

DELIVERY MANAGEMENT

BOOKINGS STATUS REPORT

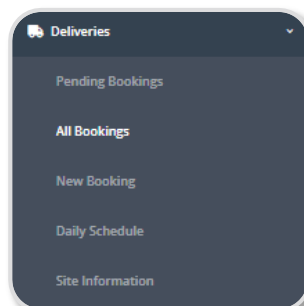
How To Run A Delivery Status Report

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	Ⓢ	03/11/2024 09:00	15 minutes	Amber HRS	Site 01 - Liverpool	Main Gate	🔍
DEL-180314154447	Completed	Ⓢ	06/11/2024 09:00	1 hour	Amber HRS	Site 01 - Liverpool	Main Gate	🔍
DEL-190917084907	Approved / Scheduled	Ⓢ	06/11/2024 09:00	30 minutes	BAH SubContractor	Site 01 - Liverpool	Main Gate	🔍
DEL-180611122233	Approved / Scheduled	Ⓢ	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

Status

All Selected

Unselect All

In Progress

Approved / Scheduled

Arrived On Site

Booking Pending

Failed

Booking Rejected

Job Stopped

All Selected

Reference Number

Arrival Date To

Arrival Time To

Site(s)

All Selected

Cranes/Helicopters

All Selected

Records per Page

10

Reload Export Search

Reference #	Status	Type	Arrival Date/Time	Duration	Contractor	Site	Gate	Duplicate
DEL-180308124135	Completed	Ⓢ	03/11/2024 09:00	15 minutes	Amber HRS	Site 01 - Liverpool	Main Gate	🔍
DEL-180314154447	Completed	Ⓢ	06/11/2024 09:00	1 hour	Amber HRS	Site 01 - Liverpool	Main Gate	🔍
DEL-190917084907	Approved / Scheduled	Ⓢ	06/11/2024 09:00	30 minutes	BAH SubContractor	Site 01 - Liverpool	Main Gate	🔍
DEL-180611122233	Approved / Scheduled	Ⓢ	07/11/2024 09:00	2 hours, 15 minutes	Amber HRS	Site 01 - Liverpool	Main Gate	🔍
DEL-180925164649	Approved / Scheduled	Ⓢ	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.