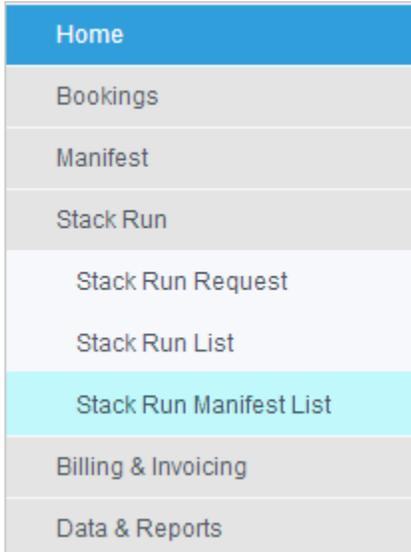


# How to View the Stack Run Out Manifest List

## Accessing the Stack Run Manifest List Screen

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



Select the "SRO" tab to access Stack Run Out 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 | **SRO Default**

Search By Date: 29/08/2014 23 | All Zones

Company: WHIPLASH TRANSPORT

Stack Run ID:

Driver: All

Rego:

Container:

**Search**

## Stack Run Manifest List

★ SRI MT | SRI Full | **SRO Default**

Your Search Details [Edit Search](#)

Company: WHIPLASH TRANSPORT

Date, Zone: 29/08/2014, All

Email Print

### SRO - 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	9	6778071	WHIPLASH TRANSPORT	XAU055	6010	<a href="#">i</a>		8928	05J350098	28/08/2014 04:40	OK	<a href="#">⊙</a>
29/08/2014, 05	10	6778072	WHIPLASH TRANSPORT	XAU055	6010	<a href="#">i</a>		3011	05J870997	28/08/2014 05:39	OK	<a href="#">⊙</a>
29/08/2014, 05	11	6778073	WHIPLASH TRANSPORT	XAU055	6010	<a href="#">i</a>		7828	05J835813	28/08/2014 05:41	OK	<a href="#">⊙</a>
29/08/2014, 05	12	6778074	WHIPLASH TRANSPORT	XCS322	7777	<a href="#">i</a>		8017	05J107537	28/08/2014 05:51	OK	<a href="#">⊙</a>

[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. Enter 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 List 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.