)	Gaza - OXFAM Warehouse (Customer Address)	Accepted	16/Jan/202
Ernährungshilfe / Human Agro Action	CESVI	Jordan - Consolidation Warehouse 4 (LC) (Storage)	Gaza - UNRWA GFO Gaza Field Office (Customer Address)	Accepted	16/Jan/202
Ernährungshilfe / Human Agro Action	CESVI	Jordan - Consolidation Warehouse 4 (LC) (Storage)	Gaza - UNRWA GFO Gaza Field Office (Customer Address)	Accepted	14/Jan/202
Ernährungshilfe / Human Agro Action	CESVI	Jordan - Consolidation Warehouse 4 (LC) (Storage)	Gaza - UNRWA GFO Gaza Field Office	Accepted	14/Jan/202

Impossible weights and volumes: RITA will automatically highlight potential errors on the consignment page if the weight to volume ratio is excessive or suspicious



Weight	Volume
37,500.0 kg	1.00 m ³

Missing Data - RITA will inform users if key data is missing from the SRF/Consignment at the point of upload/creation. For example, if the requestor submits an SRF with temperature-sensitive items without specifying a temperature range, it will be highlighted in the consignment screen.

System Icons - RITA enables users to see new system icons displayed if items are dangerous, temperature-controlled, fragile, or regulated in the consignment. These icons will follow items throughout their movements within RITA.

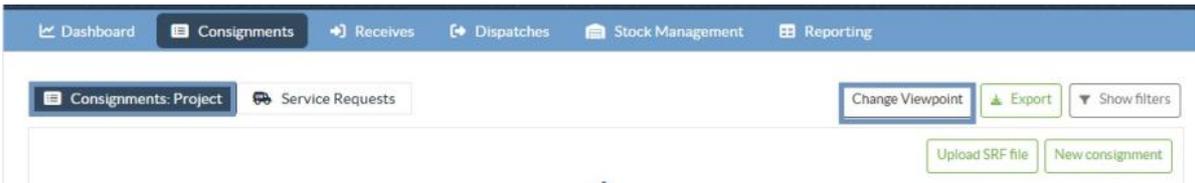
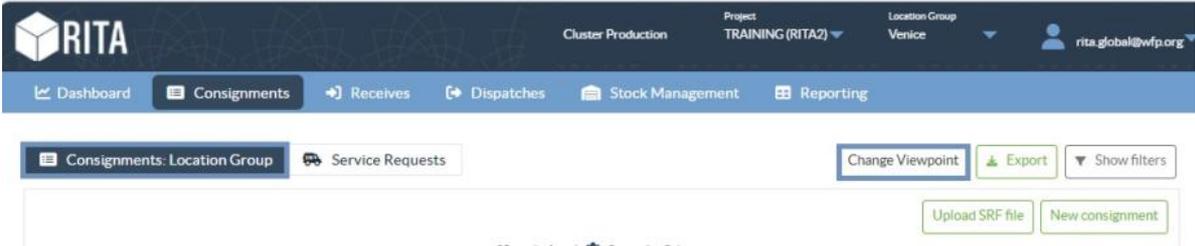
Product Category

1: WASH - Test   15 - 25°C  31/Jan/2025

 The mode indicated in **Consignment** screen is based on the initial input by the RITA operator when creating the consignment. It does not necessarily correspond to how the consignment will travel as some shipments may be multi-modal or require a change dependent on the journey it makes.

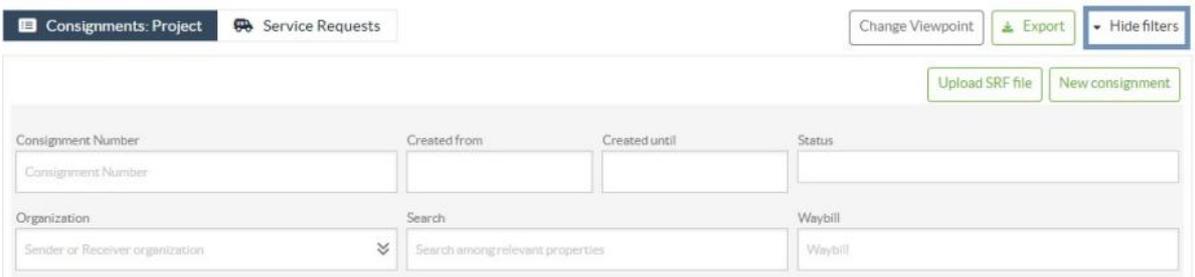
Change Viewpoint

This option switches the list of consignments created at the current Project to a screen displaying all the consignments created in all the Project site's location groups.



Show Filters

After selecting the appropriate viewpoint, you can narrow the consignments by clicking the "Show Filters" option in the top right corner.



The following options are available under the filter section:

- **Consignment Number:** Enter all or part of the consignment number you wish to find. For example, entering "BDS" will find all the consignments within the current viewpoint that start with "BDS." Entering "33" will find 'BDS-0033', "BDS-0133", "BDS-01330", "BDS-2339", etc., that is all consignments starting with "BDS" and which have the number "33" in them.
- **Creation Date:** This filter has two fields. "Created from" will display all consignments created on or after the entered date. "Created until" will find all consignments created on

or before the selected date. Entering both dates will find all consignments created on or between the two dates.

- **Status:** Select the specific consignment status you wish to see. For example, you may want to show all Consignments within the current viewpoint with an “On Hold” status.
- **Waybill:** Enter any part of a waybill to see all Consignments within the current viewpoint that have a matching waybill number. For example, to see if a consignment exists with the waybill number “411-2333-5432”, enter “2333” or “5432” into this field.
- **Organization:** Enter the abbreviation (e.g., “WFP”) or all or part of the full name (“**World Food Programme**”) of the organization you are searching for. Consignments within the current viewpoint with a matching **Sending** or **Receiving** organization will be shown.
- **Search:** Enter the details you want to filter the consignment by in the search criteria, and you can locate the consignment with the details provided within the current viewpoint. For example, suppose you type “**United Nations**” in the search button. In that case, all the consignments with “United Nations” will be displayed either under the sending or receiving organization name or in the Address arriving to or Destination.

Export

The Export button helps to export data from RITA and download it as spreadsheets in .xlsx file format with color-coded column headings to facilitate further filtering, visualization, and analysis independent of the application and as needed per service context. It provides a summary of activities or regular status updates on the consignments.

For the details on the Export option, please refer to the [Chapter “Reporting.”](#)

The screenshot shows the RITA application interface. At the top, there is a navigation bar with the RITA logo and user information. Below it, a menu bar contains options like Dashboard, Consignments, Receives, Dispatches, Stock Management, and Reporting. The main content area is titled 'Consignments: Project' and includes a search bar with filters for Consignment Number, Organization, and Waybill. A table of consignments is displayed with columns for Consignme..., Reference, Sender, Receiver, Arriving To, Destination, Status, Created, Total Weight (kg), and Total Volume (m³). The table lists three consignments: MIL-0064 (In Progress), MIL-0063 (New), and MIL-0062 (New). An 'Export' button is visible in the top right corner of the table area.

Consignme...	Reference	Sender	Receiver	Arriving To	Destination	Status	Created	Total Weight (kg)	Total Volume (m³)	Options
<input type="checkbox"/> MIL-0064	PUI2025_001	Premiere Urgence Internationale	Premiere Urgence Internationale	UPS Warehouse - Milano (Storage)	UPS Warehouse - Milano (Storage)	In Progress	03/Jan/2025	16,200.0	46.08	
<input type="checkbox"/> MIL-0063		ACTED	ACTED	UPS Warehouse - Milano (Storage)	UPS Warehouse - Milano (Storage)	New	01/Feb/2024	250.0	25.00	
<input type="checkbox"/> MIL-0062		United	United	OCHA	OCHA	New	13/Dec/2023	20.0	0.10	