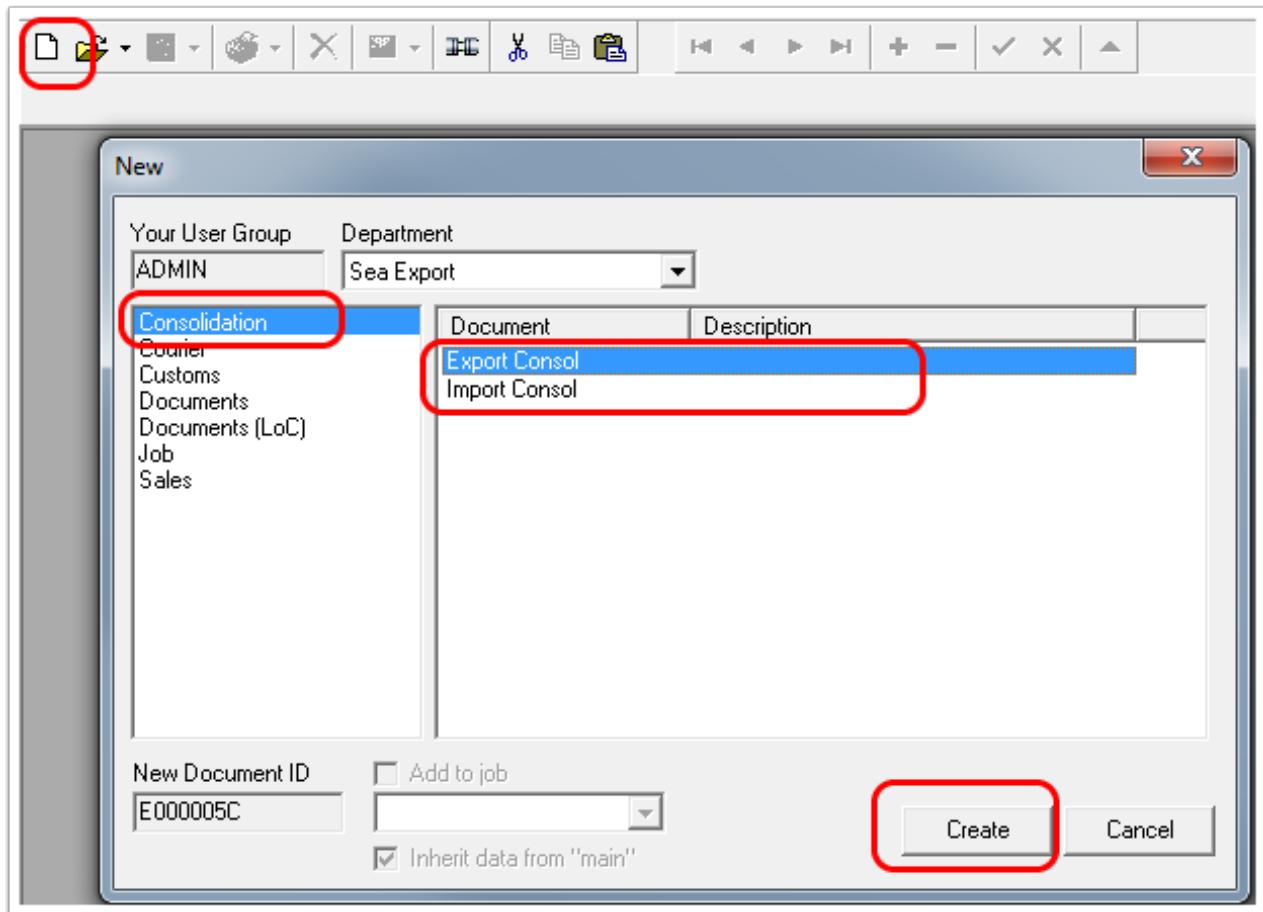


Step #1 - Create the Consolidation Job

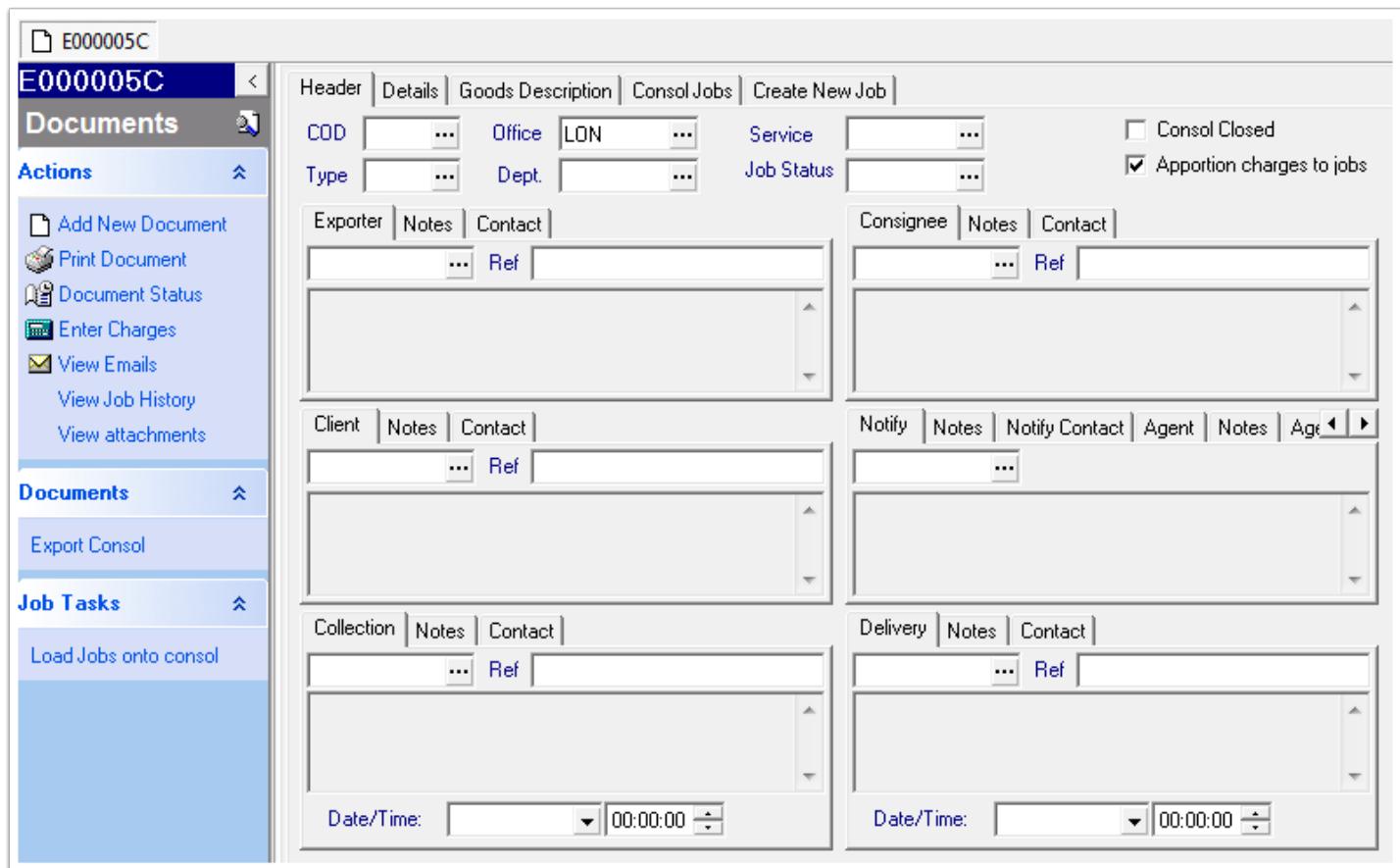
Create the **Consolidation Job** by opening the 'New' window then 'Consolidation' and choosing whether it is an import or an export.



Step #2 - Fill In the Job Detail

Fill in the job detail on the Header, Details, etc.

Now click the 'Consol Jobs' tab to add an existing job.



The screenshot shows the 'Header' tab of a job detail screen. The interface is divided into several sections:

- Header:** COD, Office, LON, Service, Type, Dept., Job Status, Consol Closed, Apportion charges to jobs.
- Exporter:** Ref, Notes, Contact.
- Consignee:** Ref, Notes, Contact.
- Client:** Ref, Notes, Contact.
- Notify:** Ref, Notes, Notify Contact, Agent, Notes, Agent.
- Collection:** Ref, Notes, Contact.
- Delivery:** Ref, Notes, Contact.

At the bottom, there is a Date/Time field and a Date/Time dropdown. A sidebar on the left contains 'Actions' and 'Job Tasks' sections.

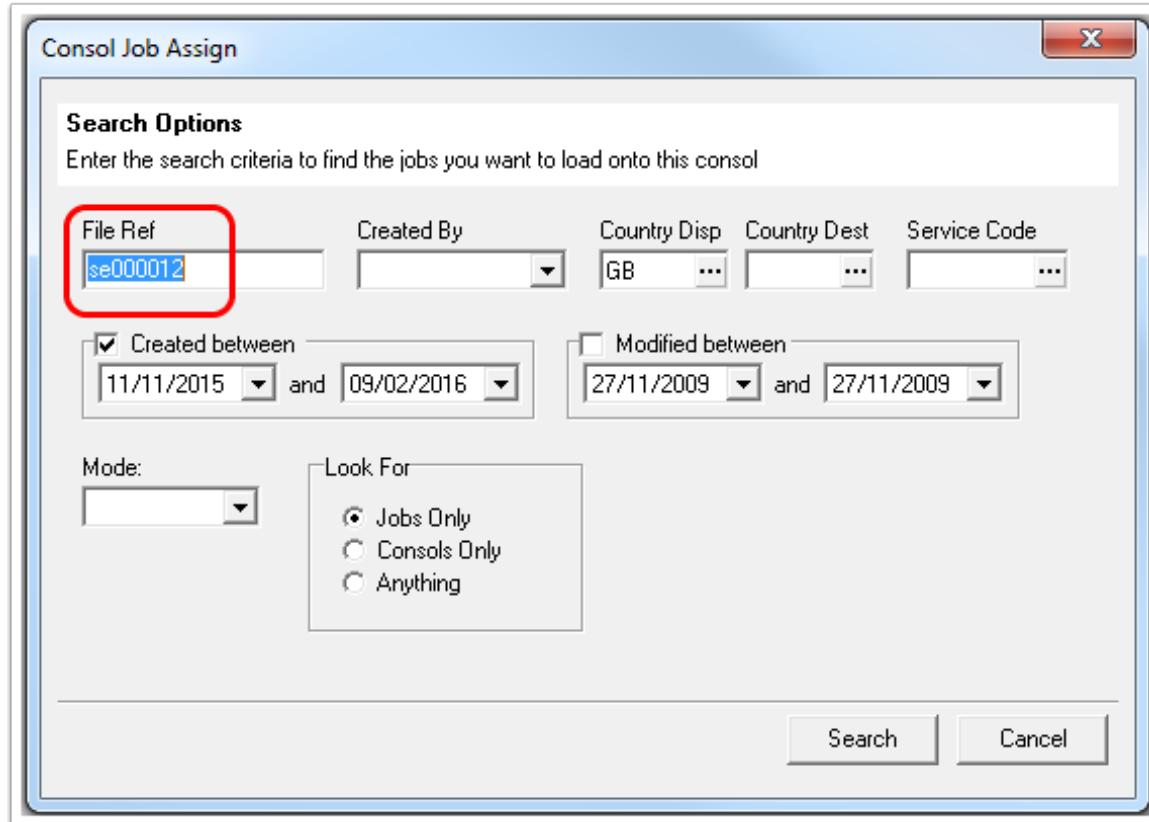
Step #3 - Add Job to Consol Job

At the bottom of the Consol Jobs tab are some buttons, to add a job, click 'Search'.



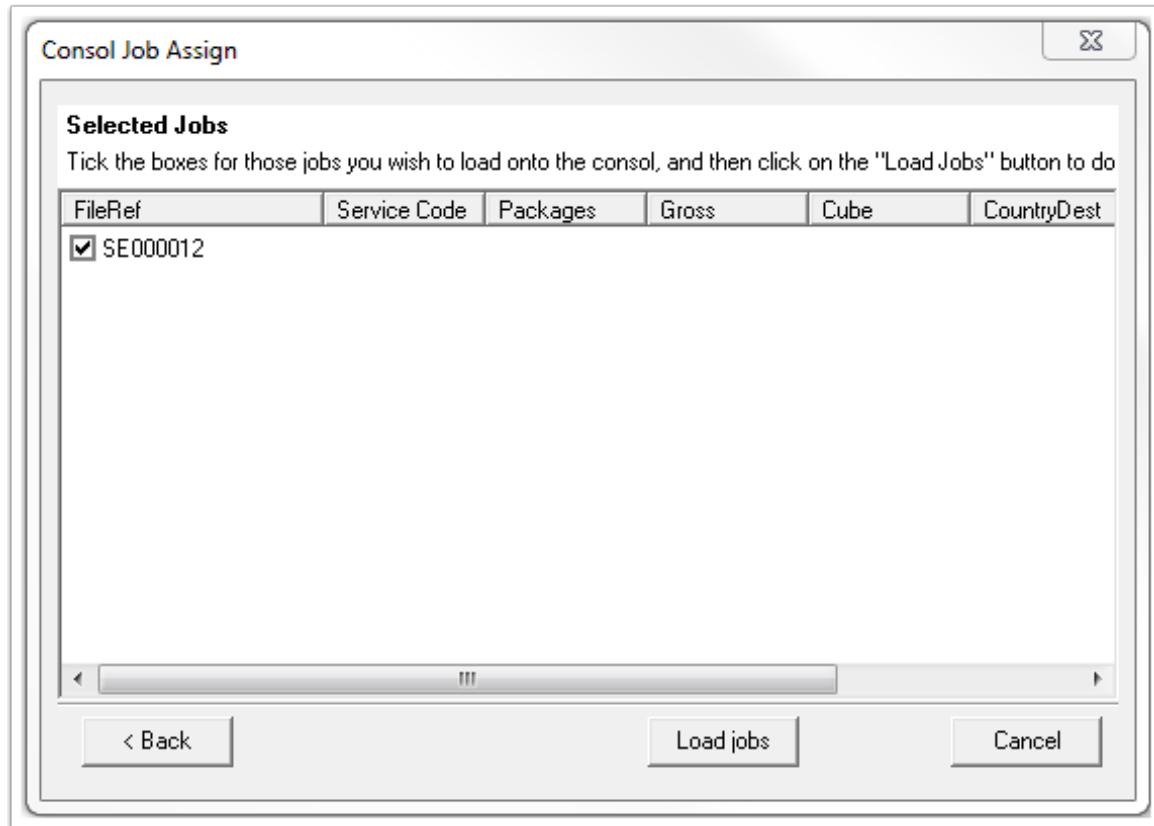
Step #4 - Search for the Job to be added to the Consol

Enter the File Ref into the box highlighted below then click 'Search'.



Step #5 - Select the Job

Tick the tickbox next to the job, then click 'Load Jobs'.



Step #6 - Jobs on the Consol

The job should now appear in the 'Consol Jobs' tab on the consol job. When this is opened some of the fields will be 'greyed out' because they are being pulled from the Consol Job.

