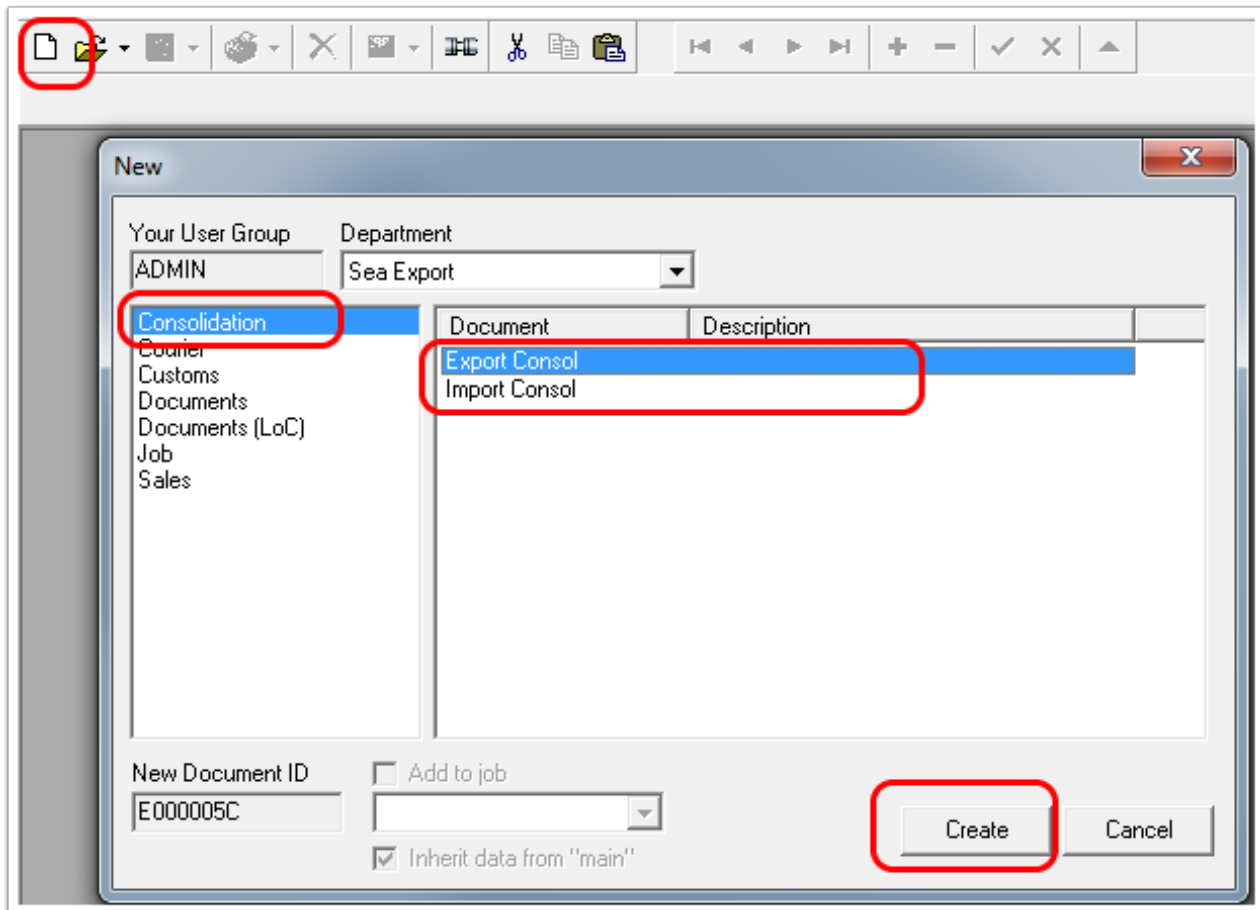


Step #1 - Create the Consolidation Job

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 Sigma FM3 software interface. On the left is a sidebar with a 'Documents' section containing 'Add New Document', 'Print Document', 'Document Status', 'Enter Charges', 'View Emails', 'View Job History', and 'View attachments'. Below this is a 'Job Tasks' section with 'Export Consol' and 'Load Jobs onto consol'. The main window has a top bar with 'E000005C' and a tabbed interface. The 'Consol Jobs' tab is selected, showing fields for 'COD', 'Office' (LON), 'Service', 'Type', 'Dept.', and 'Job Status'. There are checkboxes for 'Consol Closed' and 'Apportion charges to jobs'. Below these are six sections: 'Exporter', 'Consignee', 'Client', 'Notify', 'Collection', and 'Delivery'. Each section has 'Notes' and 'Contact' sub-sections with text input areas. At the bottom of each section is a 'Date/Time' field set to '00:00:00'.

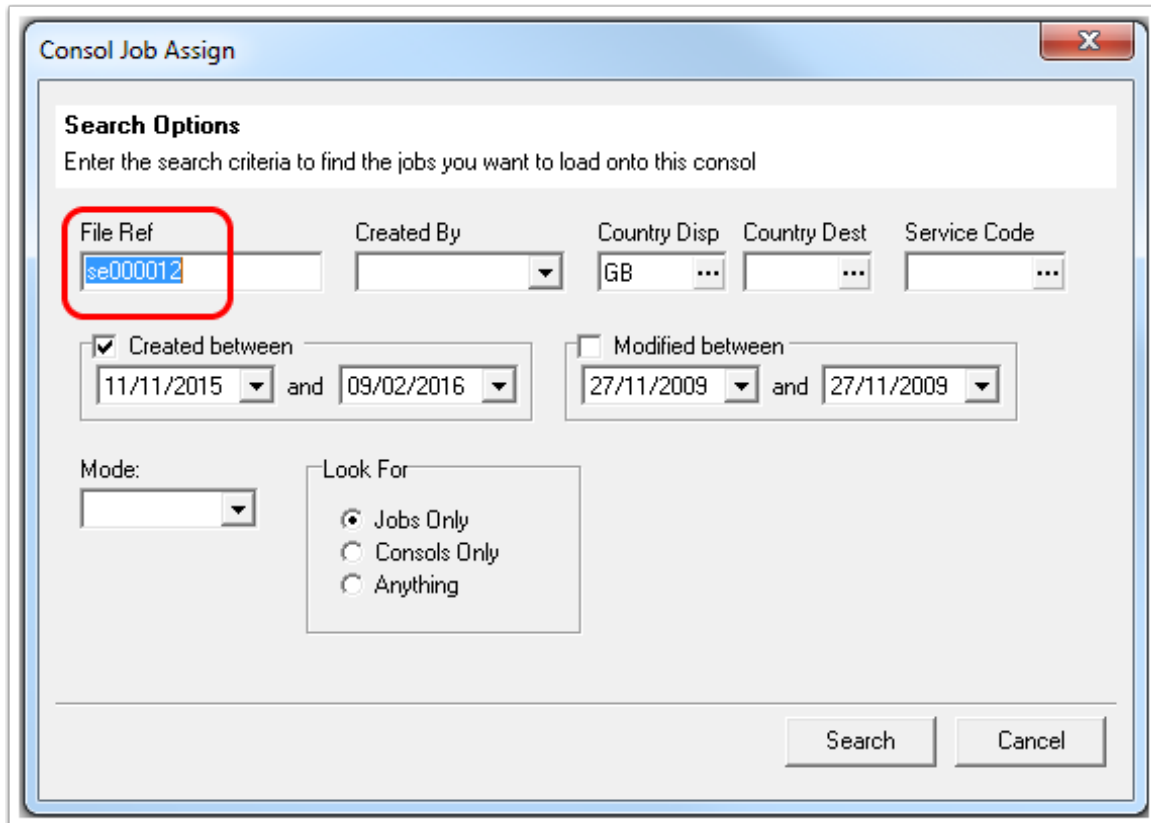
Step #3 - Add Job to Consol Job

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

A close-up of the buttons at the bottom of the 'Consol Jobs' tab. There are three buttons: 'Search', 'Unload', and 'Open Job'.

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

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



The screenshot shows a 'Consol Job Assign' dialog box with a 'Search Options' section. The 'File Ref' field is highlighted with a red rectangle and contains the text 'se000012'. Other fields include 'Created By', 'Country Disp' (set to 'GB'), 'Country Dest', and 'Service Code'. There are also date range filters for 'Created between' (11/11/2015 to 09/02/2016) and 'Modified between' (27/11/2009 to 27/11/2009). A 'Mode' dropdown is set to 'Jobs Only'. At the bottom right are 'Search' and 'Cancel' buttons.

Consol Job Assign

Search Options
Enter the search criteria to find the jobs you want to load onto this consol

File Ref: **se000012** Created By: Country Disp: GB Country Dest: Service Code:

☒ Created between: 11/11/2015 and 09/02/2016 ☐ Modified between: 27/11/2009 and 27/11/2009

Mode: Look For:
☒ Jobs Only
☐ Consols Only
☐ Anything

Search Cancel

Step #5 - Select the Job

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

Consol Job Assign

Selected Jobs
Tick the boxes for those jobs you wish to load onto the consol, and then click on the "Load Jobs" button to do

FileRef	Service Code	Packages	Gross	Cube	CountryDest
<input checked="" type="checkbox"/> SE000012					

< Back Load jobs Cancel

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.

Header Details Goods Description **Consol Jobs** Create New Job

FileRef	ClientCode	Packages	DescPackages	Gross	Cube	ChgWt	Jobs	Collection Address
SE000012								

Header Details Goods Description **POD** Items

COD ... Service

Type ... Dept. ...