

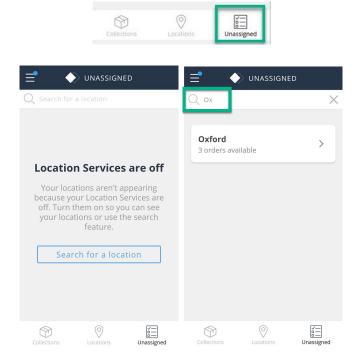
You to view unassigned orders and assign them to yourself to collect.

- 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.
- 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.



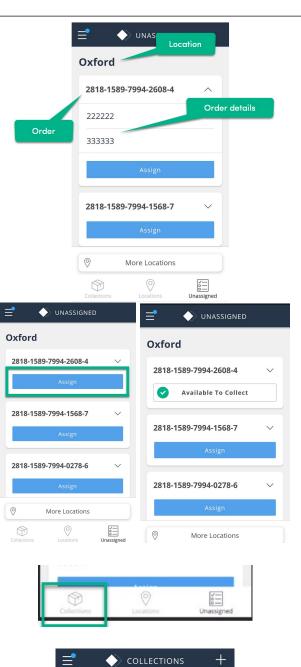
## Using Unassigned Orders



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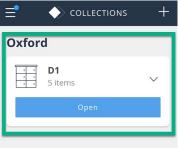
 If you have Location Services turned on, the nearest location opens.
Note: You can view SKU and description details by selecting the expand arrow.

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.



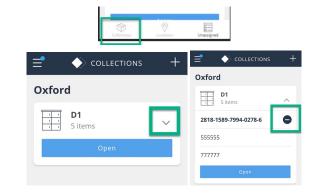


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#### Unassign an order

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.



COLLECTIONS

2818-1589-7994-0278-5 Unassign

Oxford D1 5 items

> 555555 777777

3. Select Unassign.

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

≡ (	UNASSIGNED	)
Oxford		
2818-158	9-7994-2608-4	^
555555		
777777		
	Assign	
2818-158	9-7994-1568-7	~
	Assign	
0	More Locations	
Collections	Cocations	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**.

= 🔶 unassigned	
Oxford	
2818-1589-7994-2608-4	$\sim$
Assign	
2818-1589-7994-1568-7	~
Assign	
2818-1589-7994-0278-6	~
Assign	
More Locations	
Collections Locations	Unassigned
	×
Q ox	~

Oxford

 $\bigcirc$ 

3 orders available

Unase"

- 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.





## Using Unassigned Orders

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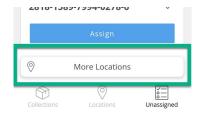
4. If you have Location Services turned on, the list of your locations appears. Select the **Location** you want to view.

5. Assign any orders. For more details, see <u>Assign an order</u>.

📑 🛛 🔶 UNASSIGNED	
Locations	
HPE 0012 Wynyard 3 orders available	>
HPE 0007 Erskine 1 order available	>
HPE 0001 Grenoble 4 orders available	>
HPE 0003 DXC - Houston 4 orders available	>

	)
HPE 0012 Wynyard	
2818-1589-7994-0278-6	$\sim$
Assign	
2818-1589-7993-9166-6	~
Assign	
2818-1589-7994-0278-6	~
Assign	
Ø More Locations	
Collections	Unassigned

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.

UNASSIGNED	
Locations	
HPE 0012 Wynyard 3 orders available	>
HPE 0007 Erskine 1 order available	>
HPE 0001 Grenoble 4 orders available	>
<b>HPE 0003 DXC - Houston</b> 4 orders available	>