

## In Progress Dispatches

In-Progress Consignments with partial dispatches are listed under In-Progress Dispatches if there is still stock on hand at the current location group.

### Cancel Dispatches

The steps to Cancel Dispatches are listed below:

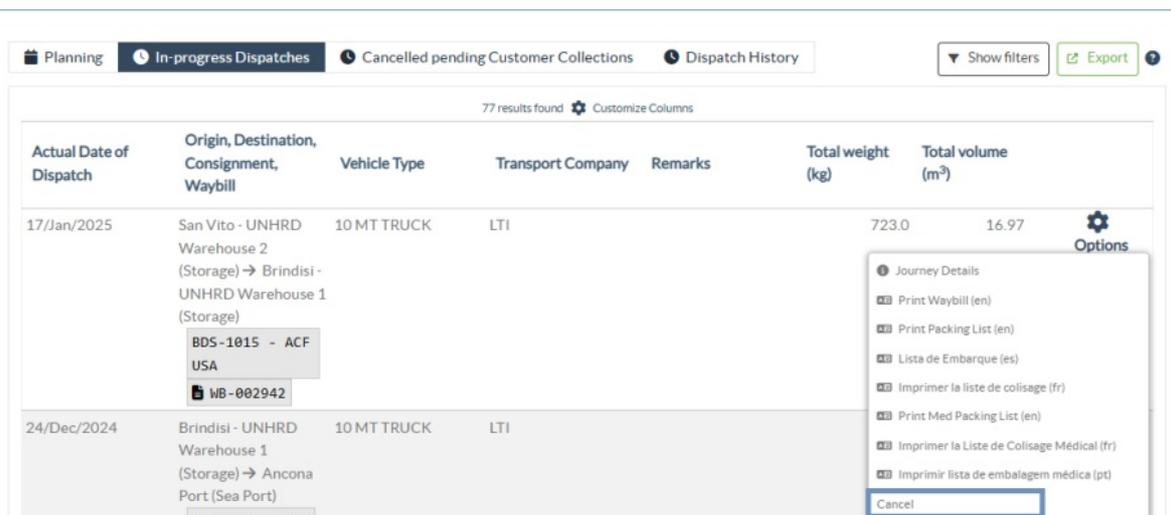
**Step 1:** Show Filter: Use the **“Show Filter”** option on top right section, next to Export button to find the dispatch that must be cancelled.



The screenshot shows a search filter section with three input fields: 'Consignment Number', 'Actual Date of Dispatch', and a 'Search' box. The 'Search' box contains the text 'Search among relevant properties'.

The operator can search the consignment by its number, actual date dispatch, or by providing any other details of the consignment in the search box.

**Step 2:** Click on the **“Options”** button towards the right end of the consignment and select the button **“Cancel”** from the drop-down menu that appears.



The screenshot shows a table with the following columns: 'Actual Date of Dispatch', 'Origin, Destination, Consignment, Waybill', 'Vehicle Type', 'Transport Company', 'Remarks', 'Total weight (kg)', and 'Total volume (m³)'. The first row is highlighted, and an 'Options' menu is open over it, showing various actions like 'Journey Details', 'Print Waybill (en)', 'Print Packing List (en)', 'Lista de Embarque (es)', 'Imprimer la liste de colisage (fr)', 'Print Med Packing List (en)', 'Imprimer la Liste de Colisage Médical (fr)', 'Imprimir lista de embalagem médica (pt)', and 'Cancel'.

Actual Date of Dispatch	Origin, Destination, Consignment, Waybill	Vehicle Type	Transport Company	Remarks	Total weight (kg)	Total volume (m³)
17/Jan/2025	San Vito - UNHRD Warehouse 2 (Storage) → Brindisi - UNHRD Warehouse 1 (Storage) BDS-1015 - ACF USA WB-002942	10 MT TRUCK	LTI		723.0	16.97
24/Dec/2024	Brindisi - UNHRD Warehouse 1 (Storage) → Ancona Port (Sea Port)	10 MT TRUCK	LTI			



All the consignments with confirmed dispatches will be listed under “In-progress Dispatches”. To cancel the confirmed dispatch, the operator must go to the tab “In-progress dispatches” and follow the steps of reversal

**Step 3:** A box with the dispatch details appears. The operator must confirm the details and click on the button “Delete” to confirm the cancellation of the dispatch.

The selected dispatches will be returned to the Planned Journeys section. Note all the boxes are as previously entered by the operator at the time of dispatch and are disabled. The operator cannot make any changes in them. If a dispatch is cancelled, cargo owners and cargo

recipients (if different than the owner) will be automatically notified of changes. RITA operators will be asked to provide an explanation for why the dispatch was cancelled.

Search Recent Journeys (Please select by typing)		Search Recent Drivers (Please select by typing)	
Vehicle: ID - Category - Type - Driver Name		Driver: ID - Name - Contact	
Vehicle Id	11876	Driver Licence / ID Number	Driver Licence / ID Number
Vehicle Category	Helicopter	Driver Name / Owner Name	Driver Name / Owner Name
Vehicle Type	12	Driver Contact	Driver Contact
Transport Company	Transport Company		
Remarks			
LTI#			
Brindisi - UNHRD Warehouse 1 → EUR Service Genova Srl <b>BDS-1731 - WFP</b> <b>WB-000220</b>			
BDS-1731-1: Food Security - Canned food		↔ Dispatched Quantity in Good Condition	10000 Each
Close Dialog		Delete	