

How do I unlock a locked order?

When it is necessary to unlock an order, the following conditions must be met: the user must have the appropriate permissions to do so, and the following steps must be performed: trip must be unlocked, then the order must be saved and reopened. After that, the information in the order can be edited.

1. Click on the trip **number** to open the Trip/Spedition form.
2. Click the **Lock** icon to unlock and open the trip.
3. **Close and reopen the Order.** You can then change the order information.

Client order 9671 Invoice sent SmartCargo Logistics ROAD

Trip/Spedition L25AS4 Delivered SmartCargo Logistics RAIL

Trip details Attachments Price calculations Finances Route Map Chat

Type Agreement trip Transport mana... Harper Daniel Transport type Road Multi-Trip

Order date 28.04.2025 From 25.04.2025 11:10 till 10.08.2026 10:46 Traffic line Asia

Truck MA123 Trailer Carrier Fast delivery Ltd Expeditor Veldre Jānis Driver Test1 Test1

Spedition comp.

Trailer type Trailer type

Carrier price 437 EUR 21% Term 5 days

Send documents... Transport manager email

Profit:	1918.00 Eur
Markup:	439.00%
Income:	2355.00 Eur

Export ferry Export ferry Import ferry Import ferry

Search..

	Number	Loading address	Delivery address	Cargo description	POD	Income	Costs
☒	9090	LV-5404, Daugavpils; zs Gundegas 25.04-13	PT-2430, Vieira de L... 09.05	4EPLL; 1.00LDM; t*-10°/0°	✓	5.00	48.56
☐	9671	LV-1012, Rīga; Eaton Electric 03.08	DE-67063, Ludwigs... 10.08 +6	5; 2.00LDM; 300 Kg;	✓	2350.00	388.44
						2355.00	437.00

Carrier notes Carrier notes Internal notes Internal notes

Plan from LV-2112; Baloži; Avotz Date 02.04.2025 00:00 Region Region Planner Planner

Confirmed 11.08.2026 10:27 JanisV Delete Save Cancel

ord	Service	Load.date	Deliv.date	Income	Costs [t	Profit	Order for carrier	POD	Incoming im
☒	0	LV-1012, Rīga -> DE-67063, Ludwigshafen	03.08	10.08 +6	2350.00	388.44	1 L25AS4; Fast delivery Ltd MA123	✓	New Ex
					2350.00	388.44	1961.5		

Saved: 11.08.2026 10:00 JanisV Delete Save Cancel

Additional:

There is a configuration option that provides additional security. Once the invoice has been generated, all three locking steps are activated.

To make changes, you need to **unlock the invoice, unlock the trip, close and reopen the Order.**

Revision #5

Created 2026-08-11 06:52:29 UTC by Edgars Linge

Updated 2026-08-11 07:59:14 UTC by Edgars Linge