

# Using Unassigned Orders

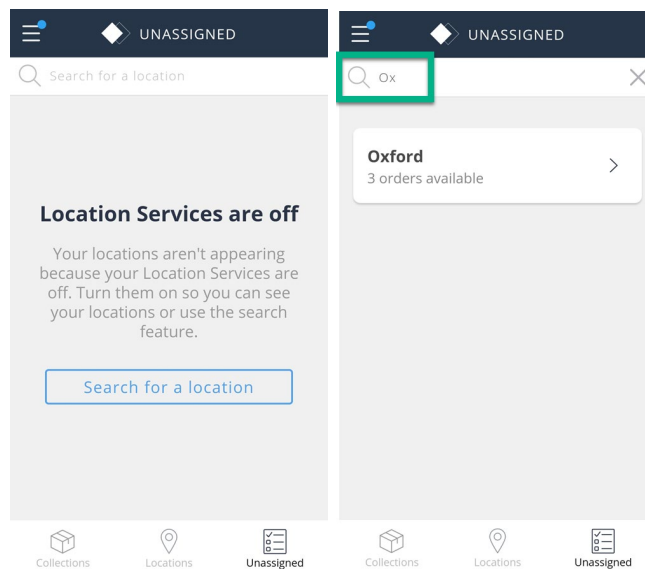
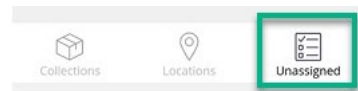
You to view unassigned orders and assign them to yourself to collect.

1. [Assign an order](#)
2. [Unassign an order](#)
3. [Viewing Unassigned Order locations](#)

## Assign an order

You can assign an order directly to yourself. To assign an order:

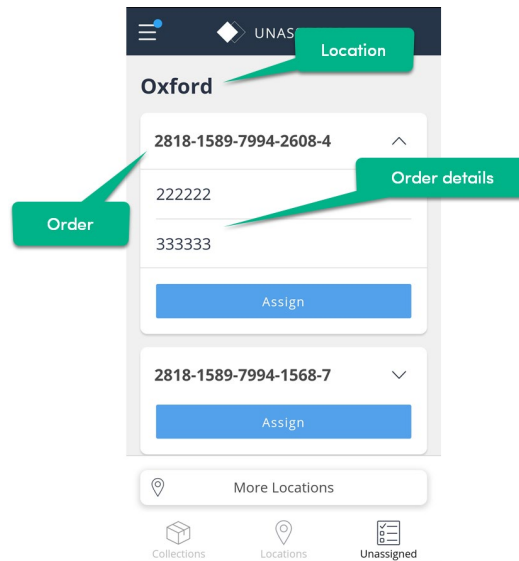
1. Go to the **Unassigned** screen.
2. If you have Location Services turned off, you can search for the location.  
**Note:** You can search by location name or by post code.
3. Search and select the location you want to assign an order from.



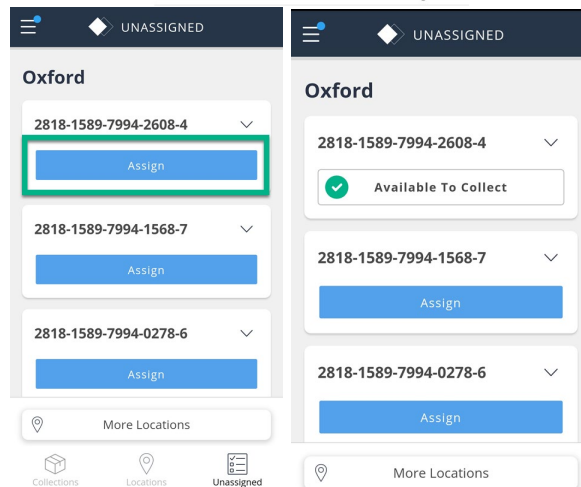
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4. If you have Location Services turned on, the nearest location opens.

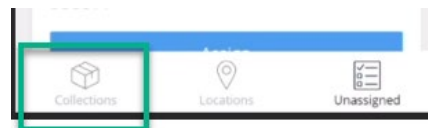
**Note:** You can view SKU and description details by selecting the expand arrow.



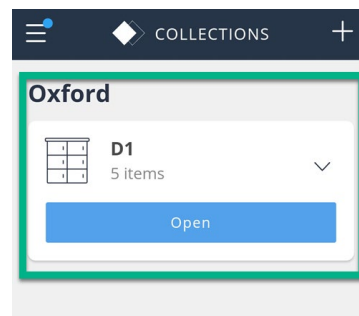
5. Select **Assign** for all relevant orders.



6. Go to **Collections**.



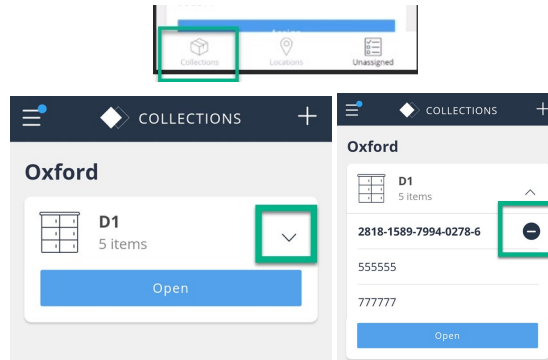
The orders are now assigned to you. You can collect your orders from the **Collections** screen.



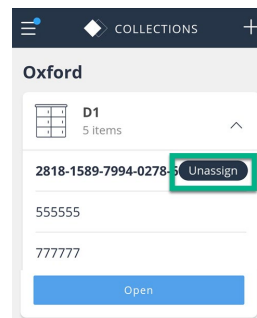
## Unassign an order

You can unassign an order if you originally assigned it to yourself. You cannot unassign an order someone else has assigned to you. To unassign an order:

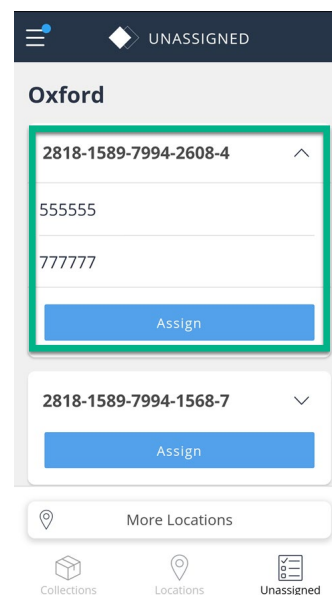
1. Go to **Collections**.
2. Expand the drop down to view the order detail.



3. Select **Unassign**.



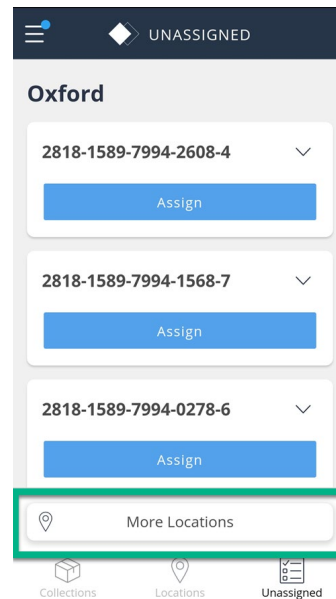
The order is removed from the screen. It is no longer assigned to you, but you can view it in **Unassigned**.



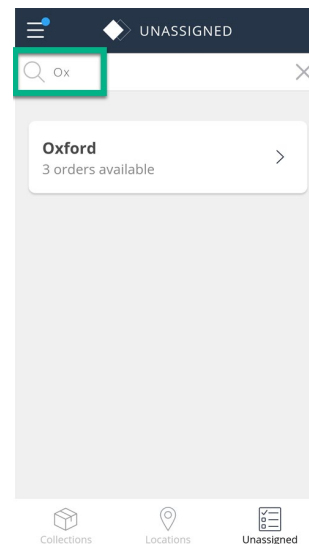
## Viewing Unassigned Order locations

You can view other locations from the **Unassigned** screen and assign orders.

1. From the **Unassigned** screen, select **More Locations**.

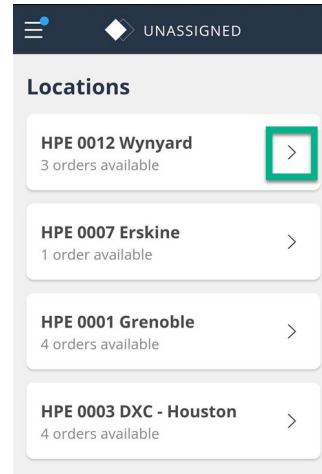


2. If you have Location Services turned off, **More Locations** takes you to the search screen.  
**Note:** You can search by location name or by post code.
3. Search and select the location you want to view.

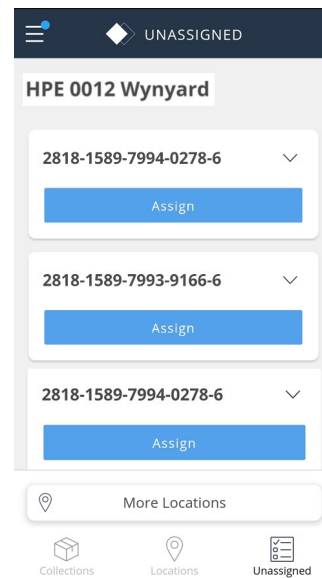


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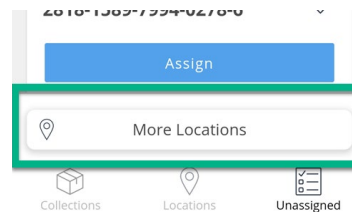
4. If you have Location Services turned on, the list of your locations appears. Select the **Location** you want to view.



5. Assign any orders. For more details, see [Assign an order.](#)



6. You can return to any location by selecting **More Locations**.



# Using Unassigned Orders

Konnect App – User Guide



The list appears for you to select from.

