

# How to view the Stack Run Out List Screen

The Stack Run List function allows the Stack Run Users to view existing Stack Run requests in a report format.

## Viewing the Stack Run List Screen

Click the '[Stack Run List](#)' button under the **Stack Runs** section in the main menu.

Home
Bookings
Manifest
Stack Run
Stack Run Request
Stack Run List
Stack Run Manifest List
Billing & Invoicing
Data & Reports

Select the "SRO" tab to access Stack Run Out Module and to view the Stack Run List Screen

## Stack Run List



The **Stack Run List** screen displays a list of created Stack Runs Requests and allows Carriers and Administrators to view, confirm and delete (rules apply) a Stack Run Out Request.

The **Stack Run List** is made up of two parts as show below:

- Search Form - Form to enter the Stack Run search details.
- Results Table - This is a table displaying the results of the Stack Run search.

**Search SR Requests**

Carrier Company: WHIPLASH TRANSPORT Stack Run ID:

From Date: 28/08/2014 To Date: 04/09/2014

Status: All

**Search**

# Stack Run List



SRI MT

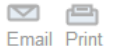
SRI Full

SRO  
Default

## Your Search Details [Edit Search](#)

Company: WHIPLASH TRANSPORT From Date: 26/08/2014 To Date: 04/09/2014

### Stack Run List



Stack Run ID	Carrier	Start Date, Time	End Date, Time	No. of Containers Manifested	No. of Containers Requested	Status	Action
<a href="#">31295</a>	WHIPLASH TRANSPORT	28/08/2014 - 00:00	29/08/2014 - 23:00	0	5	Pending	<input checked="" type="radio"/> View <input type="radio"/> Delete
<a href="#">31255</a>	WHIPLASH TRANSPORT	29/08/2014 - 05:00	29/08/2014 - 23:00	1	200	Confirmed	<input type="radio"/>
<a href="#">31275</a>	WHIPLASH TRANSPORT	29/08/2014 - 00:00	30/08/2014 - 23:00	0	15	Confirmed	<input type="radio"/>

## Searching for Stack Runs within the Stack Run List

The following steps demonstrate how to perform a search in the Stack Run List Screen:

1. Open the Stack Run List screen - select the **'Stack Run List'** link under the **Stack Runs** section in the Main Menu. Select the SRO Tab
2. Enter the search details - you may specify the following:
  - Carrier Company
  - Stack Run ID
  - From Date and To Date - This creates a search window. VBS will look at the Stack Run's start date and any Stack Run's that fall within the specified From and To Dates will be returned.
  - Status
3. Click the **Search** button
4. The Stack Run List results will be displayed in a table. You may click on the **Action** button to View, Confirm or Delete the Stack Run. You may also directly click on the Stack Run link to open up and view the SRO Request form.
5. To edit the search, click on the Edit Search button in the Search Details section and re-enter the new search details and click search.

### Stack Run List

The screenshot shows the Stack Run List interface. At the top, there are tabs for SRI MT, SRI Full, and SRO Default. Below the tabs is the search details section, which includes the company name (WHIPLASH TRANSPORT), search dates (26/08/2014 to 04/09/2014), and a search button. A red arrow points to the 'Edit Search' link in the search details section. Below the search details is the Stack Run List table, which contains three rows of data. The table has columns for Stack Run ID, Carrier, Start Date, End Date, No. of Containers Manifested, No. of Containers Requested, Status, and Action. The Action column contains radio buttons and links for View and Delete.

Stack Run ID	Carrier	Start Date, Time	End Date, Time	No. of Containers Manifested	No. of Containers Requested	Status	Action
<a href="#">31295</a>	WHIPLASH TRANSPORT	28/08/2014 - 00:00	29/08/2014 - 23:00	0	5	Pending	<input checked="" type="radio"/> View <input type="radio"/> Delete
<a href="#">31255</a>	WHIPLASH TRANSPORT	29/08/2014 - 05:00	29/08/2014 - 23:00	1	200	Confirmed	<input type="radio"/>
<a href="#">31275</a>	WHIPLASH TRANSPORT	29/08/2014 - 00:00	30/08/2014 - 23:00	0	15	Confirmed	<input type="radio"/>