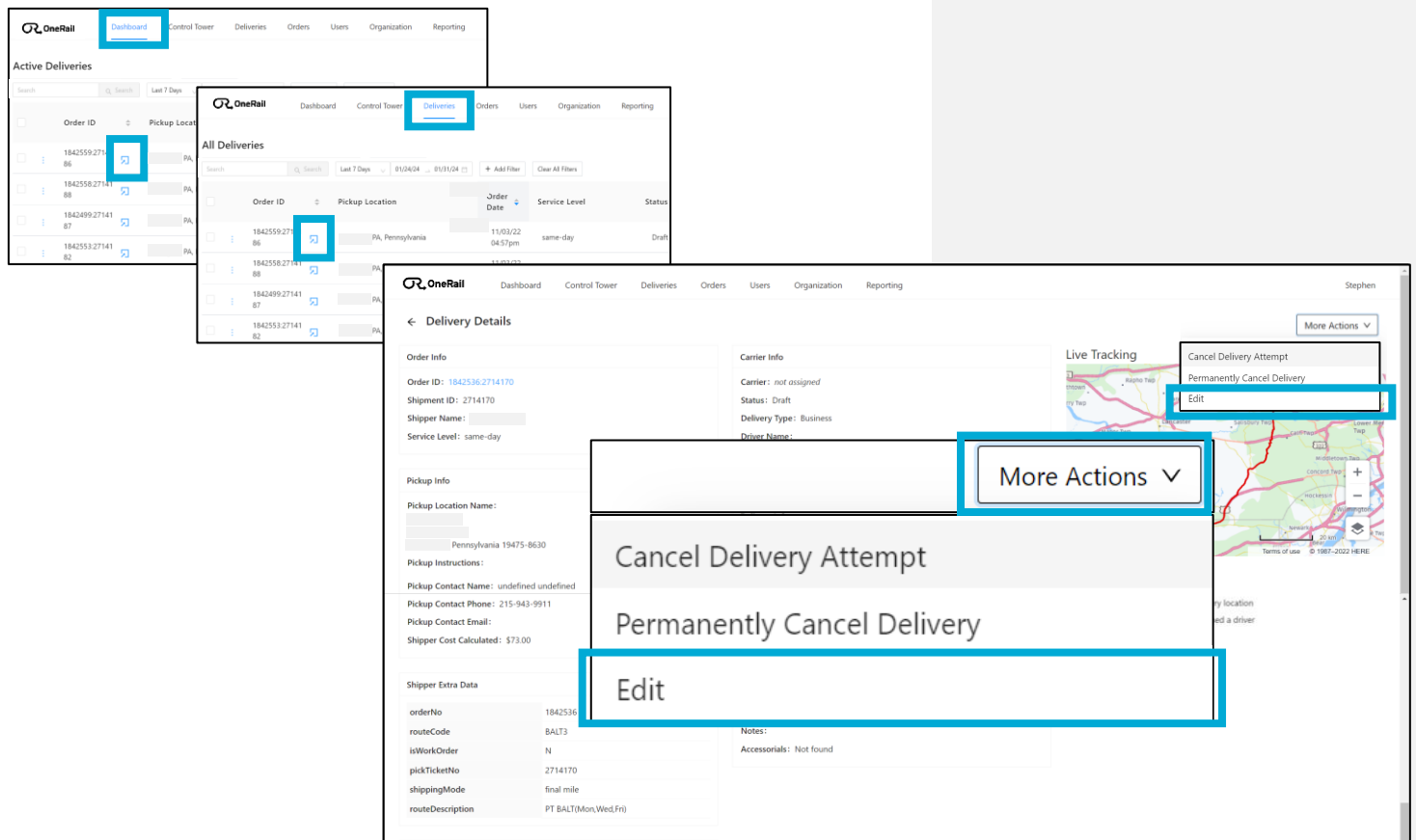


Delivery Management

Editing an Order

When trying to edit any active deliveries associated with an order, select the order you would like to cancel from the Dashboard or Delivery navigation tab and continue to the Delivery Details page.




The screenshot illustrates the steps to edit a delivery order in the OneRail system. It shows three overlapping views:

- Dashboard:** The 'Deliveries' tab is selected in the navigation menu. A table of 'Active Deliveries' is visible, with a blue box highlighting the edit icon next to a shipment number.
- Deliveries Page:** The 'All Deliveries' table is shown, with a blue box highlighting the edit icon for a specific order.
- Delivery Details Page:** The 'More Actions' dropdown menu is open, showing options: 'Cancel Delivery Attempt', 'Permanently Cancel Delivery', and 'Edit'. The 'Edit' option is highlighted with a blue box.

The 'Delivery Details' page includes the following information:

- Order Info:** Order ID: 1842536-2714170, Shipment ID: 2714170, Shipper Name, Service Level: same-day.
- Carrier Info:** Carrier: not assigned, Status: Draft, Delivery Type: Business, Driver Name.
- Pickup Info:** Pickup Location Name, Pickup Instructions, Pickup Contact Name, Pickup Contact Phone: 215-943-9911, Pickup Contact Email, Shipper Cost Calculated: \$73.00.
- Shipper Extra Data:** orderNo: 1842536, routeCode: BALT3, isWorkOrder: N, pickTicketNo: 2714170, shippingMode: final mile, routeDescription: PT BALT(Mon,Wed,Fri).
- Notes:** Accessories: Not found.

From the Dashboard or Deliveries pages:

1. Select the  beside the shipment number.
2. Select the "More Actions" button located at the top right corner.
3. Select Edit.