

Release History

The "**Release History**" page provides a comprehensive overview of all consignments that have been either partially or fully released to the final customer.

In the history tab, you will find a list of all consignments and their release details recorded by the RITA operator during the cargo release process. This information includes the actual release date, release location, organization, the individual who received the release, the document reference number (if entered manually), and the goods release note number (if it was automatically generated by RITA).

The operator can use the "**Show Filter**" feature to locate specific released consignments. Additionally, they have the option to export the details to Excel format via the "**Export**" function.



Cancel Release

The operator has the option to reverse the release made. To do so, follow the steps below:

Step 1: Click on "Release History" under the Stock Management page

Step 2: Use the "**Show Filter**" option in the top right corner, to find consignments requiring reversal on a specific release date.

The screenshot shows a search filter interface with two main sections: 'Consignment Number' and 'Actual Date of Release'. The 'Consignment Number' section has a search box with the placeholder text 'Consignment Number' and a search button labeled 'Search among relevant properties'. The 'Actual Date of Release' section has two date input boxes labeled 'From Date' and 'To Date'.

Step 3: To reverse the consignment back to stock, click "**Options**" and select "**Cancel Release**" from the drop-down menu.

Dashboard | Consignments | Receives | Dispatches | **Stock Management** | Reporting

Planning | Release Orders | Lost from Stock | **Release History** | Inventory Count | Show filters | Export

878 results found | Customize Columns

Actual Date of Release	Consignments	Released at	Transp... Compa... or Organi... Released to	Actual Person Items Release to	Docum... Number	Goods Released Note Number	Additio... details	Total weight (kg)	Total volume (m ³)
17/Jan/2025	BDS-1106	OCHA Warehouse (Customer Address)	LTI	99988822 2	11122	OUT-1816896-00039	10 mt TRUCJ	1,500.00	3.2
17/Jan/2025	BDS-1807	OCHA Warehouse (Customer Address)	LTI	99988822 2	11122	OUT-1816896-00037	10MT TRUCK		

Options menu:
 Show Disposition
 Consignment Report (en)
 Reporte de Envios (es)
 Historique de la DSL (fr)
 Cancel Release
 Print Goods Release Note (en)

Step 4: A box with the details will appear on the screen. The operator must confirm the details of the consignment and provide a reason for the cancellation. Finally, click on **“Delete”** to confirm the cancellation of the release. By doing this, the selected release will be canceled and returned to **“Stock on Hand.”**

Cancel Release from location OCHA Warehouse (Customer Address) at 17/Jan/2025 [X]

Please enter reason for cancellation

Reason for Cancellation

Transport Company or Organization Released to: LTI | Actual Date of Release: 17/Jan/2025

Document Number: 11122 | Actual Person Items Release to: 99988822

Receiving Organization Contact: United Nations World Food Programme - Emmanuel Peter | How was reception verified? Goods Received Document verifies reception

Additional details: 10 mt TRUCJ

Consignment Line

1: Nutrition - RUTF | 15000 Each in Box/Carton

Close Dialog | **Delete**

 **If a dispatch is made to a different location group, the cancellation process must be done in that location group.**