

DELIVERY MANAGEMENT BOOKINGS STATUS REPORT

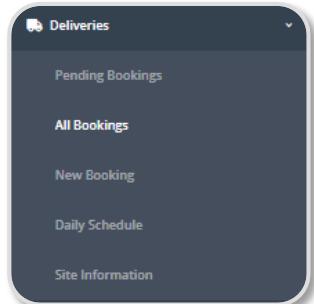
How To Run A Delivery Status Report

To export a **Delivery Report** with status breakdown, **select**:

- **Deliveries** → **All Bookings** from the MSite toolbar.

Next

- Select **Filter Bookings** from the **blue bar** above the listings.



All Bookings									
Filter Bookings									
Reference #	Status	Type	Arrival Date/Time	Duration	Contractor	Site	Gate	Duplicate	
DEL-180308124135	Completed	1	03/11/2024 09:00	15 minutes	Amber HRS	Site 01 - Liverpool	Main Gate		
DEL-180314154447	Completed	1	06/11/2024 09:00	1 hour	Amber HRS	Site 01 - Liverpool	Main Gate		
DEL-190917084507	Approved / Scheduled	1	06/11/2024 09:00	30 minutes	BAM SubContractor	Site 01 - Liverpool	Main Gate		
DEL-180611122233	Approved / Scheduled	1	07/11/2024 09:00	2 hours, 15 minutes	Amber HRS	Site 01 - Liverpool	Main Gate		

From here, click on **Status** and choose the desired **state of booking, date range** and **specific site** to run the report against.

All Bookings									
Filter Bookings									
Reference Number	Arrival Date To	Arrival Time To	Site(s)	Records per Page	Reload	Export	Search		
All Selected	08/12/2024	23:45	All Selected	10					
Unselect All			Crane(s)/Held(s)						
In Progress			All Selected						
Approved / Scheduled			Records per Page						
Arrived On Site			10						
Booking Pending									
Failed									
Booking Rejected									
Upcoming									
All Selected									

Reference #	Status	Type	Arrival Date/Time	Duration	Contractor	Site	Gate	Duplicate
DEL-180308124135	Completed	1	03/11/2024 09:00	15 minutes	Amber HRS	Site 01 - Liverpool	Main Gate	
DEL-180314154447	Completed	1	06/11/2024 09:00	1 hour	Amber HRS	Site 01 - Liverpool	Main Gate	
DEL-190917084507	Approved / Scheduled	1	06/11/2024 09:00	30 minutes	BAM SubContractor	Site 01 - Liverpool	Main Gate	
DEL-180611122233	Approved / Scheduled	1	07/11/2024 09:00	2 hours, 15 minutes	Amber HRS	Site 01 - Liverpool	Main Gate	
DEL-180925164649	Approved / Scheduled	1	08/11/2024 09:00	1 hour	Asphalt Ltd	Site 01 - Liverpool	Main Gate	

Then click **Export** to download the **CSV** of the **report** with the status of deliveries.