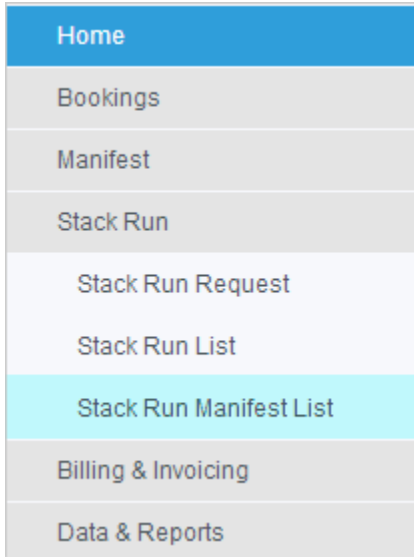


How to View the Stack Run In Full Manifest List

Accessing the Stack Run Manifest List Screen

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



Select the "SRI Full" tab to access Stack Run In Full Module and to view the Manifest List.

Stack Run Manifest List



The **Stack Run Manifest List** screen allows Admin Users to view a list of Stack Run Manifests assigned to a specific Stack Run.

Manifest List Screen

The Manifest List screen is made up of two sections:

1. Search area - Contains the fields to enter a search criteria
2. Results area - Displays a table of the search results. When a movement ID is clicked in the results, the manifest screen will be opened up with the manifest details.

Stack Run Manifest List

★
SRI MT
SRI Full Default
SRO

Search by Date All Zones

Company

Stack Run ID

Driver

Rego

Container

Search

Stack Run Manifest List

★
SRI MT
SRI Full Default
SRO

Your Search Details [Edit Search](#)

Company: All Date, Zone: 29/08/2014,All

Email Print

SRIF - Manifest List

Planned		Actual										
Manifest Date	Run	Movement ID	Company	Rego	BAT	Info	Driver	Gate Pin	Manifest Num	Created	Status	Action
29/08/2014, 05	4	6778066	WHIPLASH TRANSPORT					1372	05J616285	27/08/2014 04:00	OK	
29/08/2014, 05	8	6778070	WHIPLASH TRANSPORT					6063	05J020615	28/08/2014 04:39	OK	
29/08/2014, 11	13	6778075	WHIPLASH TRANSPORT					8641	11J183140	29/08/2014 11:03	OK	Edit Truck View Delete

Searching for Stack Run Manifests in the Manifest List Screen

The following steps outline how to search for Stack Run Manifests:

1. Select "Search by Date" or "Search by Week" and select a date. Search by Date searches for a specific day only while search by Week allows the user to enter a search window.
2. Select any search requirements such as Stack Run ID, Driver, Rego or Container number. Click the **Search** button.
3. The results will be displayed in a table. You may click on the **Action** button to Edit the Truck Details or Delete the the manifest. You may also directly click on the **Movement ID** of a Stack Run Manifest to open up and view the actual Manifest.
4. 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.

The results displayed for the Manifest will be displayed and separated into two tabs, Planned and Actual.

Planned Vs Actual Manifests (Definition)

The following is a definition of what is a planned Manifest vs an Actual Manifest:

Planned Manifests are manifests that have been created and are yet to occur. Initially all manifests that are created will appear in the Planned tab.

Actual Manifests are manifests that have already occurred. The following events will move a manifest from Planned to Actual:

- Truck has arrived - this is when VBS receives a truck gate in time for the manifest.
- The Manifest is cancelled - when a manifest is cancelled it is already in its final state and will no longer occur and will move to the Actual tab.
- Error message received - this is when a manifest response is received with an Error, the Manifest will be put into an 'Error' status and moved to the Actual tab.

Deleting a Stack Run Manifest

Selecting the **Delete** action will completely remove the Stack Run In Manifest.

The following message will appear when the Delete button is pressed:

"Are you sure you want to delete this manifest?" - Press **OK** to complete this action or **Cancel** to revert back to the Manifest List screen.