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Transportation Management System
Setup & Settings

Setup & Settings

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Setup & Settings

Introduction

The TMS configuration process involves the creation and editing of TMS directories and entities to ensure optimal alignment of the TMS module with the company's business processes.

The configuration process is contingent on the company type, whether it is a Shipper, that is, it manages the shipment of its own goods, or an LSP (Logistic Service Provider), whose business revolves around managing the transportation of third-party cargo.

Many settings are utilized in both scenarios but with varying levels of detail.

Introduction

TMS comprises two main components: the core TMS and the Logistic Units extension. The core TMS utilizes functions provided by Logistic Units, which offers functionality for handling pallets and containers and features its own configuration system.

All settings related to working with logistic units are located in the Logistic Units module settings.

Purchasing Licenses

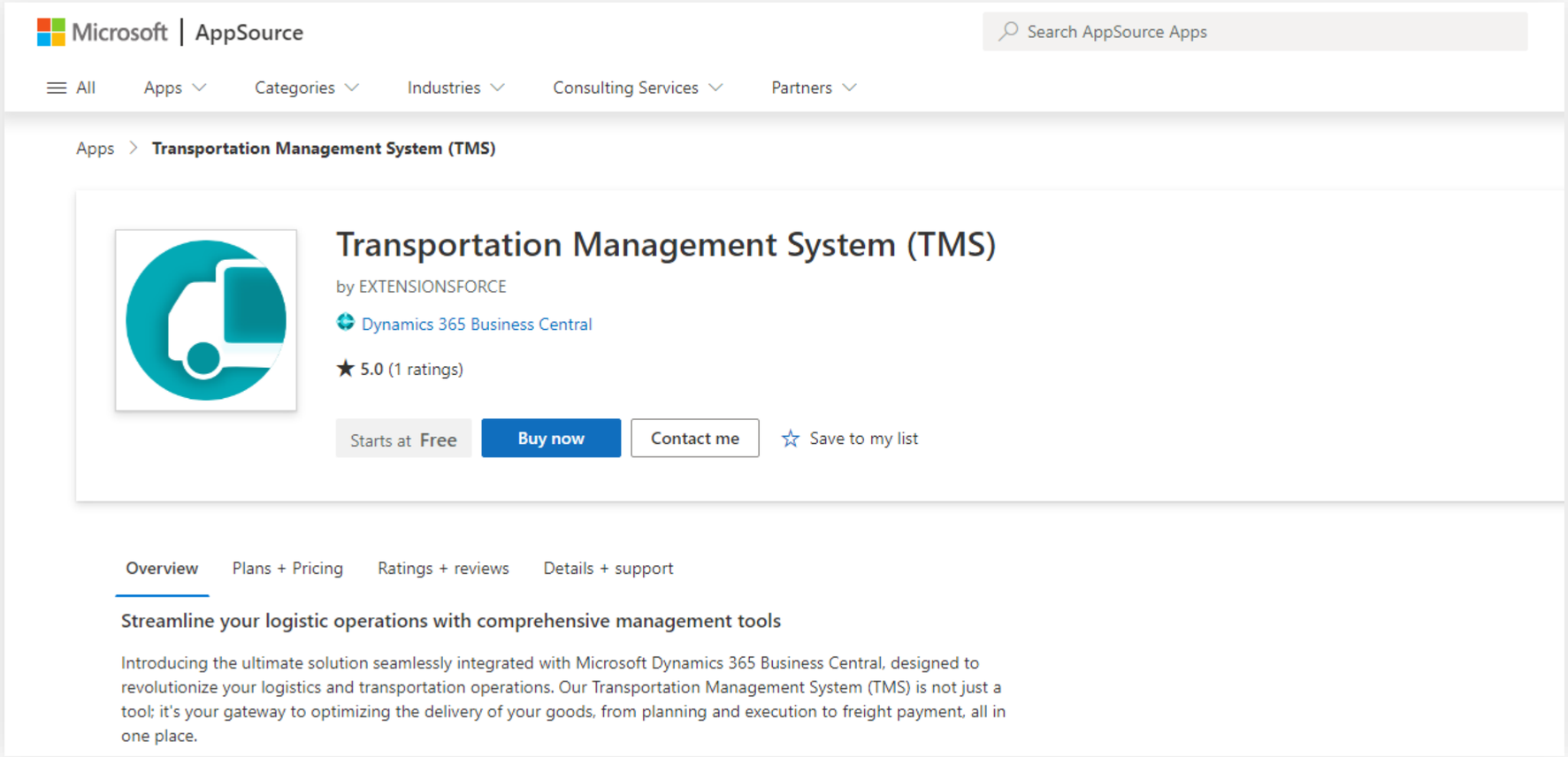
After installing the TMS extension, several steps must be completed to make TMS available to users.

Purchase and assign licenses. Immediately after installation, TMS is not available to users and is not visible in the Business Central menu, therefore, it is necessary to purchase TMS licenses. This can be done from the TMS page on AppSource by selecting the pricing plan that best suits your company. Then, assign licenses to users who will work with TMS in the Microsoft 365 Admin Center.

p.s. It is not mandatory to buy as many licenses as Business Central licenses; you can limit it to only those who work with transportation and TMS.

Purchasing Licenses

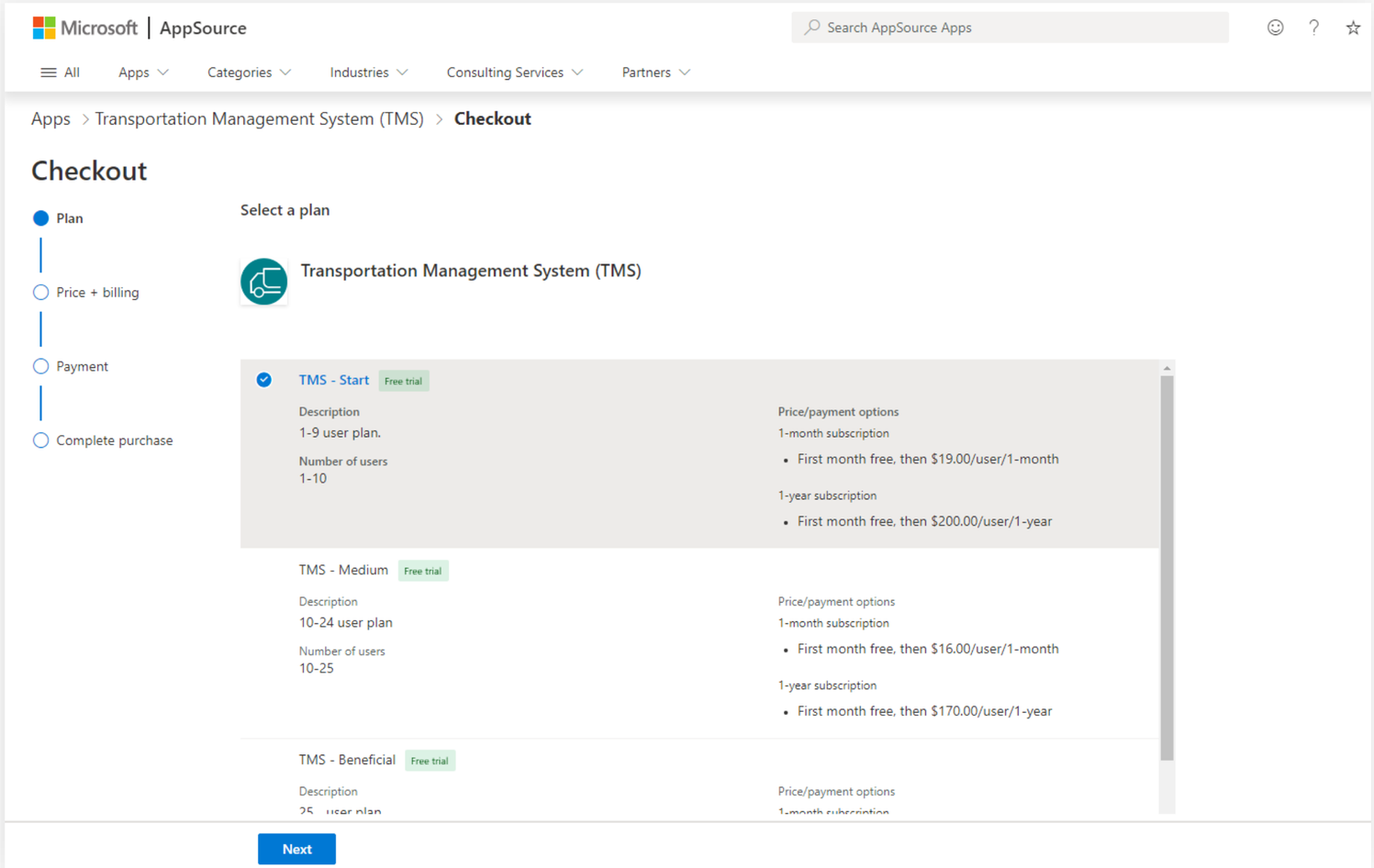
Licenses are purchased directly on the TMS page on the AppSource portal.
Click **Buy now** button.



Purchasing Licenses

Transportation
Management System

Choose the suitable pricing plan according to the number of users you need.
Each plan includes a one-month trial period.



Purchasing Licenses

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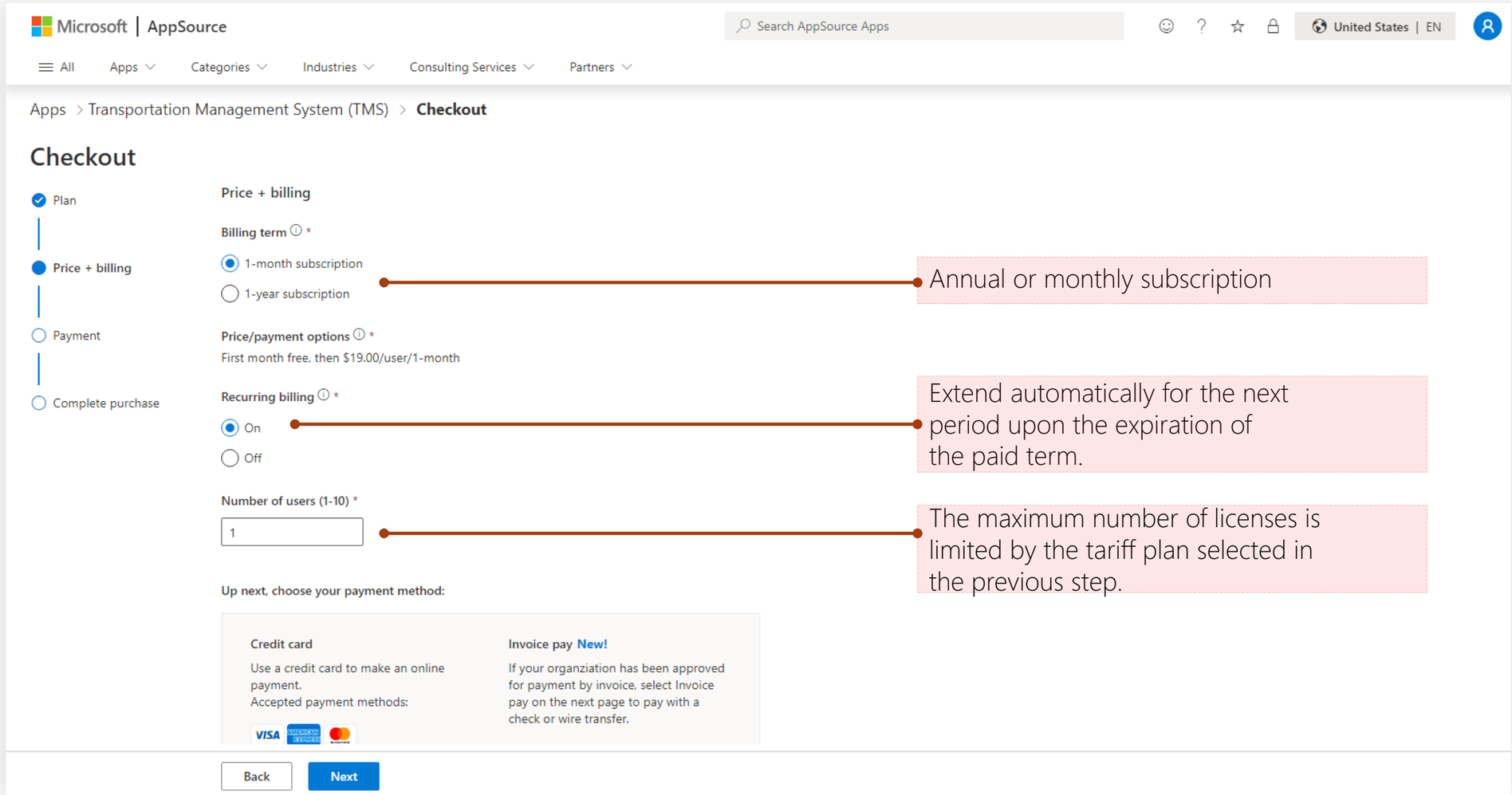
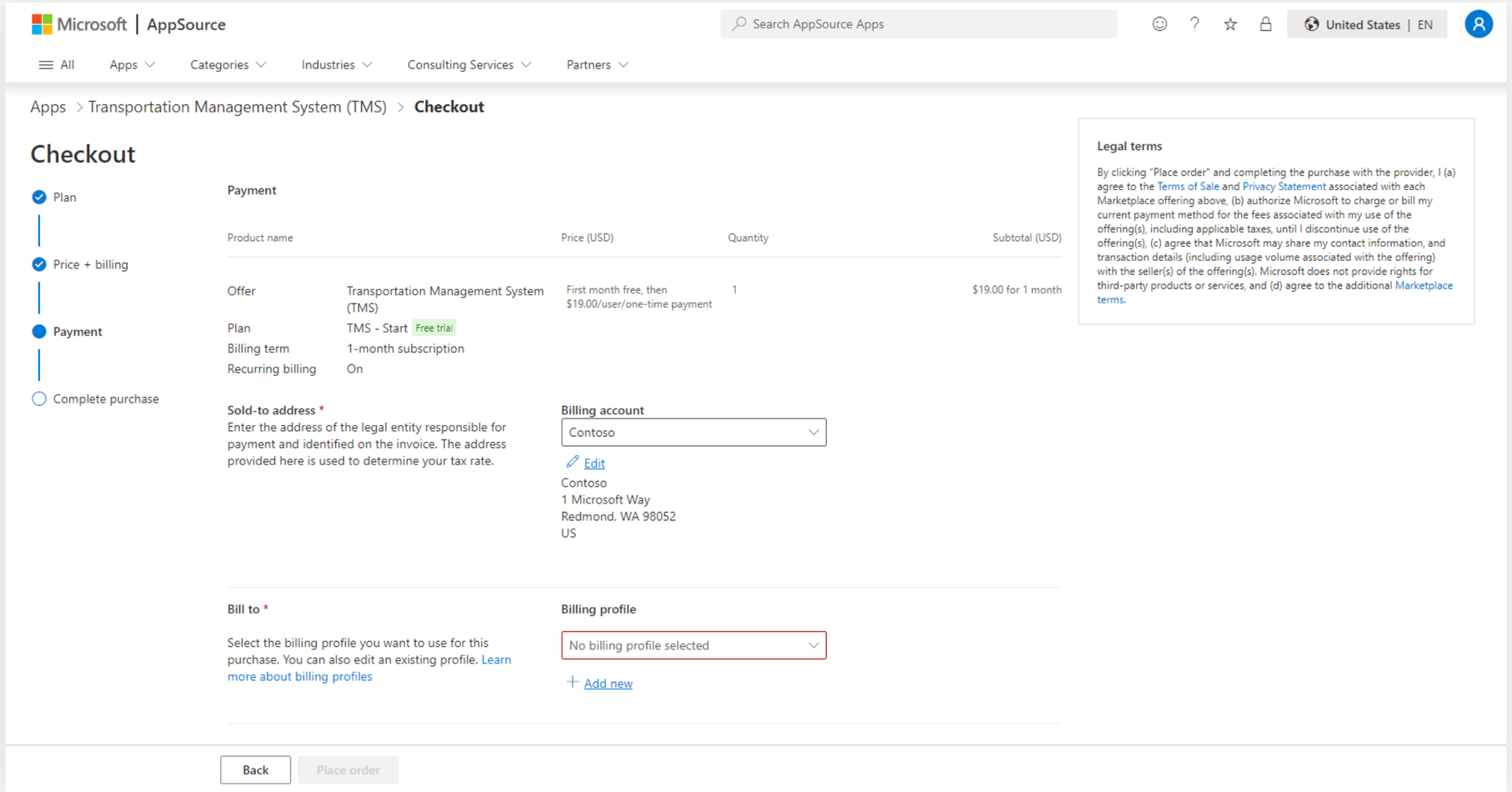
Set the subscription parameters. For demo mode, auto-renewal can be disabled (Recurring billing).



Purchasing Licenses

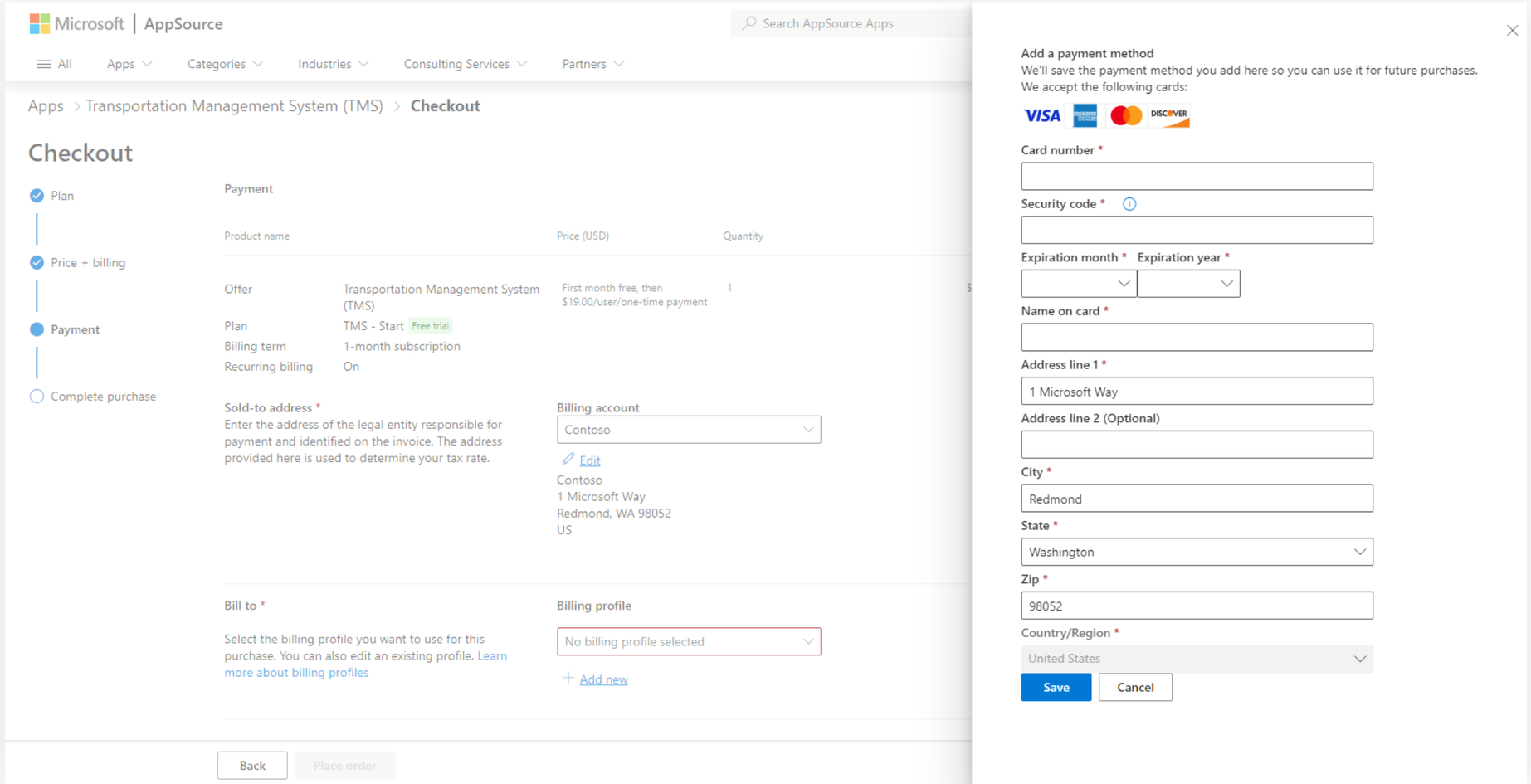
Transportation
Management System

In the next step, it is necessary to check the subscription parameters and select the billing account from which payments will be made and to which Microsoft will issue invoices.



Purchasing Licenses

Payment by card is possible. To do this, it is necessary to press the **+Add new** button to add a new payment method.



Assigning Licenses

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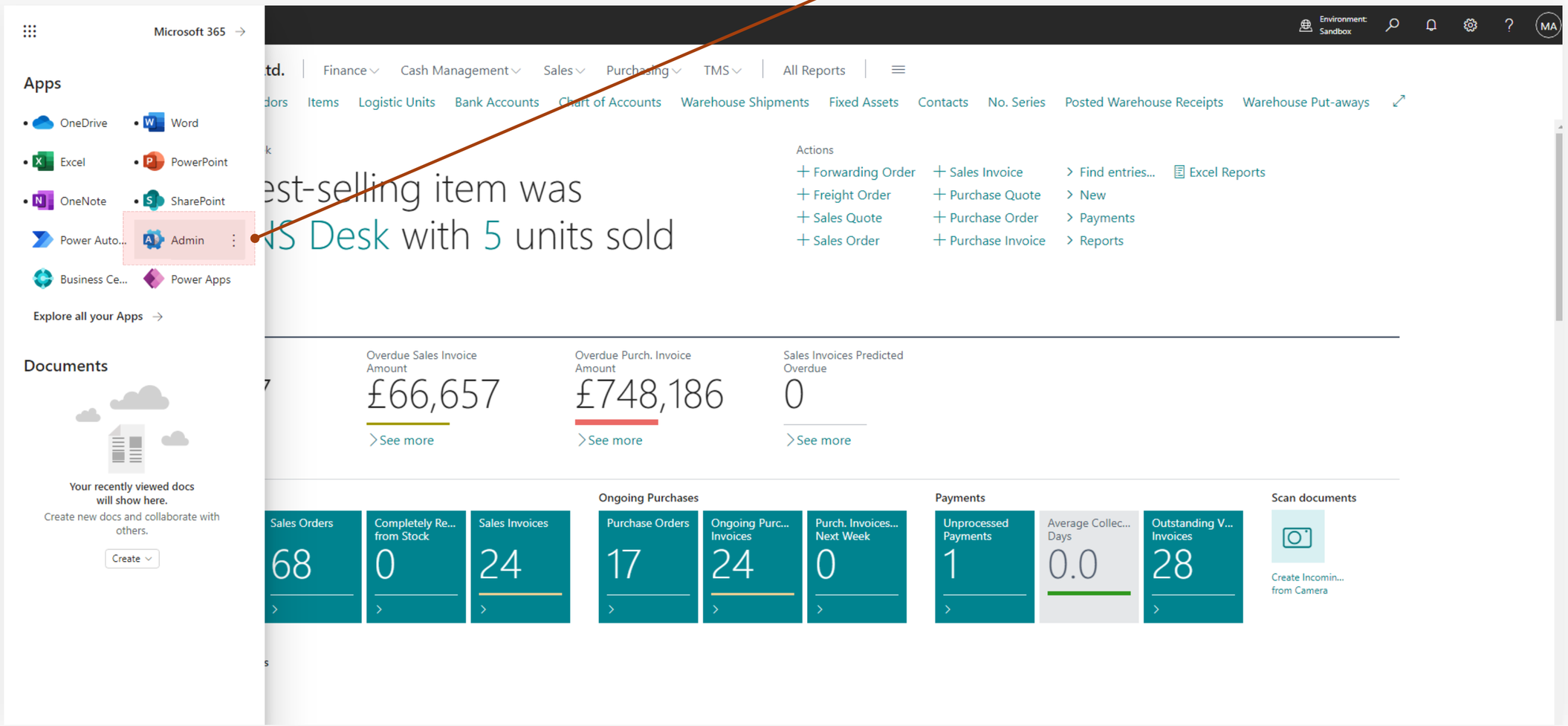
Management System

Assigning licenses to users is done in the Microsoft 365 admin center.



Assigning Licenses

Transportation
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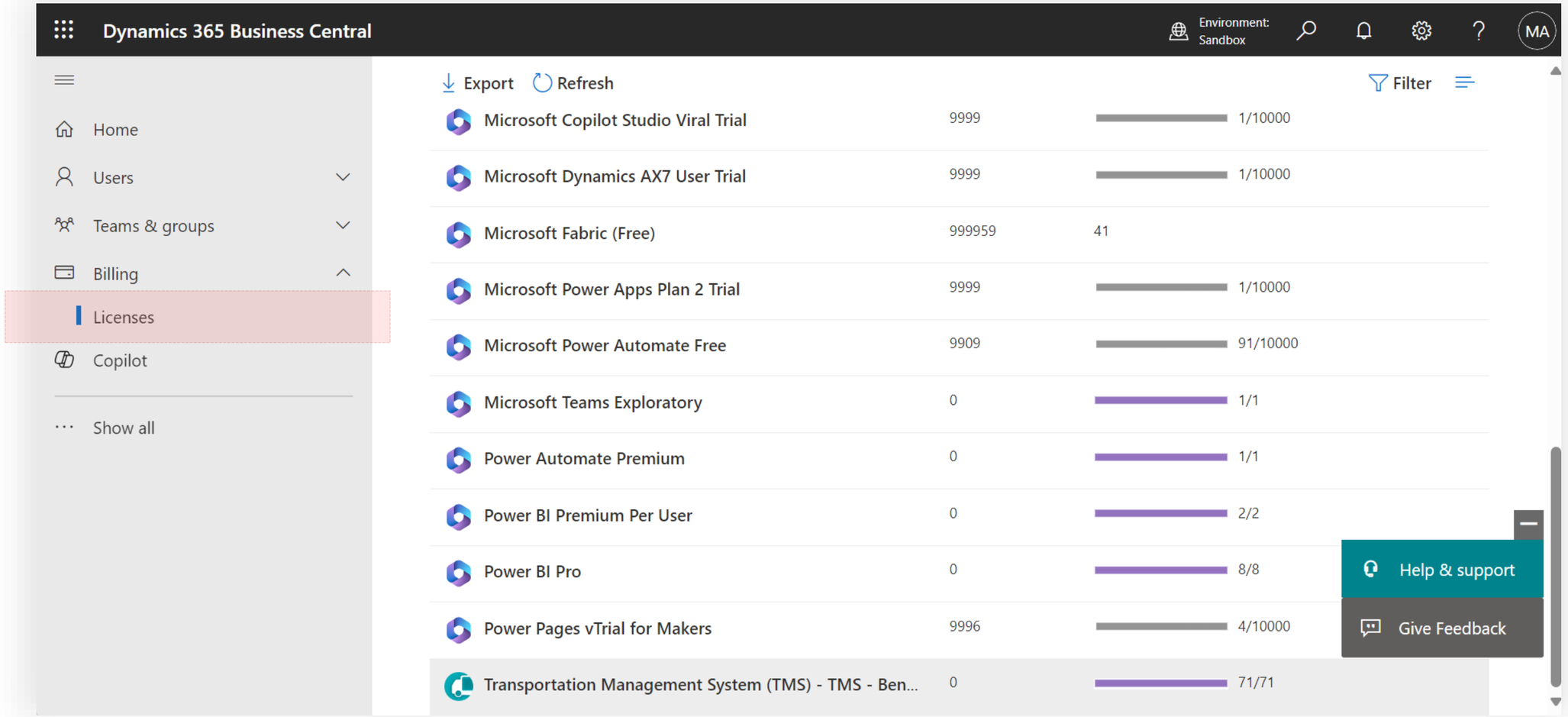
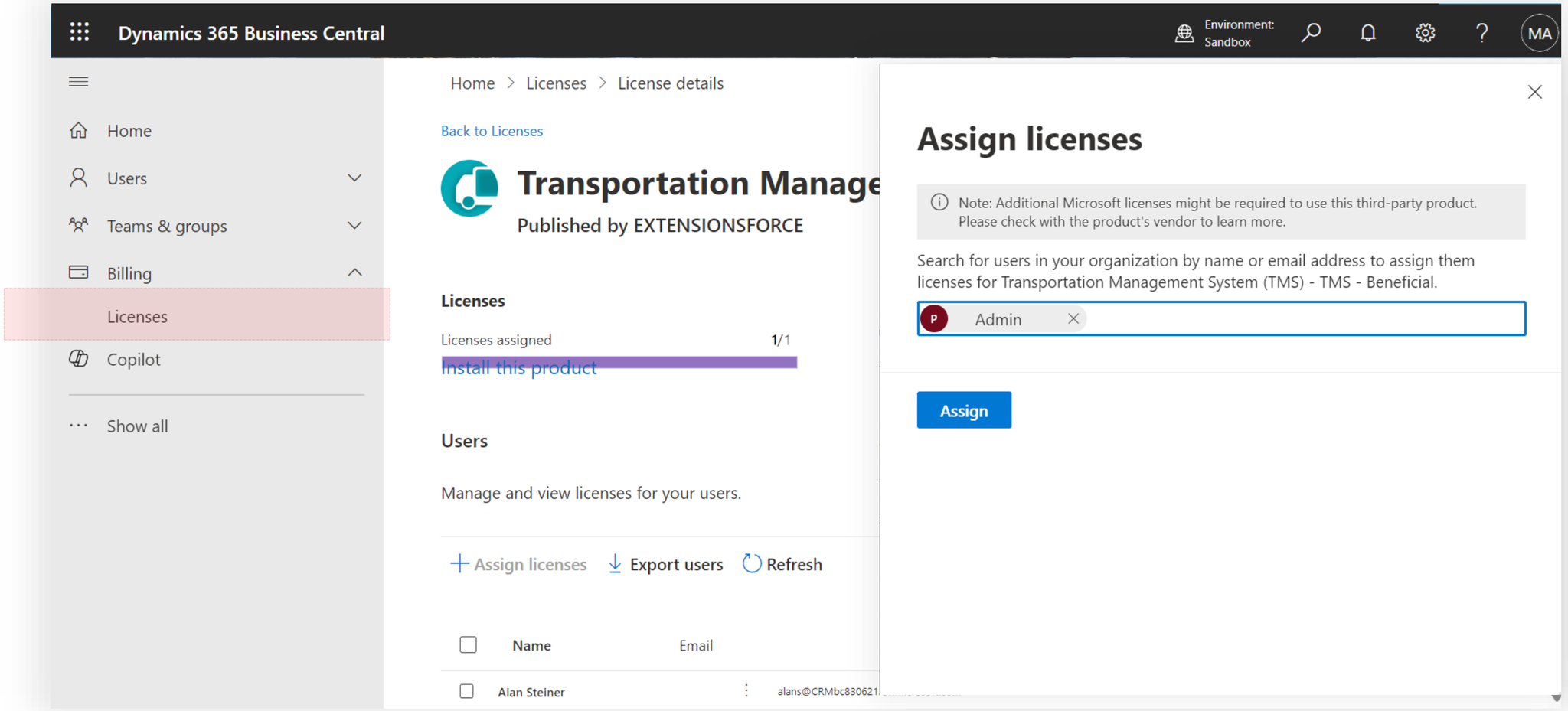
Select the **Billing > Licenses** menu item and scroll down to the TMS product licenses



Assigning Licenses

On this page, licenses are distributed among users. Click **Assign licenses** button and find users.



Assigning Licenses

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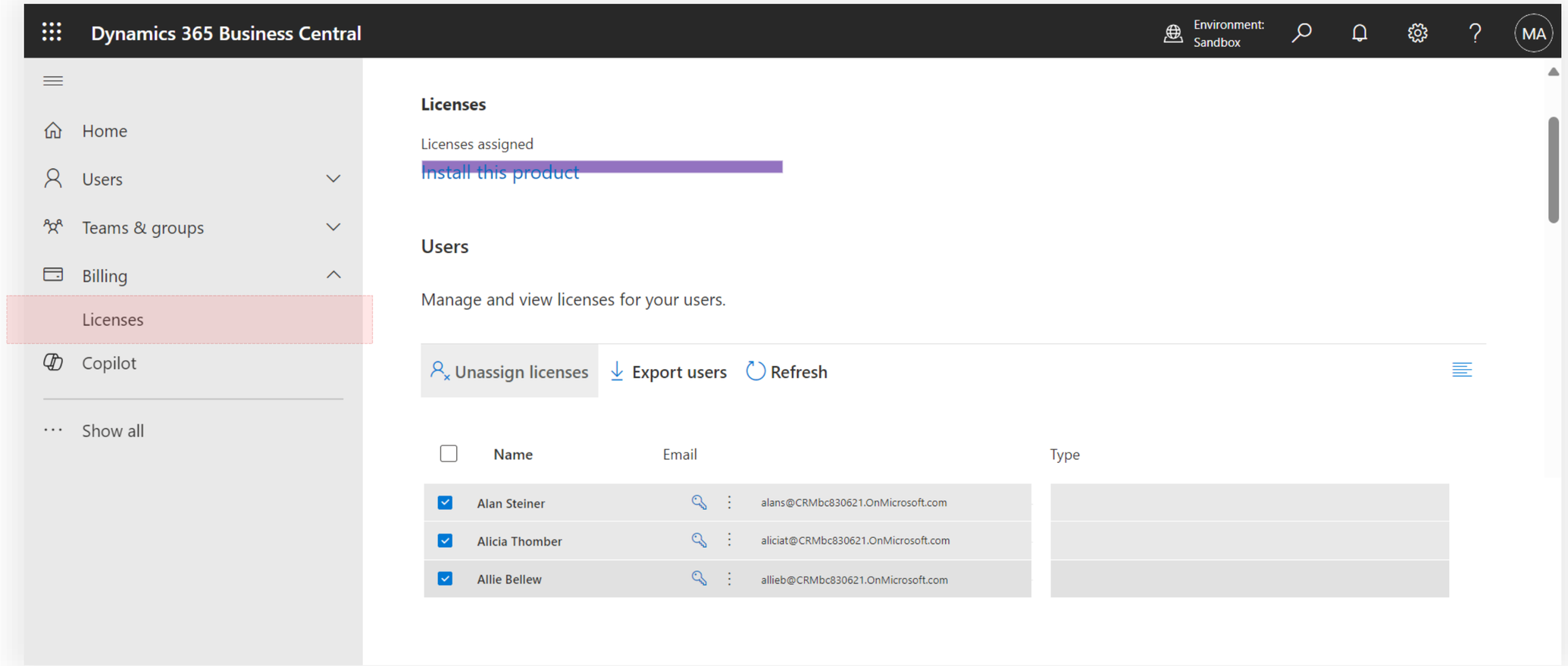
To revoke TMS licenses from users, you need to select the users and press the '**Unassign licenses**' button.



User Permissions

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Assign user permissions. Users can be divided into two groups: those who work with TMS, perform operations, and handle documents, and administrators who can configure TMS and change settings.

The permission sets that need to be added to the User:

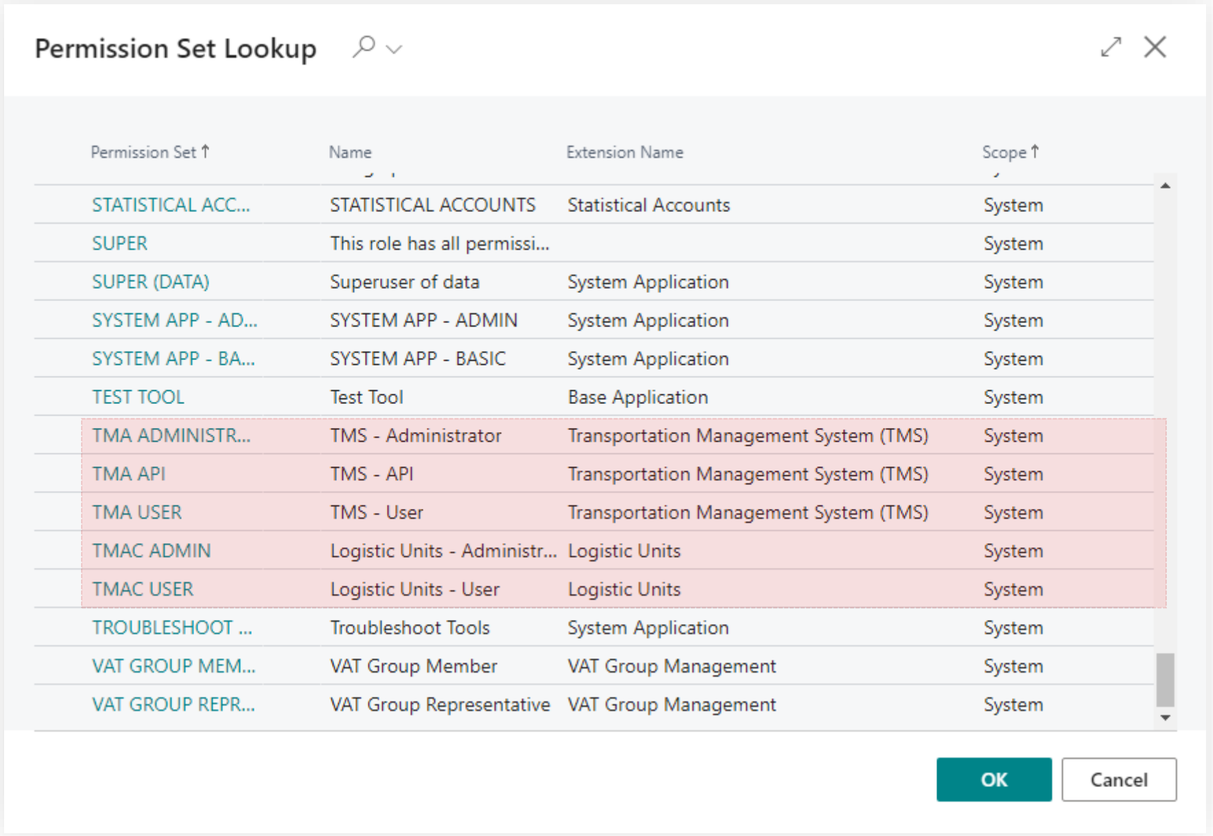
- TMA USER
- TMAC USER

To the Administrator:

- TMA ADMIN
- TMAC ADMIN

For external access via API or Power BI

- TMA API

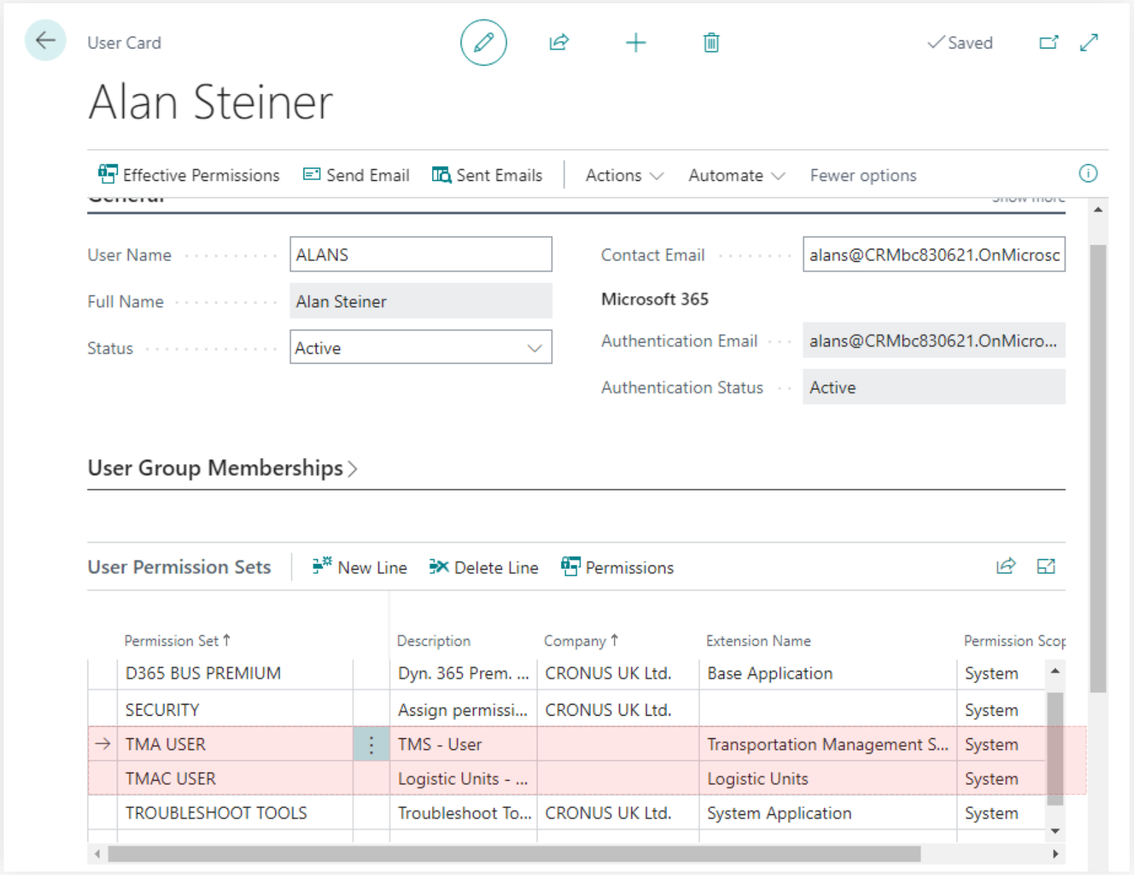


The next slide provides an example of user settings.

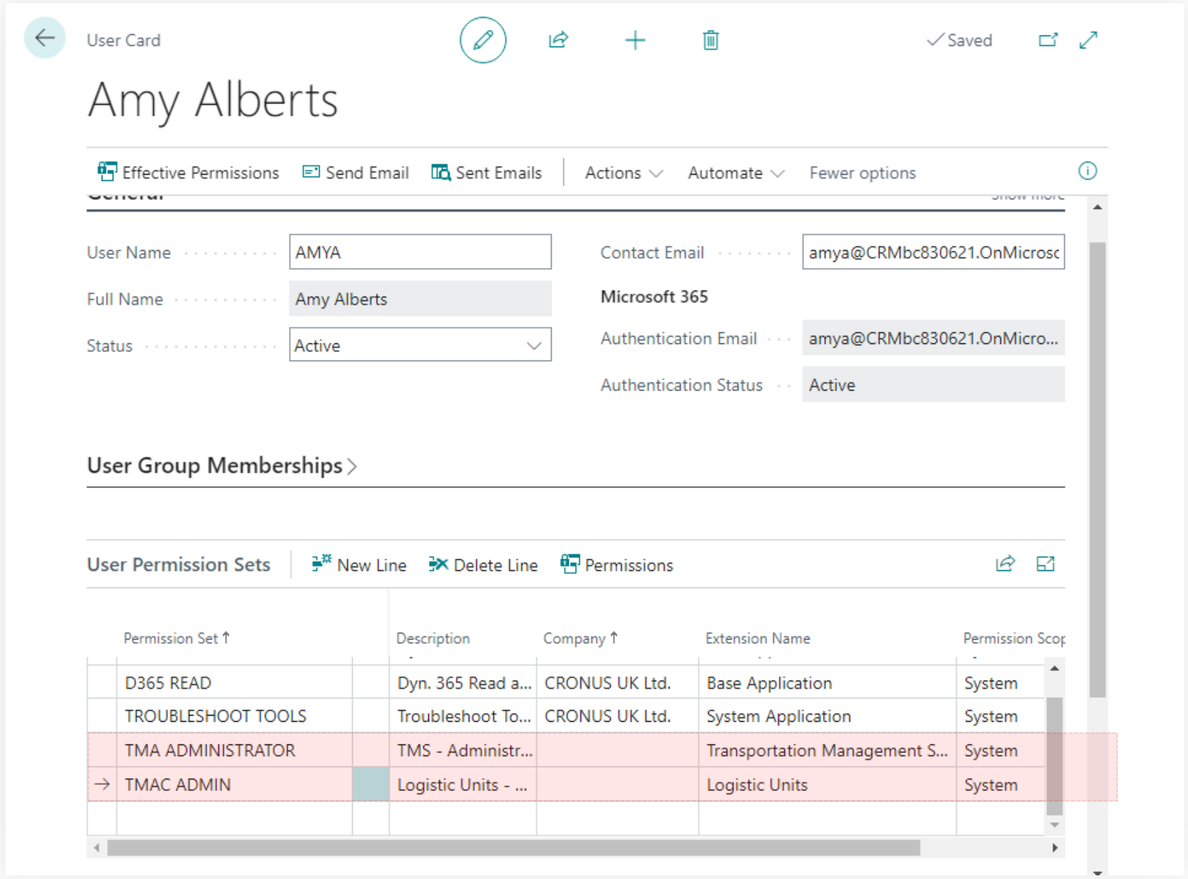
User Permissions

Transportation
Management System

User/Operator



Administrator



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Transportation Management System
Setup & Settings

Overview

Setup & Settings Workflow

Stages & Statuses	Services & Charges	Document Types	Maps	Master Data
The system of statuses and stages defines the steps of the transportation process and the steps for processing transportation documents.	Directory of transportation services provided to clients and the costs incurred during the transportation process. These are used for invoicing clients and for accounting for expenses from third-party carriers.	Configuration of the document template system. Templates set many default parameters of the transportation process, reducing the costs associated with entering documents into the system.	Configuration of integration with map services such as Google Maps. Setting up geolocation and geocoding objects. Configuration of map objects used in the transportation process.	General directories. Carriers. Vehicles. Routes. Drivers. Units of measurement. Freight classes, etc.

Settings

	Description	LSP scenario comment	Shipper Scenario comment
Stages profiles	Defines the structure of the transportation process, including the number of stages, such as whether it will be a single-stage delivery or a three-stage multimodal transportation.		
Status profiles	Statuses are used to organize the workflow of document processing in accordance with the business process. Different types of documents may have different status structures.		
Services	The Services directory is a reference within the TMS system designed for accounting for transportation services provided by the company. These services are used to invoice clients for transportation services.	Required for invoicing	
Charges	The Charges directory is a reference within the TMS system intended for the recording and allocation of costs to orders and the calculation of profitability for transportation orders.	Required for profit calculation	
Service Set	This setting allows for the definition of sets of services and costs that can be added automatically when creating orders, or for the use of restrictions on the sets of services and costs that can be utilized in an order.		
Content Set	Predefined set of content automatically added to an order upon its creation.		

Settings

	Description	LSP scenario comment	Shipper Scenario comment
Forwarding Order Types	Templates for forwarding orders that establish the structure of the order and the business process for handling said order, as well as setting default values.	Required	
Freight Order Types	Templates for freight orders define order parameters, including the status structure and the model for order numbering.		
Logistic Unit Type	Templates for logistics units, such as pallets, containers, and boxes, define dimensional parameters: length, width, height, as well as fill control parameters: by weight or volume.		
Map Locations	Map Locations is a directory of map-based locations utilized for precise pinpointing using geolocation services. Map Locations are employed for route mapping, distance calculations, and estimating transportation durations. Map Locations can be linked to the addresses of clients and suppliers.		useful if we have our own fleet
Map Location Types	A directory of location types on the map, such as Client, Vendor, Port, Gateway, Hub, etc.		useful if we have our own fleet
Google Maps services integration	Configuration of Google Maps and TMS integration		useful if we have our own fleet

Settings

	Description	LSP scenario comment	Shipper Scenario comment
Carriers	A directory of third-party carriers that provide transportation services to our company		useful if we have our own fleet
Vehicles	A directory of transportation vehicles, either owned by our company or by third-party carriers.		useful if we have our own fleet
Drivers	Configuration of the directory for drivers, whether from our company or external.		useful if we have our own fleet
Routes	Routes are used for the logical grouping of customer addresses by geographical attribute to facilitate the assignment of a set of customer orders to a specific truck or carrier.		
Units of measure	The TMS module's measurement units directory defines the primary linear, volumetric, and weight measurement units, along with their interrelationships and conversion coefficients.		
Freight Classes	The Freight Class Directory is a standardized classification system for less-than-container load (LCL) freight shipments, categorizing them based on specific attributes. The classification of cargo freight is established using various criteria, such as value, weight, length, density, and additional factors.		

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Transportation Management System
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Forwarding Order Type

Forwarding Order Type

Customizable template defining transportation order flow.

The Forwarding Order Type specifies parameters for the document such as:

- Structure - A template that shapes the entire transportation order lifecycle.
- Default Parties - Pre-establishes consignee and shipper details for consistency.
- Service Catalog - A catalog of available services for tailored shipping solutions.
- Number Series - Default numbering for organized tracking of orders.
- Status System - A comprehensive list of statuses for clear order progression.
- Content Presets - Includes default content settings for quicker order creation.

Setup & Settings – Forwarding Order Type

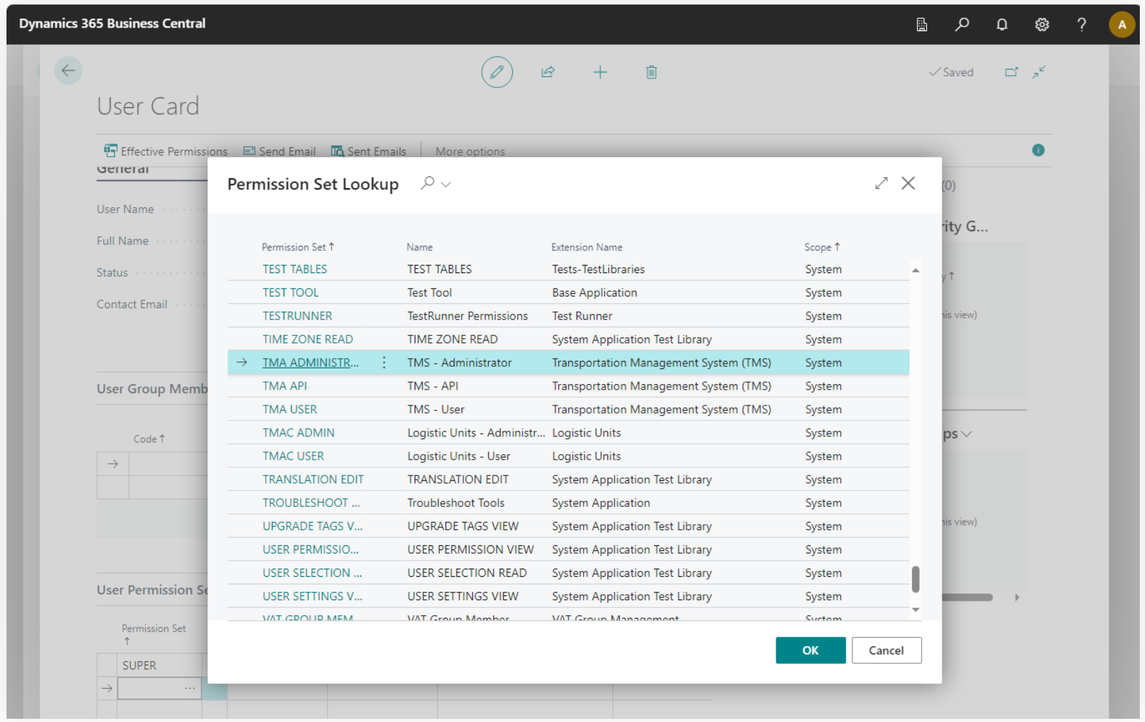
Transportation
Management System

Prerequisites

To change “Forwarding Order Types” user must have TMS Admin Permissions.

Before configuring forwarding order types, you must create the required entities: a set of services, a number series, a shipper and consignee, status profiles, and stages profiles.

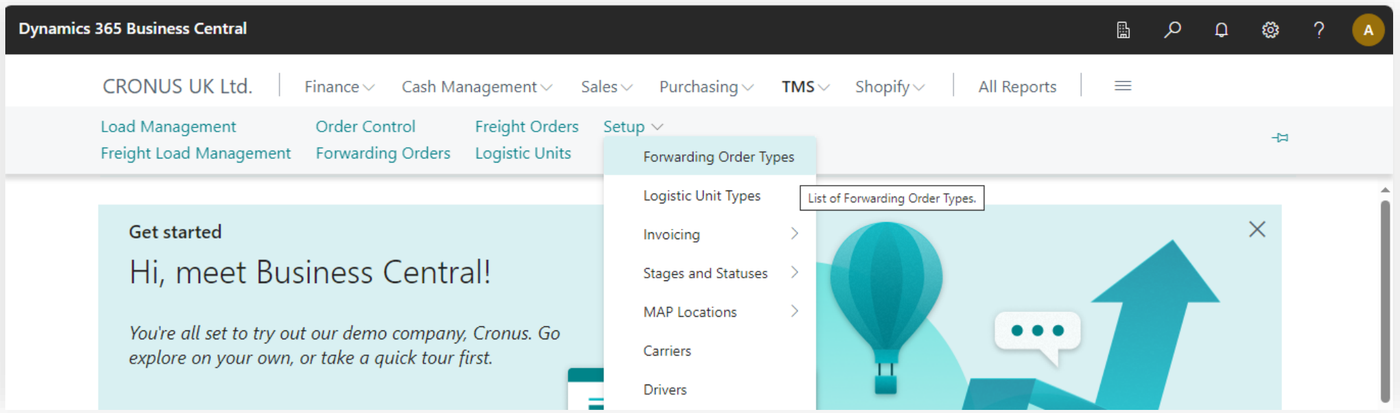
If necessary, refer to other chapters of this document.



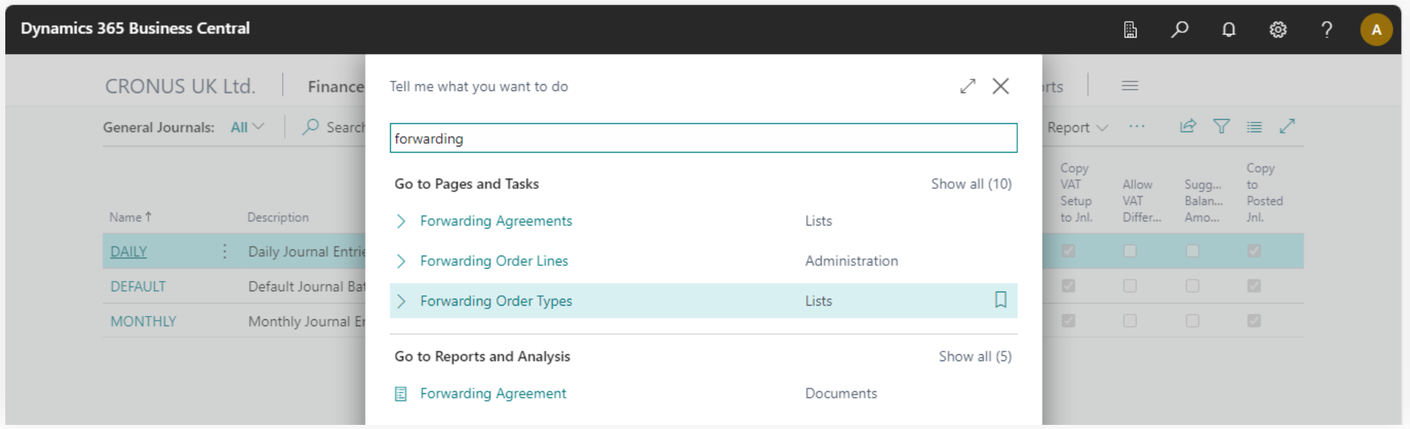
Setup & Settings – Forwarding Order Type

Transportation
Management System

Where to find using main menu of the TMS



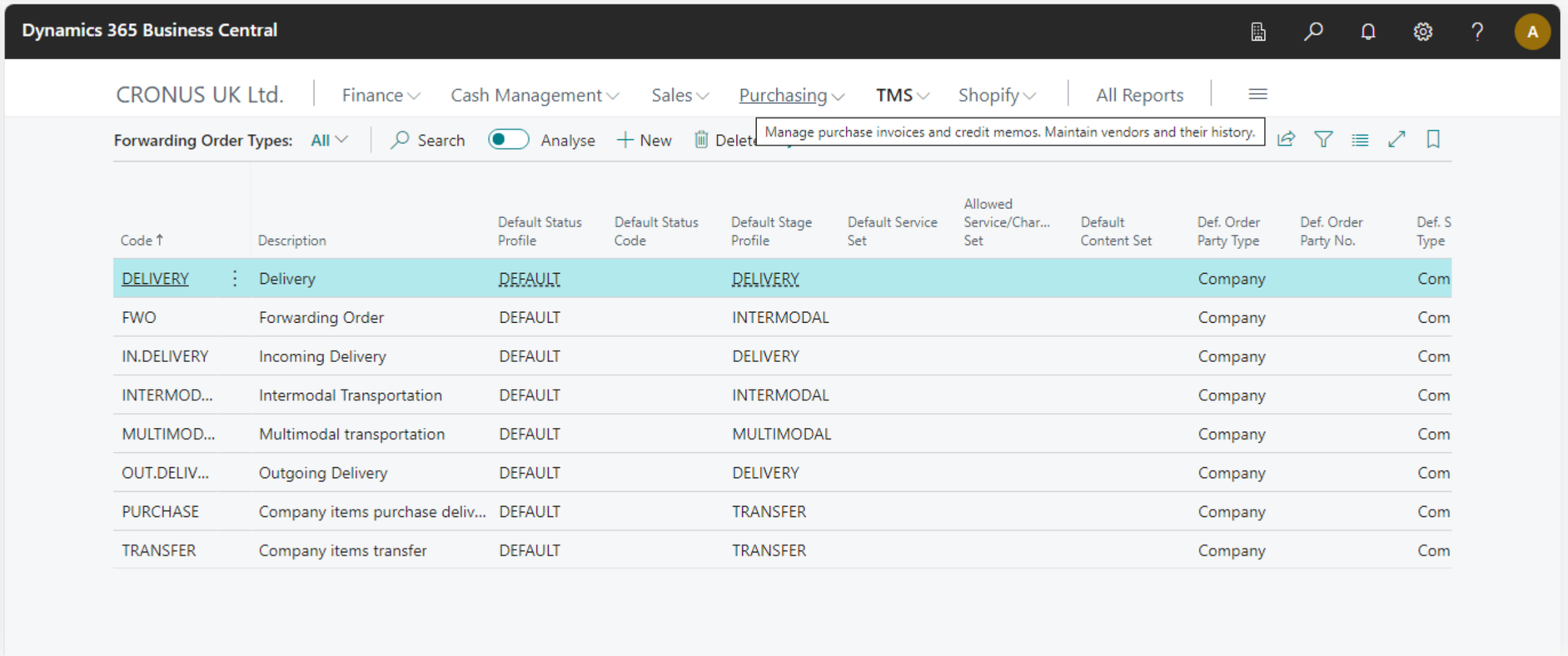
Where to find using search



Setup & Settings – Forwarding Order Type

Transportation
Management System

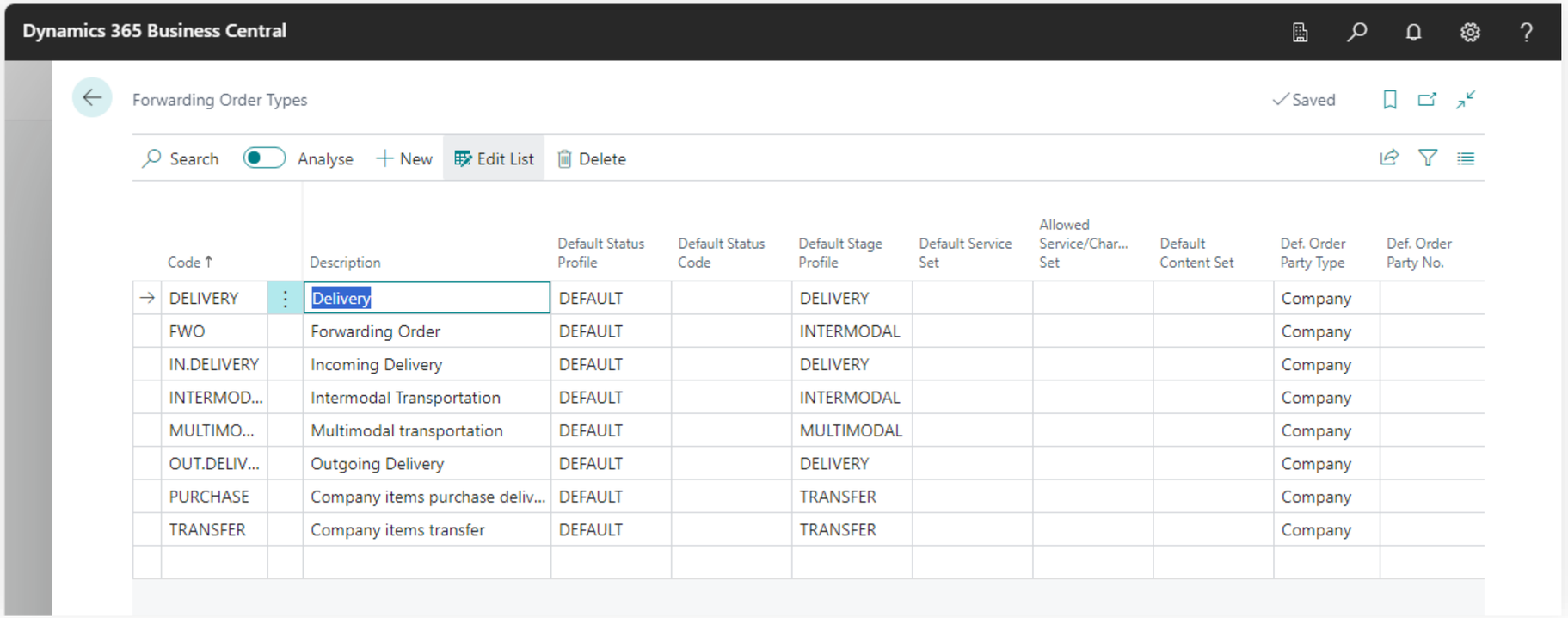
To establish a new forwarding order template or modify an existing predefined set, please proceed as follows.



Setup & Settings – Forwarding Order Type

Transportation
Management System

Switch the page to Edit mode, click the "Edit List" button. The Forwarding Order Type does not have a card page.

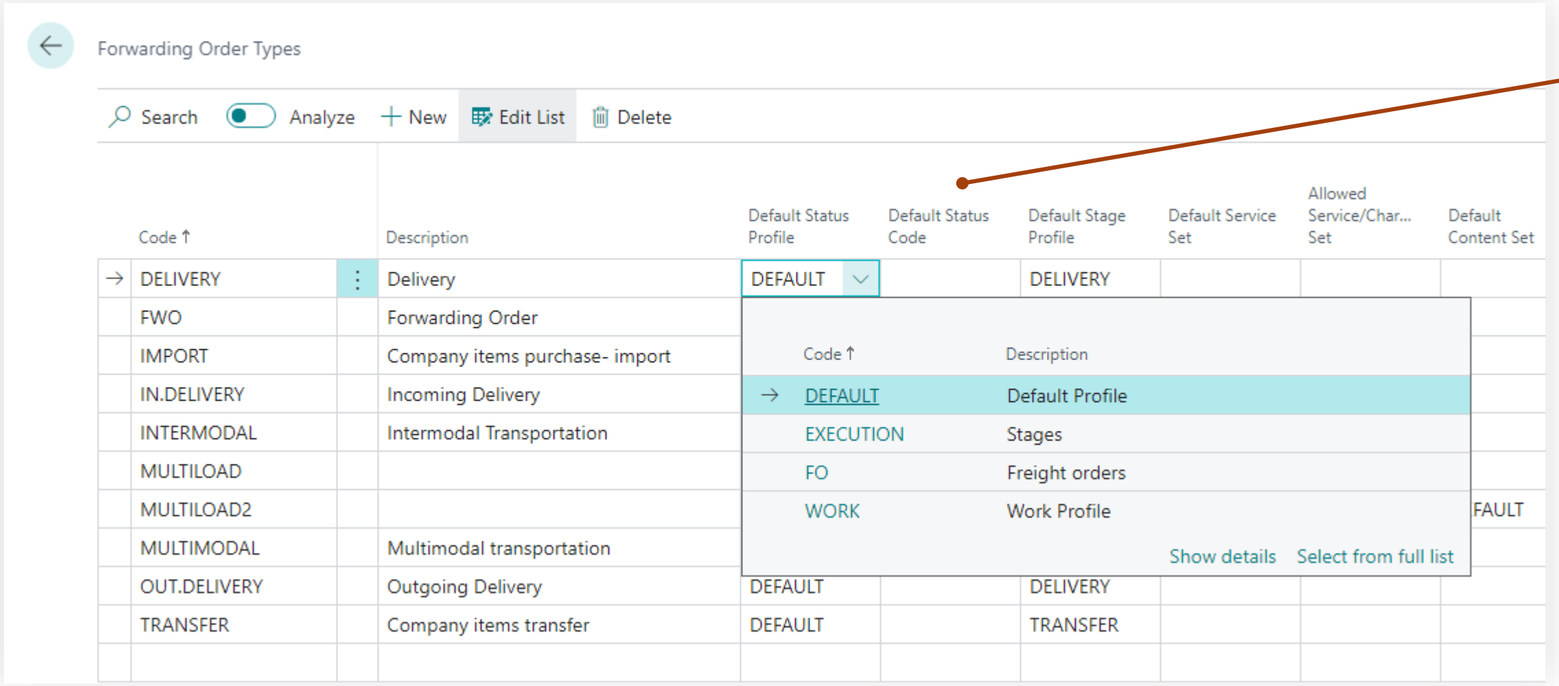


Code	Description	Default Status Profile	Default Status Code	Default Stage Profile	Default Service Set	Allowed Service/Char... Set	Default Content Set	Def. Order Party Type	Def. Order Party No.
DELIVERY	Delivery	DEFAULT		DELIVERY				Company	
FWO	Forwarding Order	DEFAULT		INTERMODAL				Company	
IN.DELIVERY	Incoming Delivery	DEFAULT		DELIVERY				Company	
INTERMOD...	Intermodal Transportation	DEFAULT		INTERMODAL				Company	
MULTIMO...	Multimodal transportation	DEFAULT		MULTIMODAL				Company	
OUT.DELIV...	Outgoing Delivery	DEFAULT		DELIVERY				Company	
PURCHASE	Company items purchase deliv...	DEFAULT		TRANSFER				Company	
TRANSFER	Company items transfer	DEFAULT		TRANSFER				Company	

Setup & Settings – Forwarding Order Type

Transportation Management System

Default Status Profile - the status profile that will be set for an order upon its creation for the selected order type. A status profile is a set of statuses that a document can have within the business process of its handling.



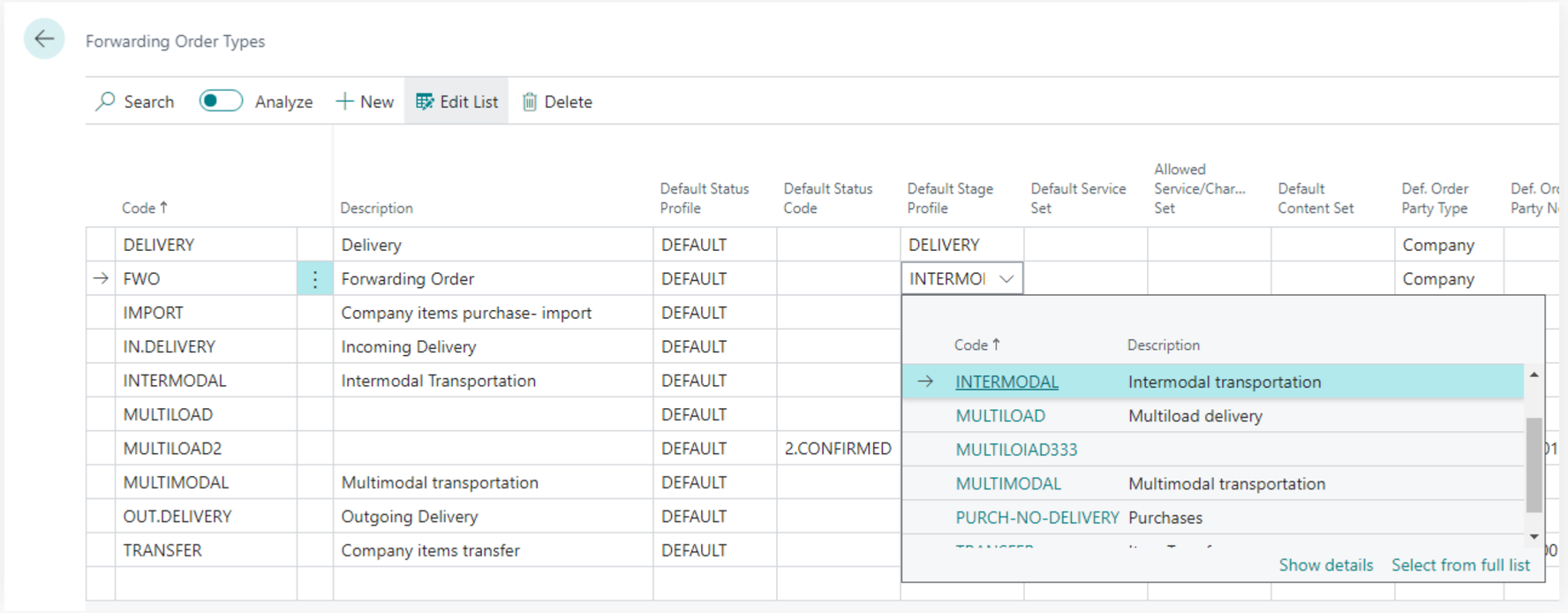
Default status code - the status value that a document will have upon creation, thereby allowing for the automatic advancement of the document to a specific stage of its processing.

For more detailed information, please see this chapter of the document.

Setup & Settings – Forwarding Order Type

Transportation
Management System

Default Stage Profile - the stage profile defines the structure of the transportation, whether it be a simple single-stage delivery or a complex multi-stage intermodal transportation involving multiple carriers.



For more detailed information, please see this chapter of the document.

Setup & Settings – Forwarding Order Type

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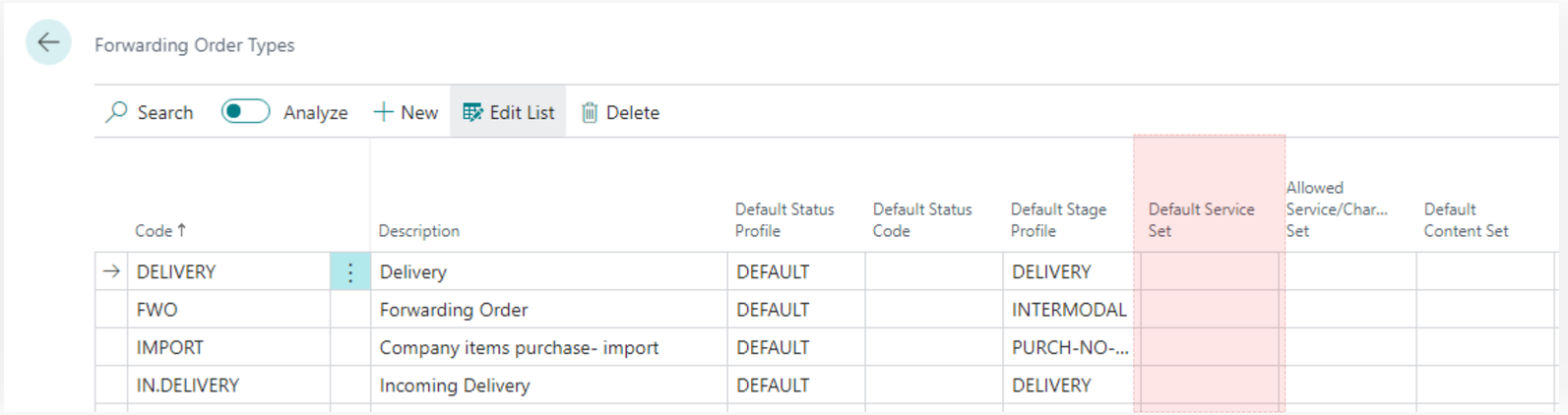
Default Service Set - is a set of lines for default settlement. This setting allows for the creation of a set of services and charges that will be automatically added to the order upon its creation. The Service Set can include services to be invoiced as well as charges whose structure may be known in advance.

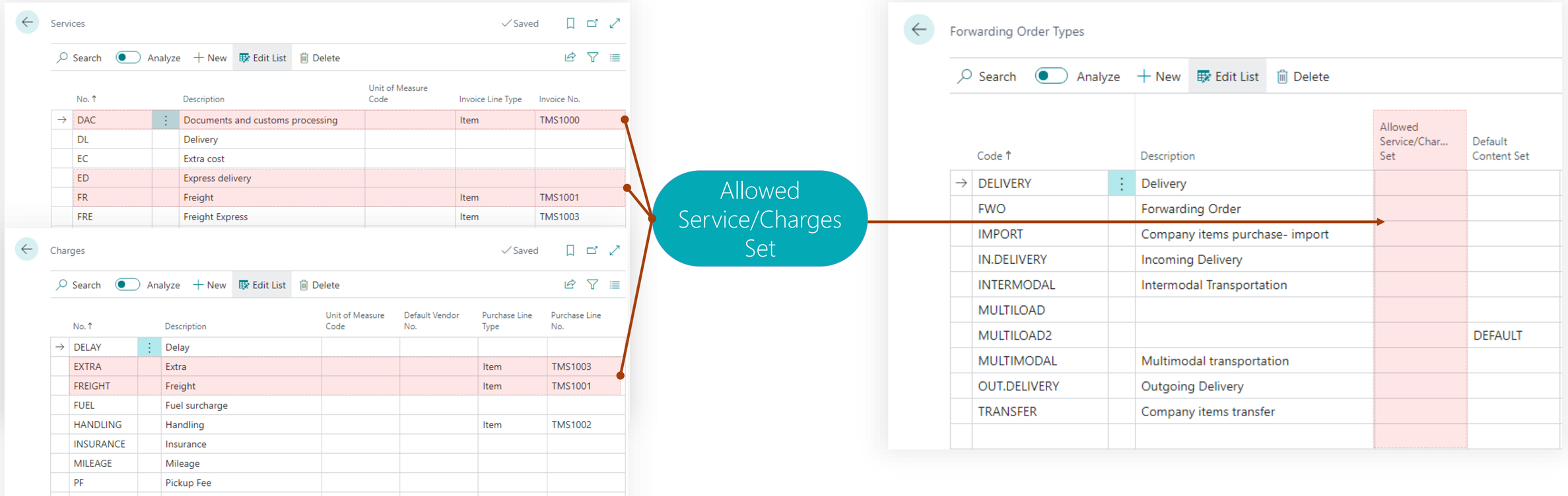


Code ↑	Description	Default Status Profile	Default Status Code	Default Stage Profile	Default Service Set	Allowed Service/Char... Set	Default Content Set
DELIVERY	Delivery	DEFAULT		DELIVERY			
FWO	Forwarding Order	DEFAULT		INTERMODAL			
IMPORT	Company items purchase- import	DEFAULT		PURCH-NO-...			
IN.DELIVERY	Incoming Delivery	DEFAULT		DELIVERY			

Setup & Settings – Forwarding Order Type

Transportation Management System

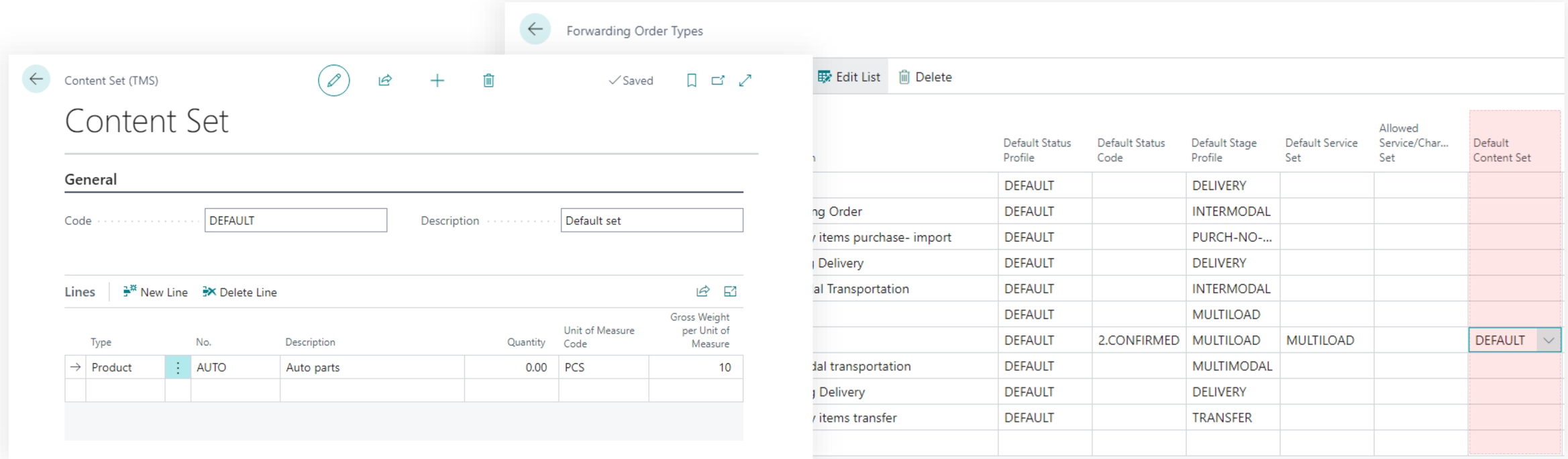
Allowed Service/Charges Set - a set of permitted services or charges that can be added to the settlement. If this field is filled, a restriction system is activated, allowing only values from this set to be added to the settlement.



Setup & Settings – Forwarding Order Type

Transportation
Management System

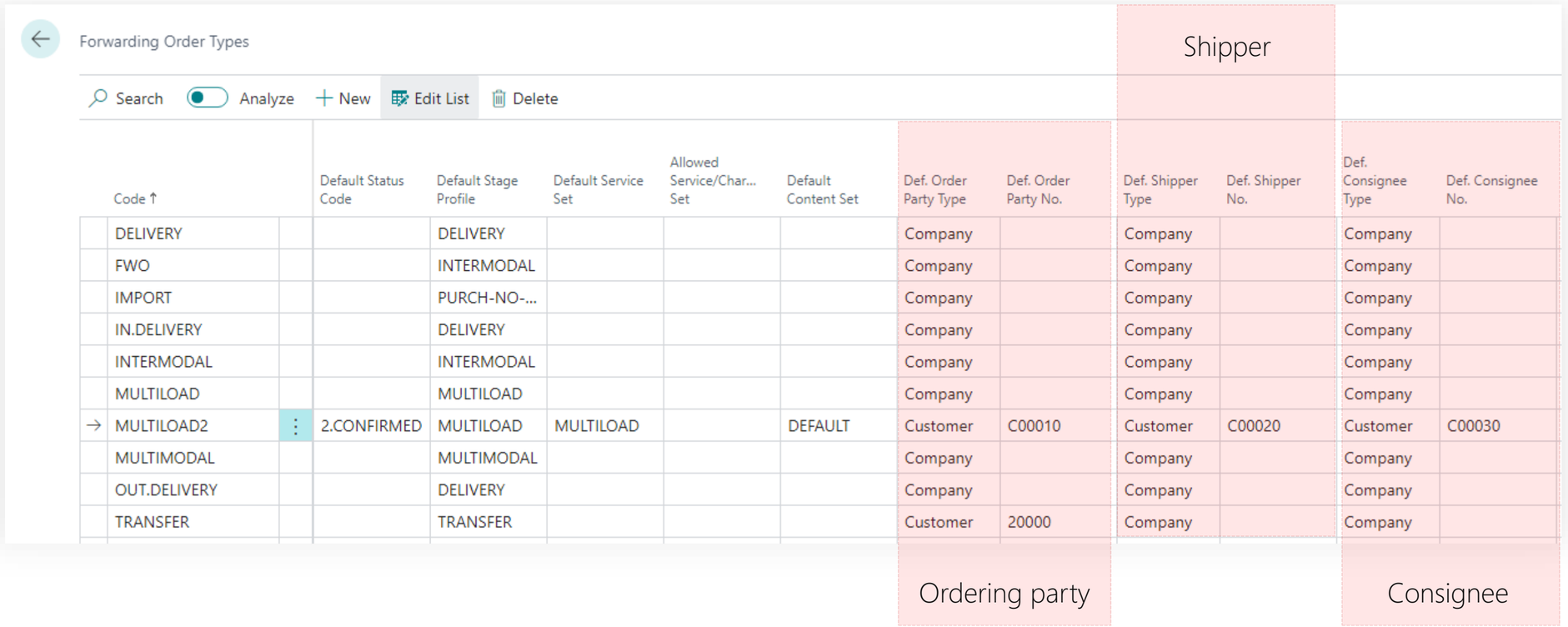
Default Content Set - a default set of contents for transportation. It's possible to create a set of standard contents and add them automatically when an order of this type is created. This is convenient for LSPs with abstract cargo descriptions like SHIPMENT (cargo space).



Setup & Settings – Forwarding Order Type

Transportation
Management System

Default values - specific default values for the ordering party, shipper, and consignee can be set for regular transportation orders. Fill in the type value and then select the value in the **"... No."** field.



Code	Default Status Code	Default Stage Profile	Default Service Set	Allowed Service/Char... Set	Default Content Set	Def. Order Party Type	Def. Order Party No.	Def. Shipper Type	Def. Shipper No.	Def. Consignee Type	Def. Consignee No.
DELIVERY		DELIVERY				Company		Company		Company	
FWO		INTERMODAL				Company		Company		Company	
IMPORT		PURCH-NO-...				Company		Company		Company	
IN.DELIVERY		DELIVERY				Company		Company		Company	
INTERMODAL		INTERMODAL				Company		Company		Company	
MULTILOAD		MULTILOAD				Company		Company		Company	
MULTILOAD2	2.CONFIRMED	MULTILOAD	MULTILOAD		DEFAULT	Customer	C00010	Customer	C00020	Customer	C00030
MULTIMODAL		MULTIMODAL				Company		Company		Company	
OUT.DELIVERY		DELIVERY				Company		Company		Company	
TRANSFER		TRANSFER				Customer	20000	Company		Company	

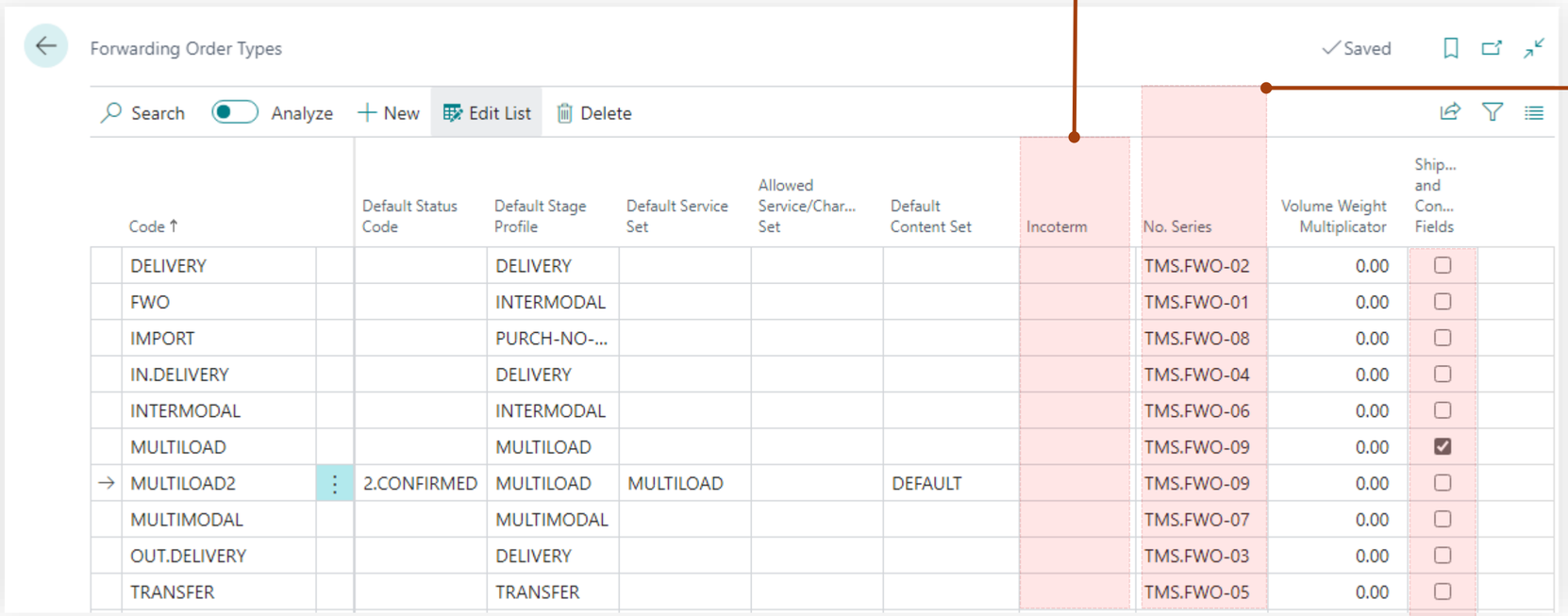
Setup & Settings – Forwarding Order Type

Transportation Management System

Other parameters

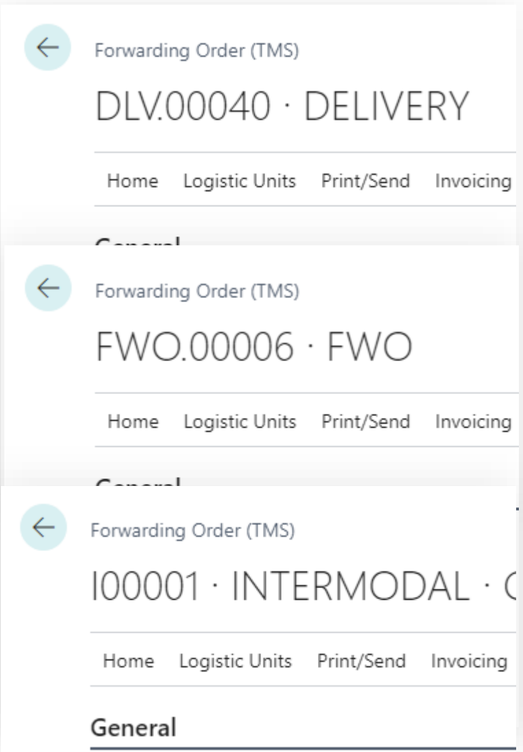
Default Incoterm code

Number series for numbering Forwarding Orders



Code	Default Status Code	Default Stage Profile	Default Service Set	Allowed Service/Char... Set	Default Content Set	Incoterm	No. Series	Volume Weight Multiplicator	Ship... and Con... Fields
DELIVERY		DELIVERY					TMS.FWO-02	0.00	☐
FWO		INTERMODAL					TMS.FWO-01	0.00	☐
IMPORT		PURCH-NO-...					TMS.FWO-08	0.00	☐
IN.DELIVERY		DELIVERY					TMS.FWO-04	0.00	☐
INTERMODAL		INTERMODAL					TMS.FWO-06	0.00	☐
MULTILOAD		MULTILOAD					TMS.FWO-09	0.00	☑
→ MULTILOAD2	2.CONFIRMED	MULTILOAD	MULTILOAD		DEFAULT		TMS.FWO-09	0.00	☐
MULTIMODAL		MULTIMODAL					TMS.FWO-07	0.00	☐
OUT.DELIVERY		DELIVERY					TMS.FWO-03	0.00	☐
TRANSFER		TRANSFER					TMS.FWO-05	0.00	☐

A flag in the field determines whether the shipper and consignee fields can be edited in the forwarding order or if they are only set in the corresponding counterparty's card.



Setup & Settings – Forwarding Order Type

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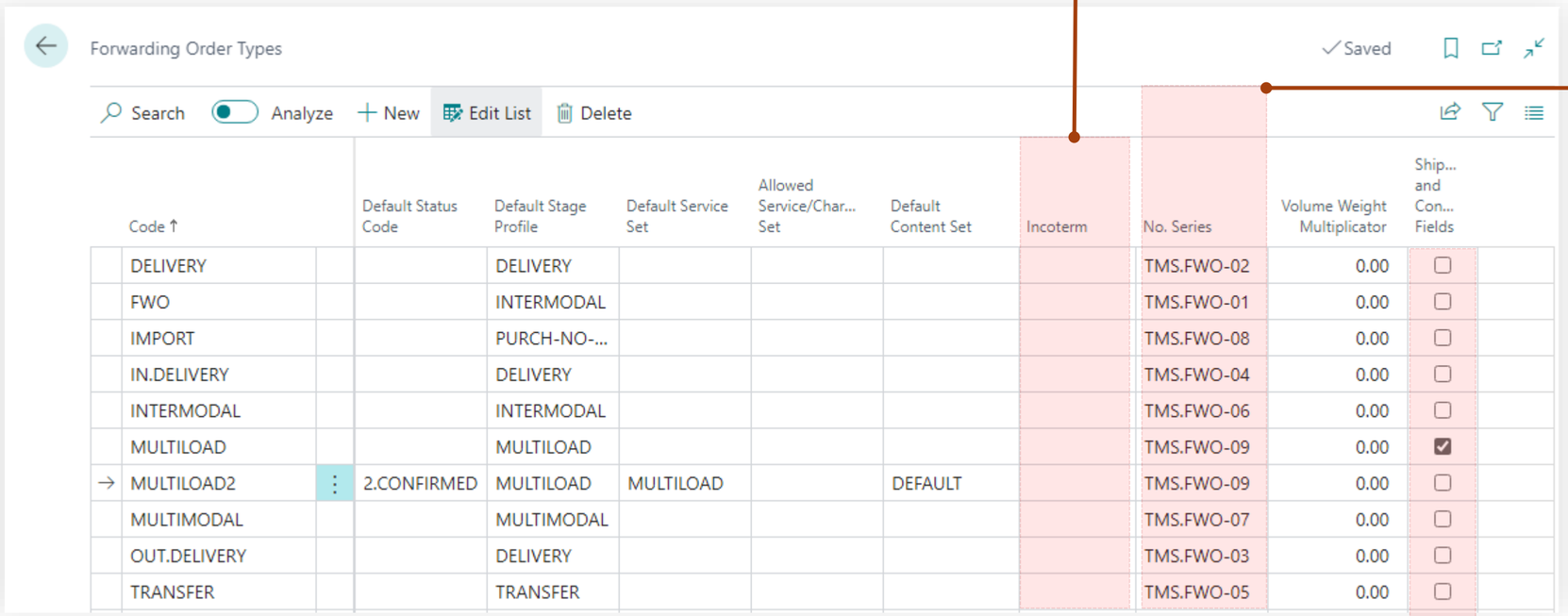
Other parameters

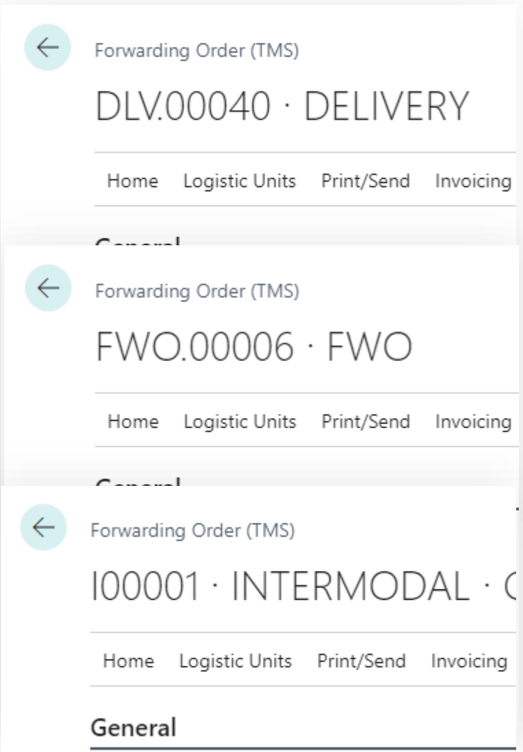
Default Incoterm code

Number series for numbering Forwarding Orders



Code	Default Status Code	Default Stage Profile	Default Service Set	Allowed Service/Char... Set	Default Content Set	Incoterm	No. Series	Volume Weight Multiplicator	Ship... and Con... Fields
DELIVERY		DELIVERY					TMS.FWO-02	0.00	☐
FWO		INTERMODAL					TMS.FWO-01	0.00	☐
IMPORT		PURCH-NO-...					TMS.FWO-08	0.00	☐
IN.DELIVERY		DELIVERY					TMS.FWO-04	0.00	☐
INTERMODAL		INTERMODAL					TMS.FWO-06	0.00	☐
MULTILOAD		MULTILOAD					TMS.FWO-09	0.00	☑
→ MULTILOAD2	2.CONFIRMED	MULTILOAD	MULTILOAD		DEFAULT		TMS.FWO-09	0.00	☐
MULTIMODAL		MULTIMODAL					TMS.FWO-07	0.00	☐
OUT.DELIVERY		DELIVERY					TMS.FWO-03	0.00	☐
TRANSFER		TRANSFER					TMS.FWO-05	0.00	☐

A flag in the field determines whether the shipper and consignee fields can be edited in the forwarding order or if they are only set in the corresponding counterparty's card.



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Transportation Management System
Setup & Settings

Status Profiles

Status Profile

- A status profile constitutes a defined sequence of statuses that a forwarding and freight order can assume during its lifecycle within a business process.
- The profile specifies the permissible operations and restrictions applicable to the document when it is in a given status. This framework ensures structured progression and governance of document states throughout the processing workflow.

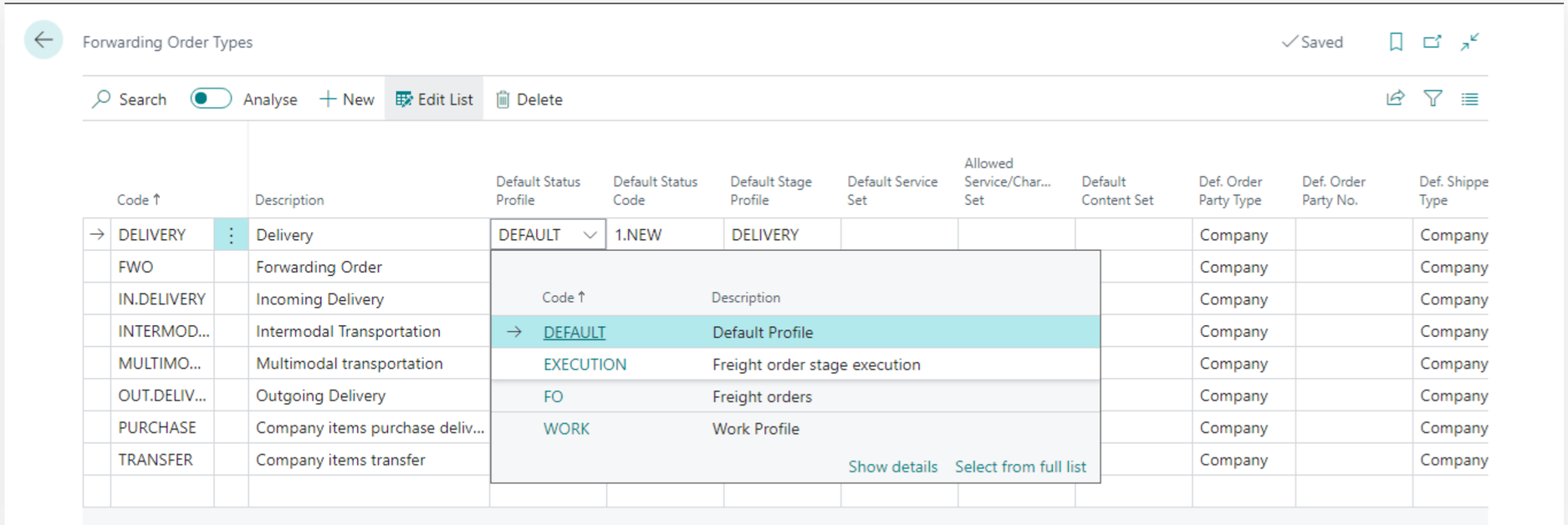
	Code		Description
→	1.NEW	⋮	New
	2.CONFIR...		A forwarding order confirmati...
	3.PLAN		Planning process. Dates. Stage...
	4.EXECUTI...		Execution process. Units and fr...
	5.EXECUTED		Order was executed. Invoicing
	6.INVOICING		Order is in the invoicing proce...
	7.COMPLE...	⋮	Order was completed. Posting.
	8.CANCELED		Order was canceled.

Setup & Settings – Status Profile

Transportation
Management System

How TMS uses the status system

The status system is utilized for document types such as Forwarding Orders and Freight Orders. Different types of documents may have diverse status structures, allowing for more flexible configuration of the document processing business process.

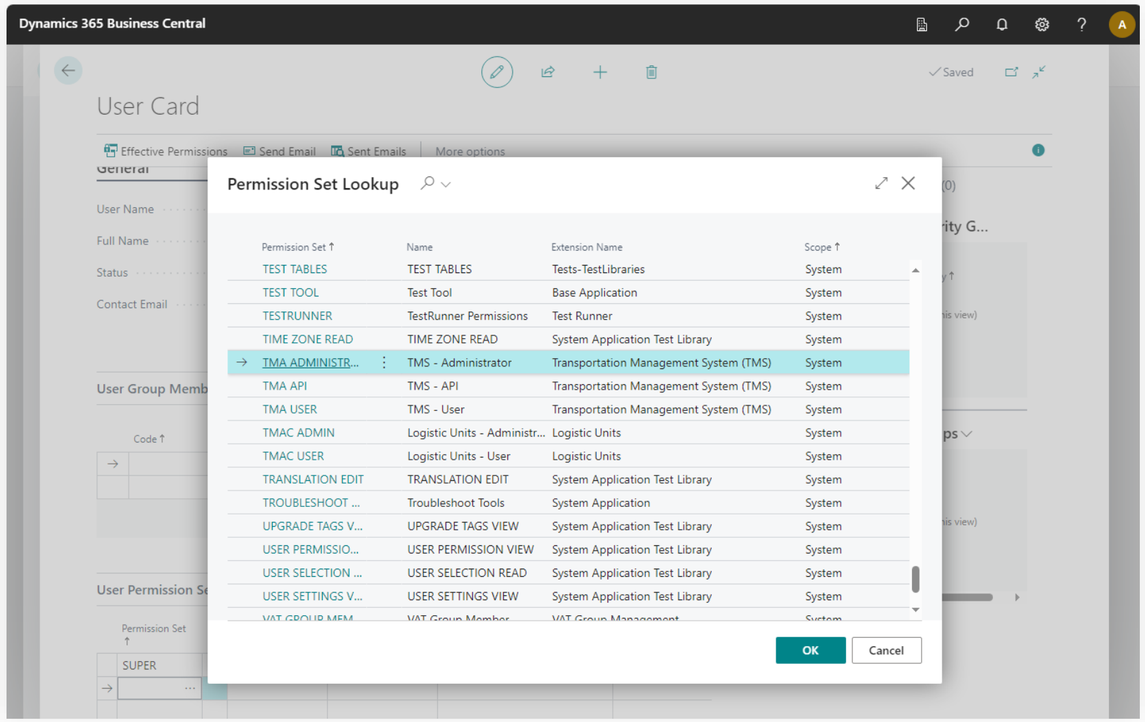


Setup & Settings – Status Profile

Transportation
Management System

Prerequisites

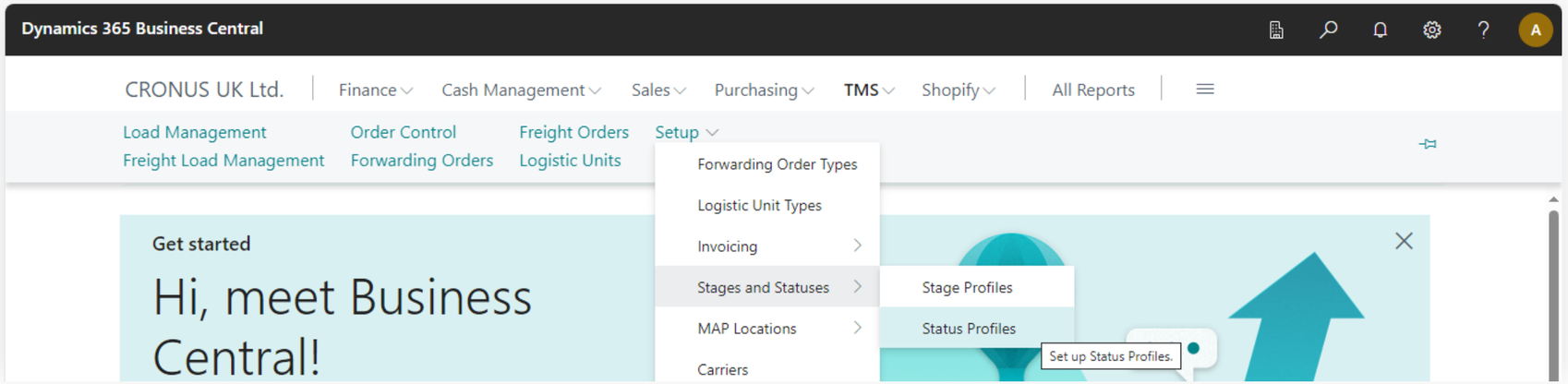
To change or create status profiles user must have TMS Admin Permissions.



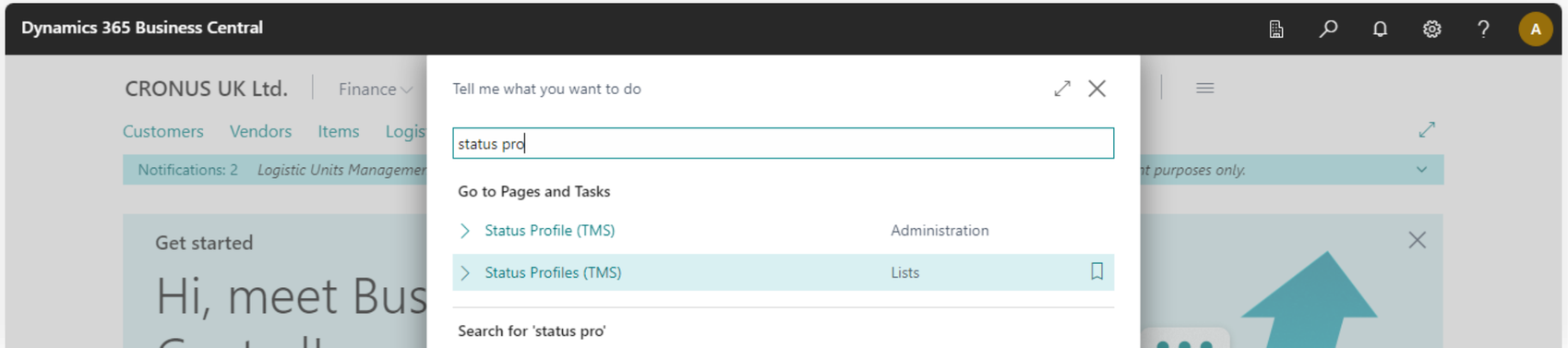
Setup & Settings – Status Profile

Transportation
Management System

Where to find using main menu of the TMS



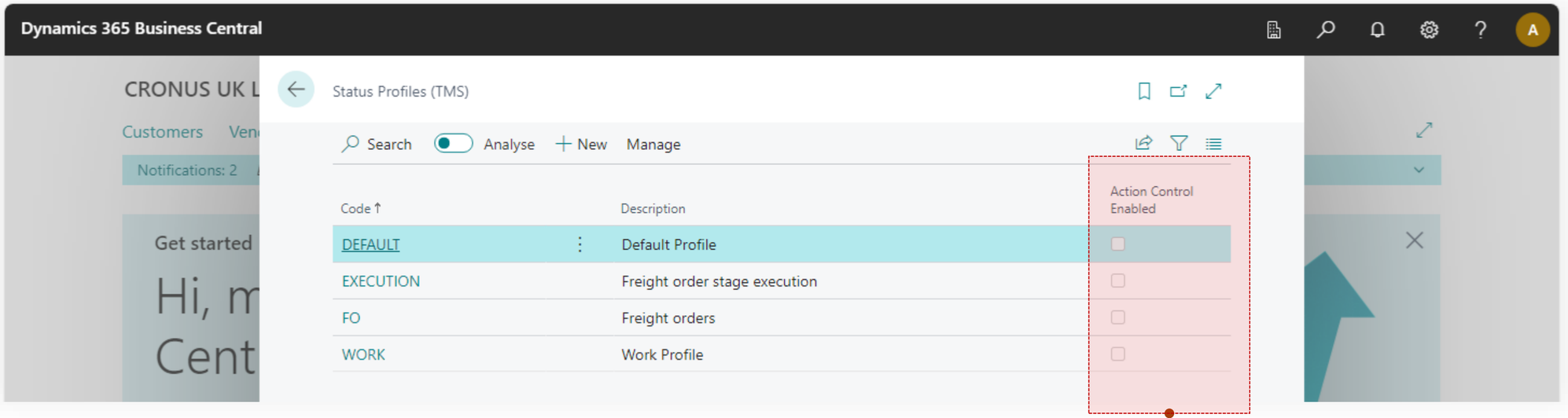
Where to find using search



Setup & Settings – Status Profile

Transportation Management System

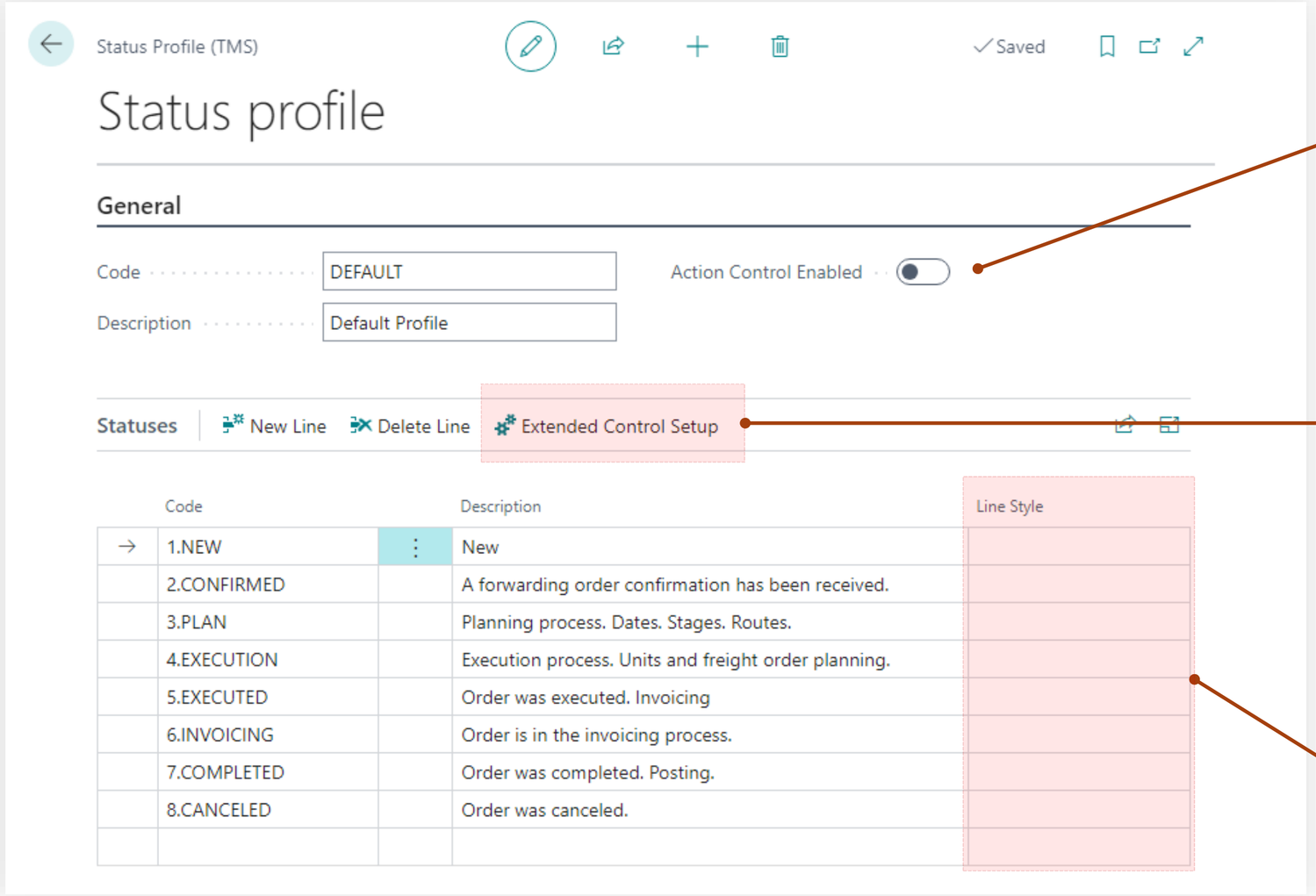
Status Profiles page



Displays whether the system for monitoring specific actions is activated at each status. The status monitoring system can be locked for all profiles in TMS Setup.

Setup & Settings – Status Profile

Transportation Management System



Displays whether the system for monitoring specific actions is activated at each status.

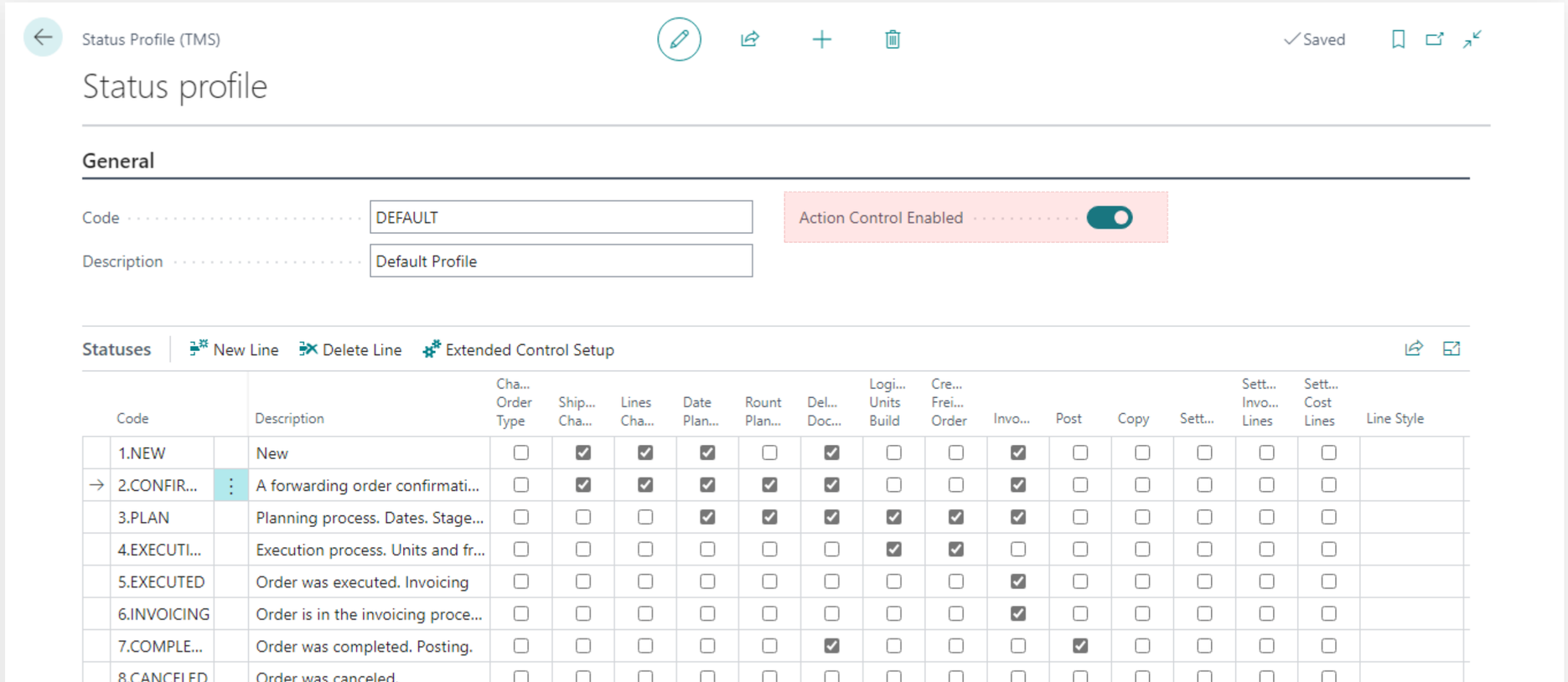
Enhanced system for monitoring additional actions that the system can control for documents with a selected status.

Color highlighting of the document in the list for documents having this status.

Setup & Settings – Status Profile

Transportation Management System

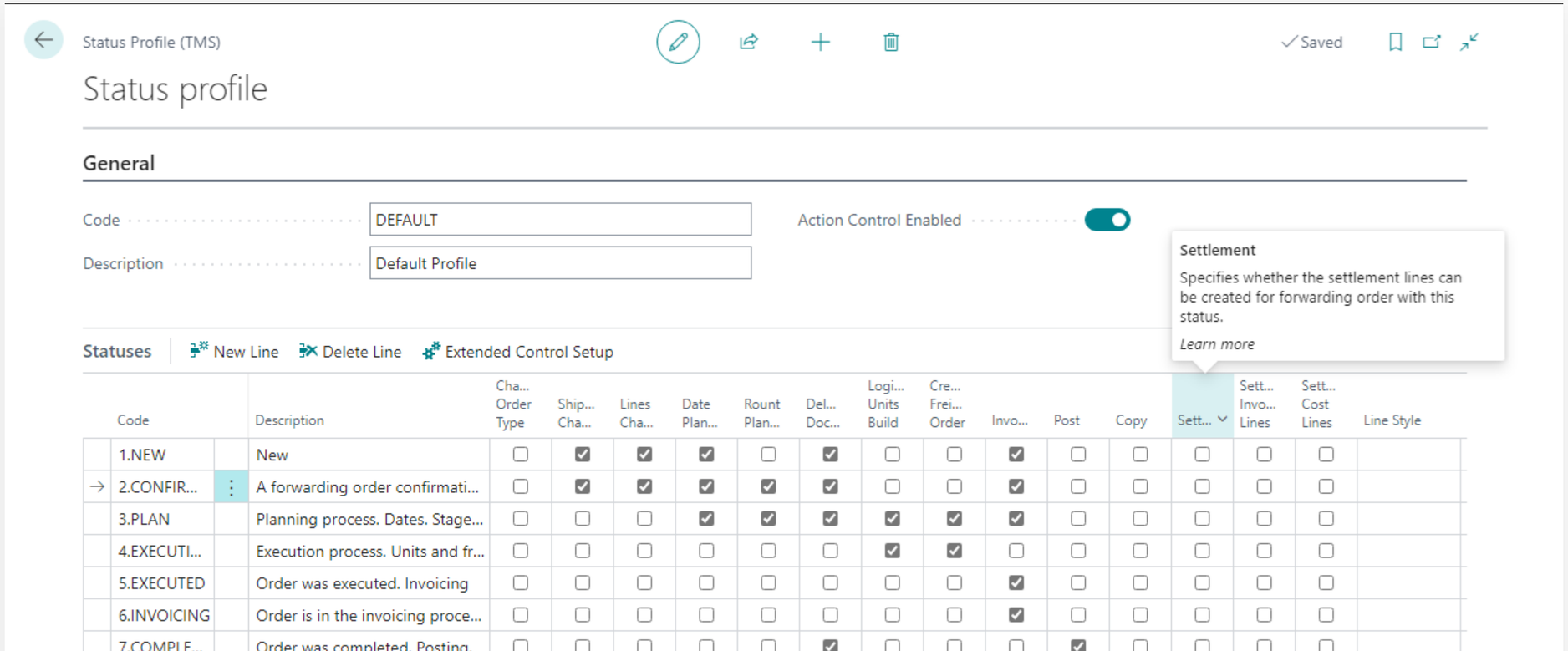
Action Control System allows for the authorization or prohibition of actions that can be performed with documents having a selected status. This facilitates the organization of workflow and the orderly processing of documents, as well as synchronizing the efforts of individuals working simultaneously on the same document.



Setup & Settings – Status Profile

Transportation Management System

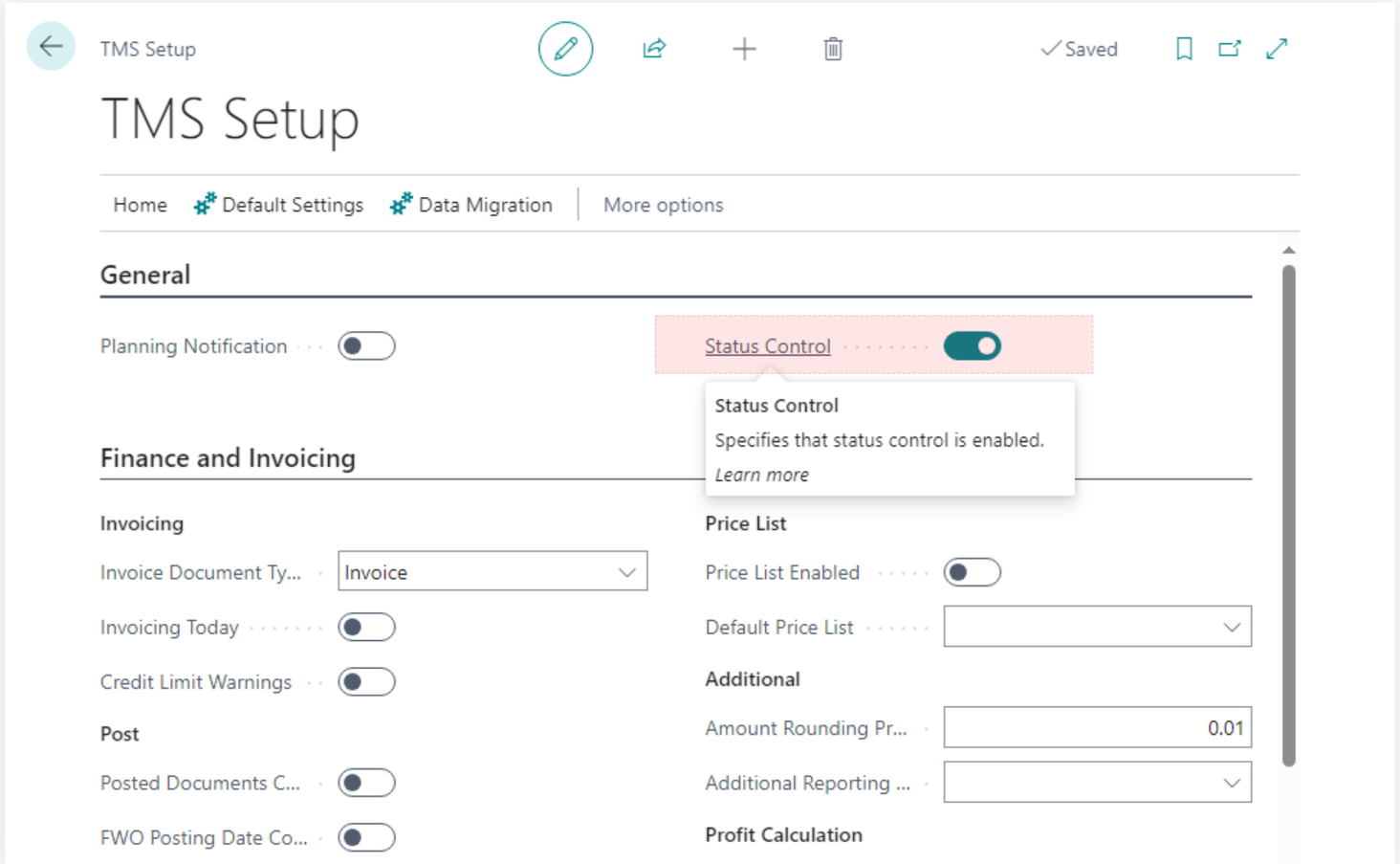
You can activate verification by setting a flag in the field of the corresponding column. Determine whether an order can be posted, whether an invoice can be issued, and whether copying or modifying a document with the given status is allowed.



Setup & Settings – Status Profile

Transportation Management System

To ensure the action control system functions, it must be activated globally in the TMS Setup page.



Extensionsforce.com

Transportation Management System
Setup & Settings

Stage Profiles

Stage Profile

- The Stage Profile defines the sequence of steps that will occur during the transportation process.
- The profile may include both mandatory steps executed via the Freight Order and additional steps that are manually added to the transportation process.

Delivery

	Code		Description	Mode Of Transport Code
→	100	⋮	Delivery	ROAD

Multimodal

	Code		Description	Mode Of Transport Code
→	100	⋮	Precarriage	ROAD
	200		Main carriage	OCEAN
	300		Delivery	ROAD

Setup & Settings – Stage Profile

Transportation Management System

How TMS uses the stage system

Stages are used in Forwarding Order to define steps, schedule, and duration of the transportation

New Line | Delete Line

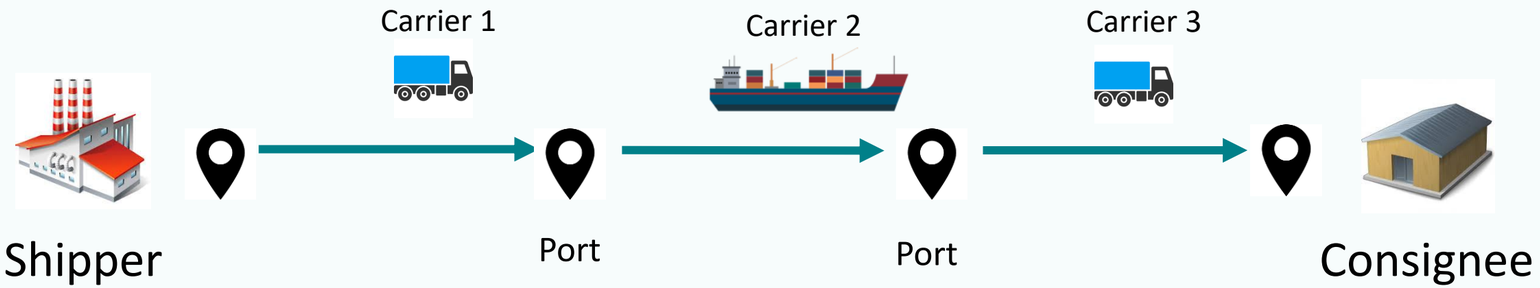
Type	No.	Description	Freight Class	Quantity	Unit of Measure Code	Gross Weight per Unit of Measure	Weight Unit of Measure	Gross Weight	Length
Unit Type	C20RC	20' Reefer container	060	3.00		30,000	KG	90,000	5.44

Total Gross Weight (kg)	90,000.00	Total Volume (m^3)	83.72
Total Chargeable Weight (kg)	90,000.00	Number of Packages	3

Stages | Manage | Process

New Line | Delete Line

Stage Code	Stage Description	Mode of Transport	Para...	Start Date Time	Duration	Wait Duration	End Date Time	Actual Date and Time	From I
100	Precarriage	ROAD		07/02/2024 00:00	1 day		08/02/2024 00:00		*
200	Main carriage	OCEAN		08/02/2024 00:00	10 days		18/02/2024 00:00		*
300	Delivery	ROAD		18/02/2024 00:00	2 days		20/02/2024 00:00		*

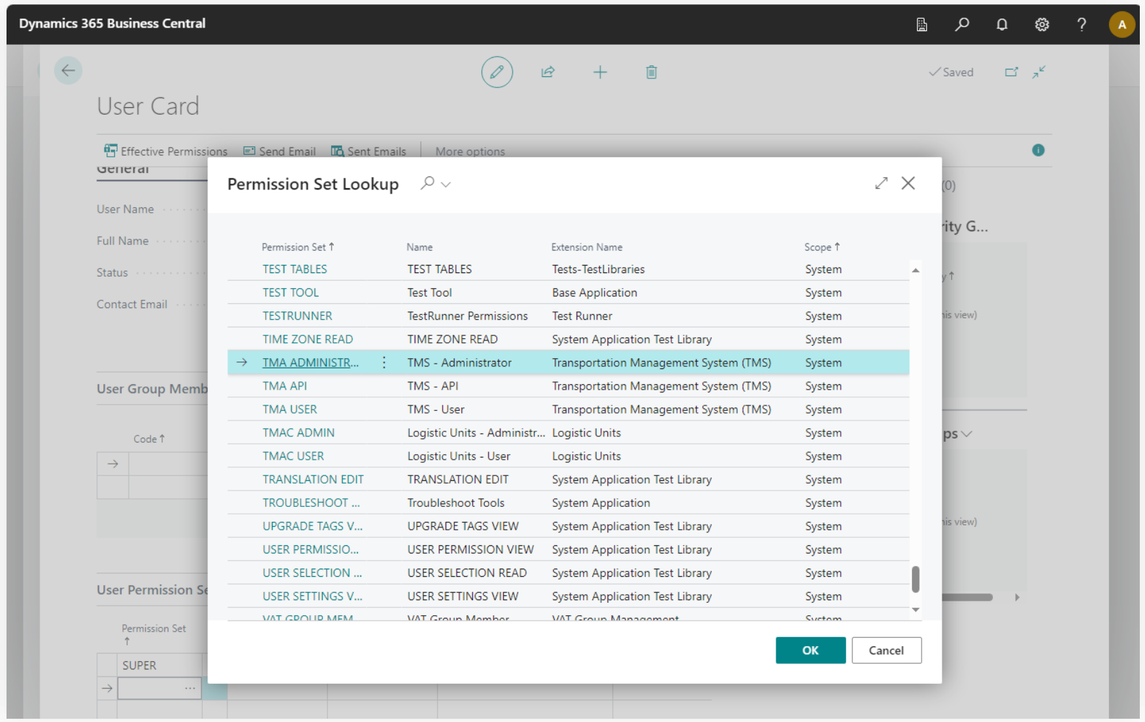


Setup & Settings – Stage Profile

Transportation
Management System

Prerequisites

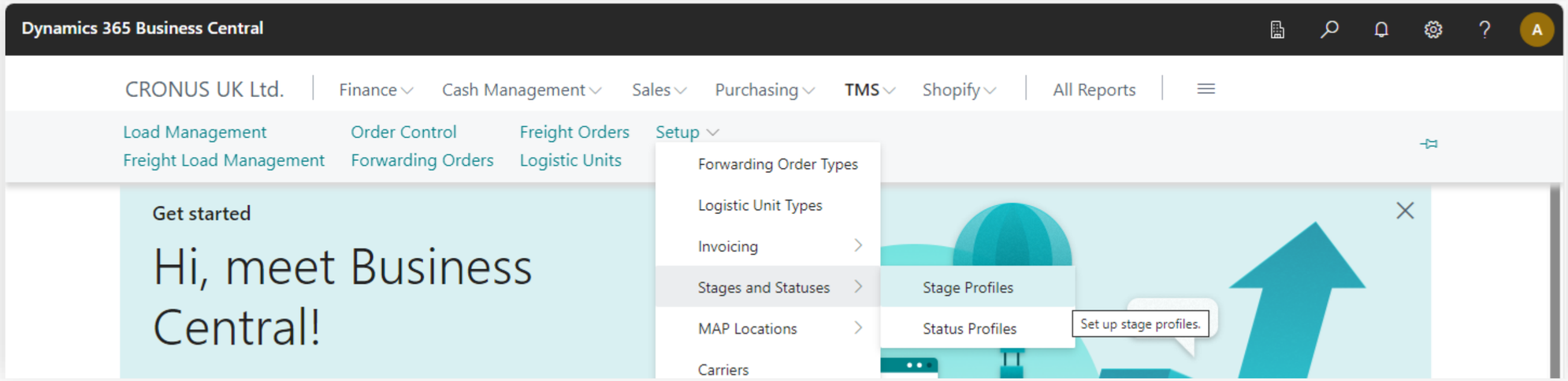
To change or create status profiles user must have TMS Admin Permissions.



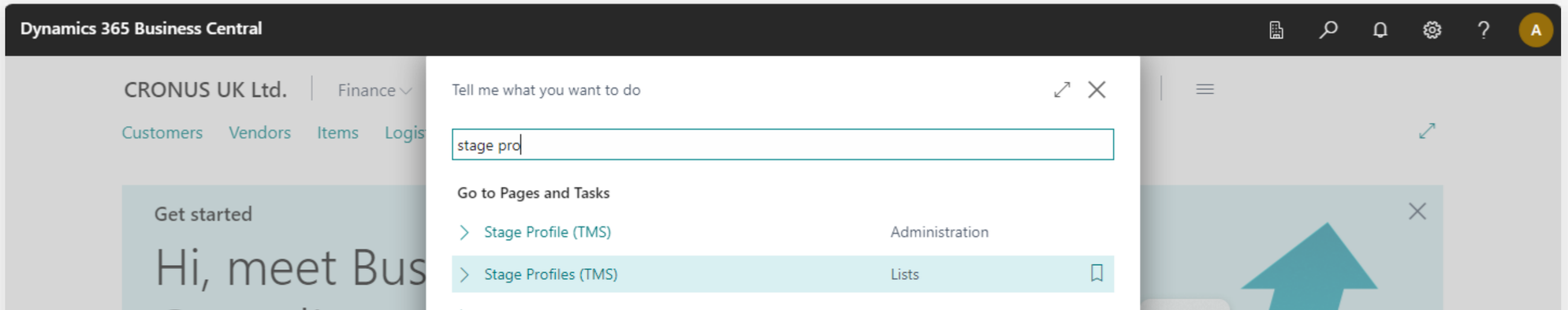
Setup & Settings – Stage Profile

Transportation Management System

Where to find using main menu of the TMS



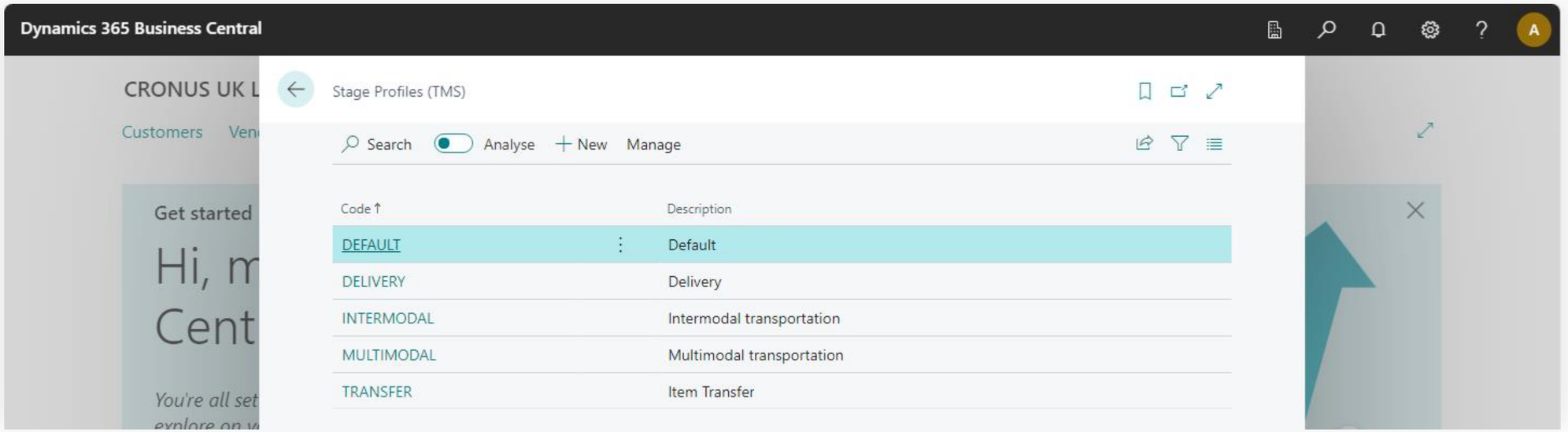
Where to find using search



Setup & Settings – Stage Profile

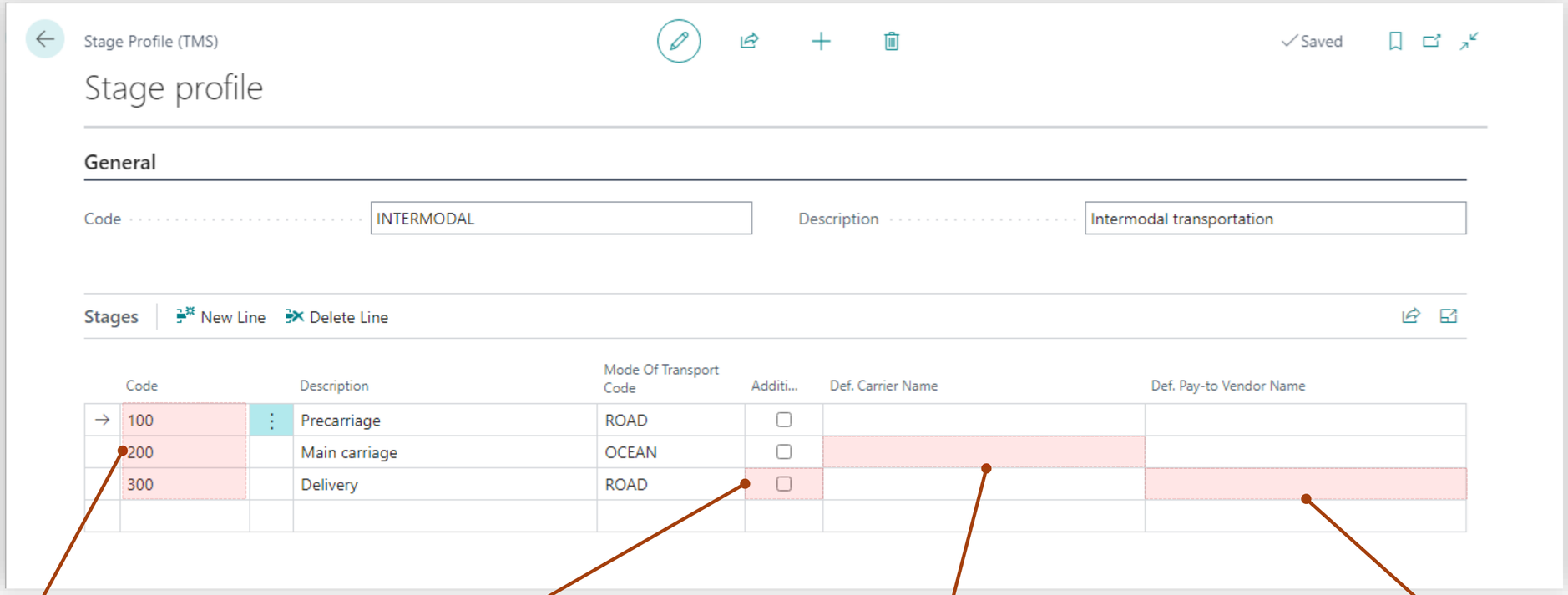
Transportation
Management System

Status Profiles page



Setup & Settings – Stage Profile

Transportation Management System



Stages/Steps/Legs through which transportation will occur.

Additional Stage. The additional stage is not automatically added to the order but can be manually selected.

Default Carrier. This carrier is automatically assigned upon the creation of a freight order for the given stage.

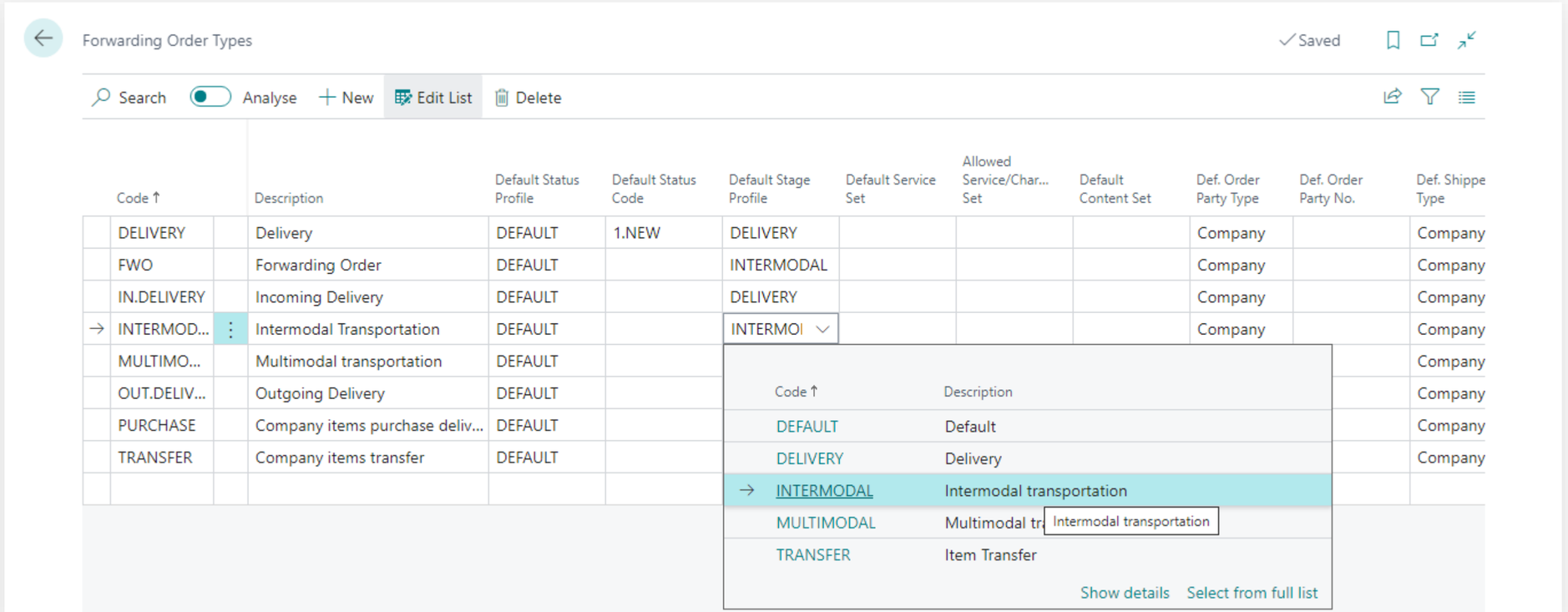
Default Vendor. This is the vendor to whom payment for transportation will be made for the given stage. This could be either the carrier directly or their agent.

Setup & Settings – Status Profile

Transportation
Management System

Where stages are using

Stages are used in Forwarding Orders Types page. By assigning a stage profile to the forwarding order type, a set of stages is defined for all documents of this type.



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Transportation Management System
Setup & Settings

Services

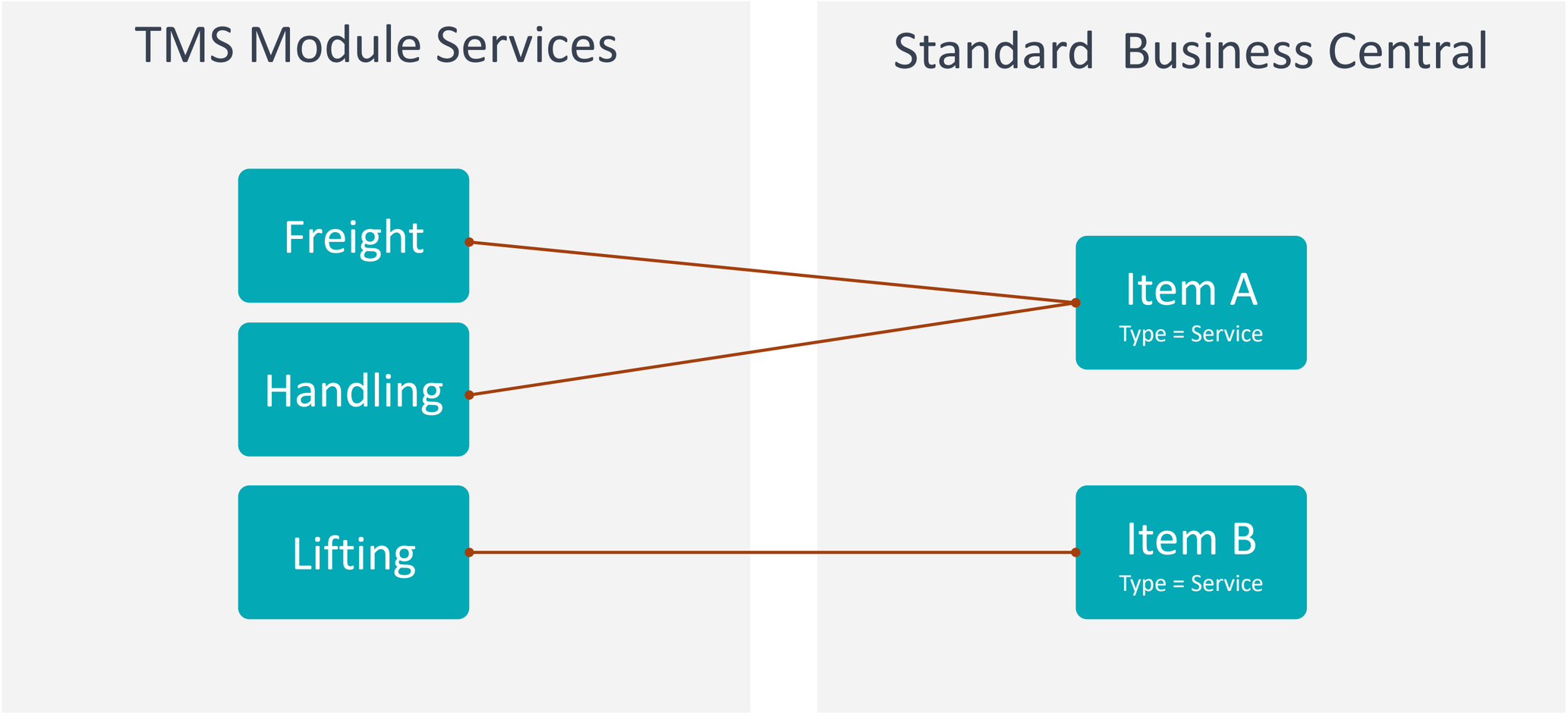
Services

- The TMS module possesses its own service directory/system, enabling the flexible customization of services offered within the context of the transportation process.
- TMS services are mapped to entities within the standard Business Central, facilitating operations for billing.
- Mapping can be one-to-one, where a TMS service is directly mirrored in the item directory, or many-to-one, where multiple TMS services aggregate into a single billable item-service.
- TMS services are employed in the settlement of forwarding orders, and setting up TMS services is essential for invoicing clients.
- TMS represents the suite of transportation services we provide to the client and for which we issue invoices.

Setup & Settings – Services

Transportation
Management System

Possible relations between TMS Services and Items of the Business Central



Setup & Settings – Services

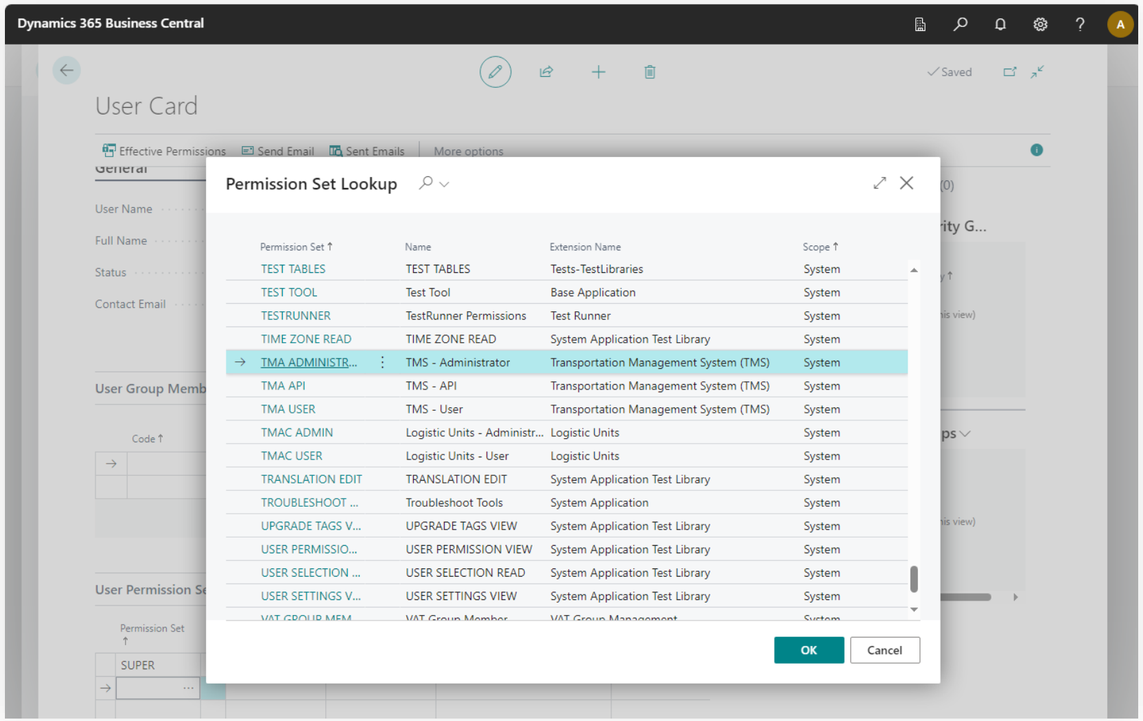
- Mapping TMS services to BC items means that within the TMS module, we operate and work with TMS services, but when invoicing or allocating costs in standard BC documents, items will appear instead.
- Business Central is unaware of the TMS module and cannot interact with its entities.

Setup & Settings – Services

Transportation
Management System

Prerequisites

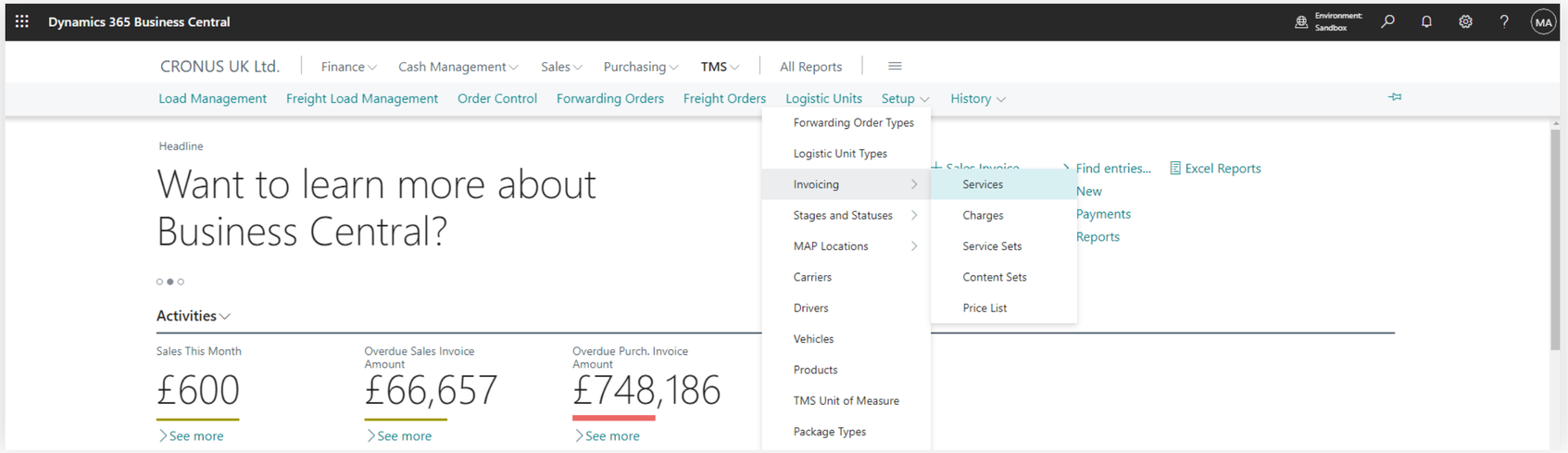
To change or create status profiles user must have TMS Admin Permissions.



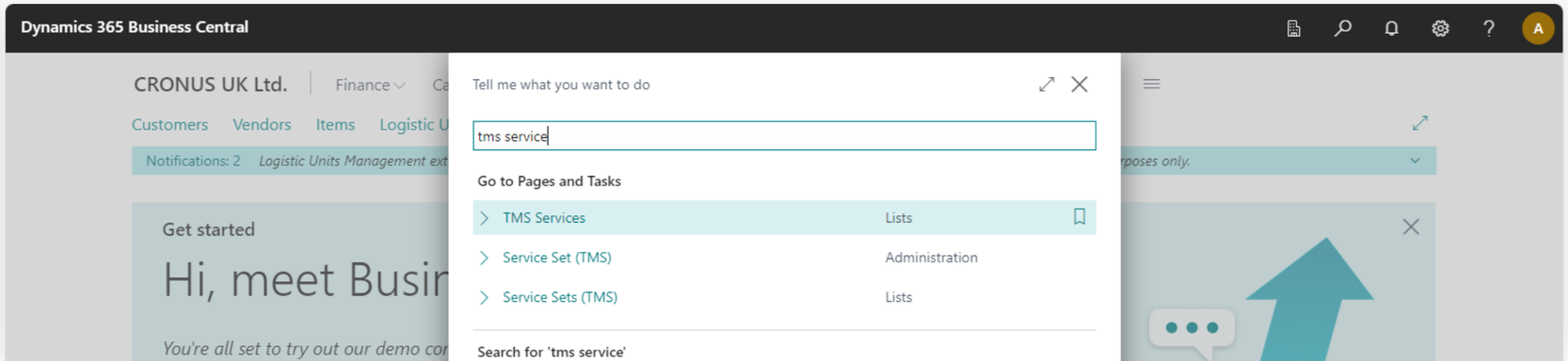
Setup & Settings – Services

Transportation
Management System

Where to find using main menu of the TMS



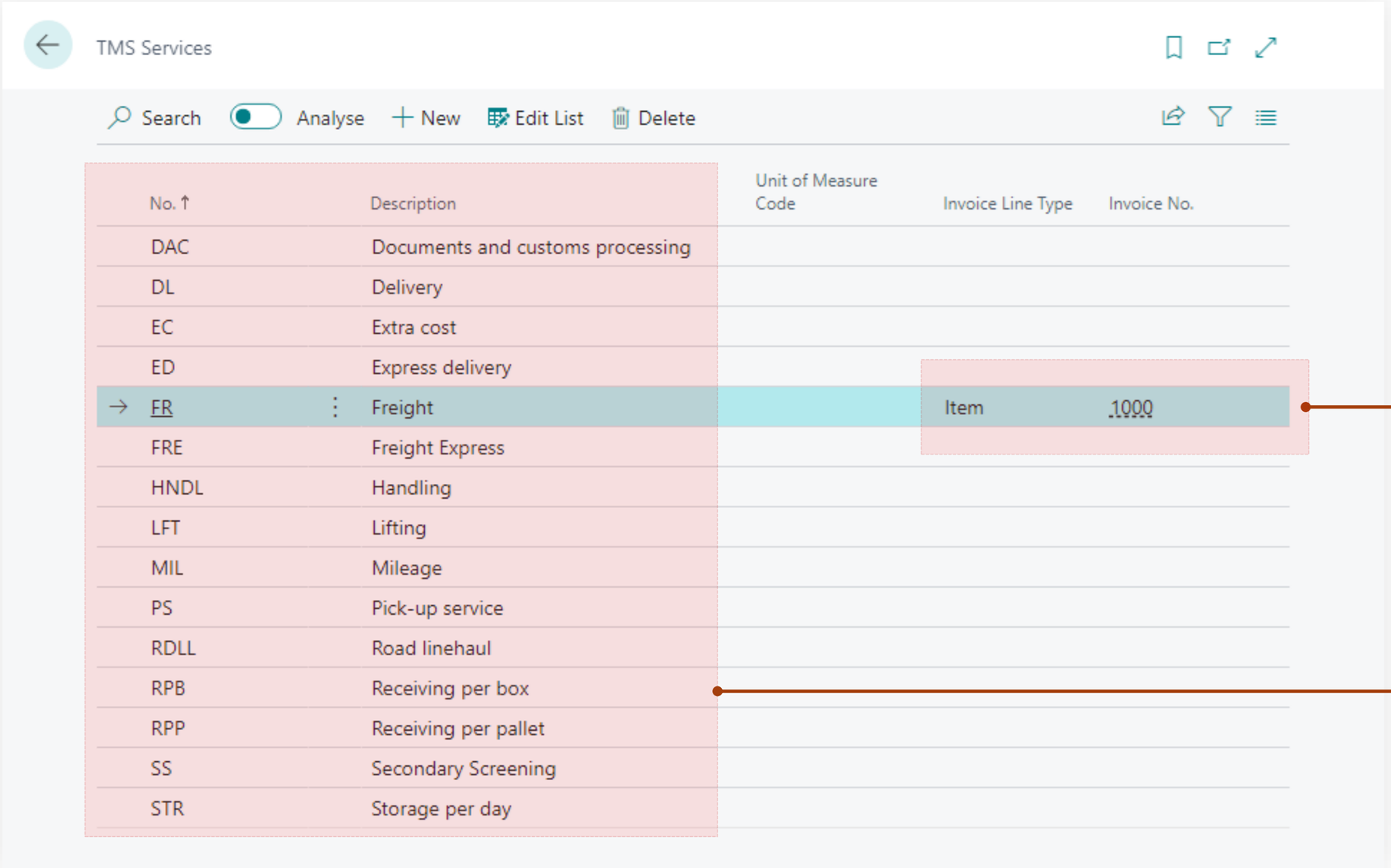
Where to find using search



Setup & Settings – Services

Transportation
Management System

TMS Services page



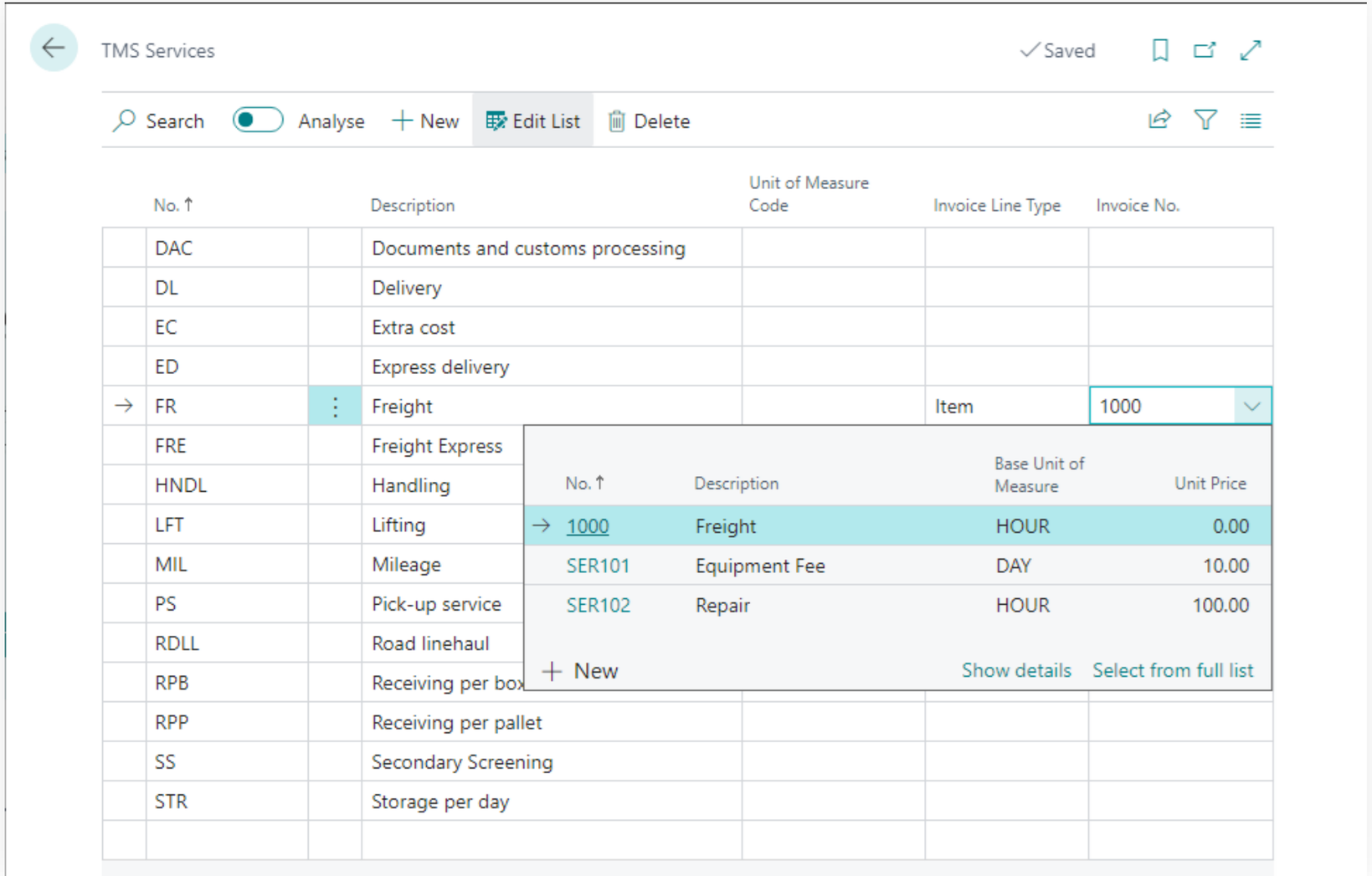
Link to the Business Central entity, for example Item (Type = Service).

Structure of our TMS services

Setup & Settings – Services

Transportation
Management System

Set link to the Business Central entity



1. Create a product that will serve as a reflection of the TMS service in the standard Business Central module.
2. Establish the link.

p.s. The entity type corresponds to the type of purchase or sales order line.

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Transportation Management System
Setup & Settings

Charges

Charges

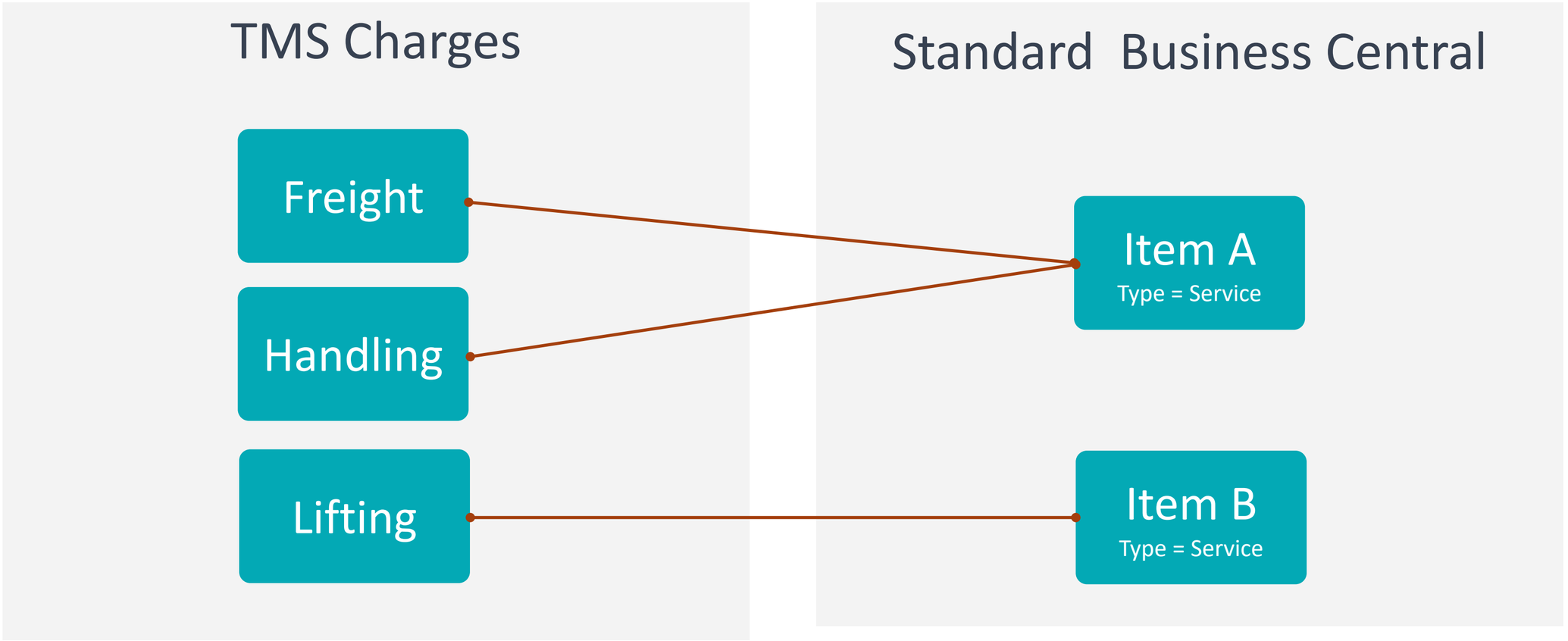
- The TMS module includes a charges directory, allowing for the accounting of costs incurred during transportation.
- TMS Charges, similar to TMS Services, have mapping to the standard business center items, facilitating the allocation of transportation order costs.
- Mapping can be one-to-one, where a TMS charge has its equivalent in the product directory, or many-to-one, where multiple TMS Charges are represented by a single item.
- TMS Charges are used in the settlement of forwarding orders to account for expenses entered in Business Central as a purchase invoice.

When a service provider (transportation or others) issues an invoice to our company, we enter it into Business Central as a Purchase Invoice document, specifying products (with a Type = Service) that are mapped to TMS Charges in the lines.

Setup & Settings – Charges

Transportation
Management System

Setting up a connection between TMS charges and items with type = Service in Business Central is implemented similarly to “TMS Services”

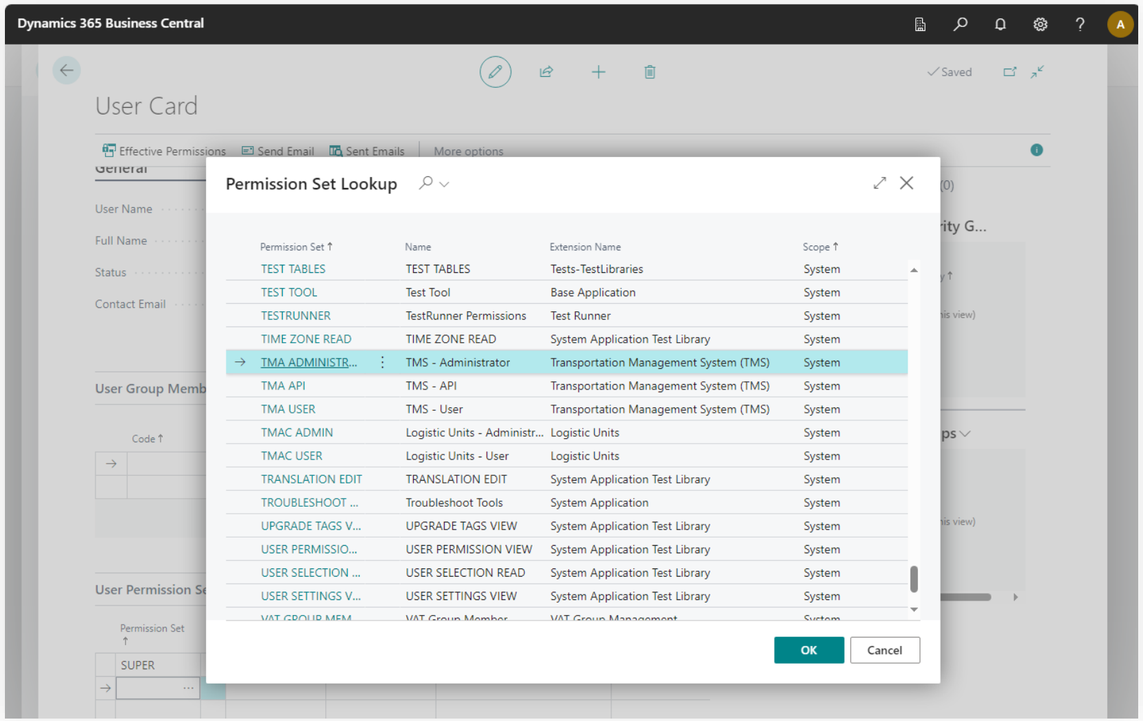


Setup & Settings – Charges

Transportation
Management System

Prerequisites

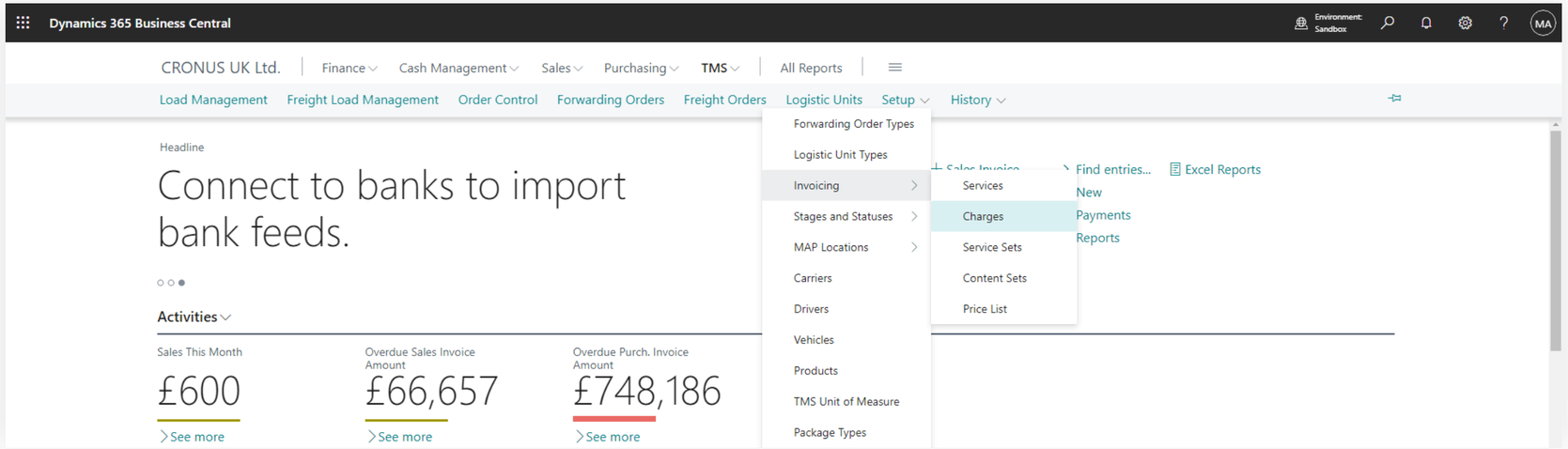
To change or create status profiles user must have TMS Admin Permissions.



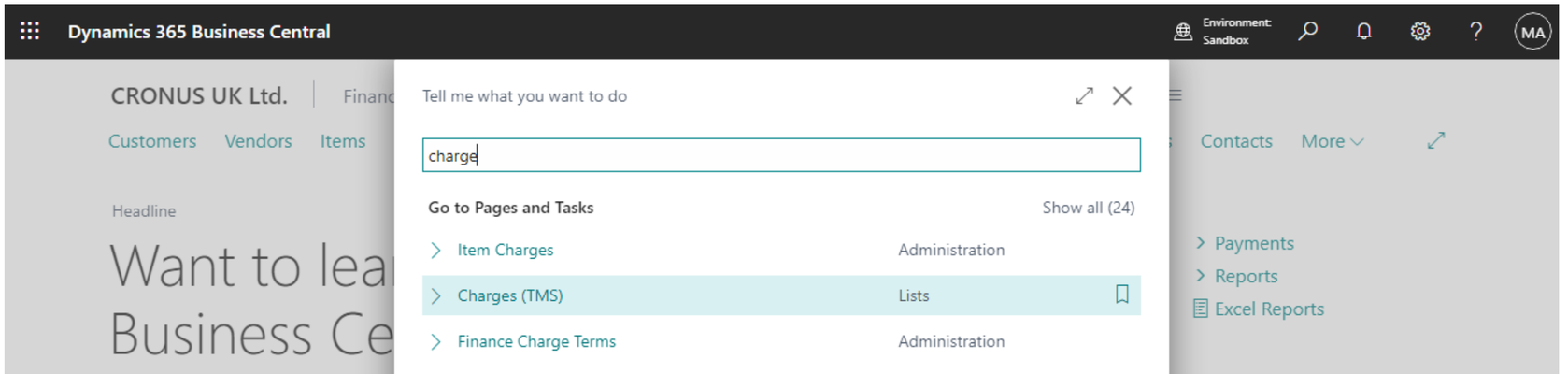
Setup & Settings – Charges

Transportation
Management System

Where to find using main menu of the TMS



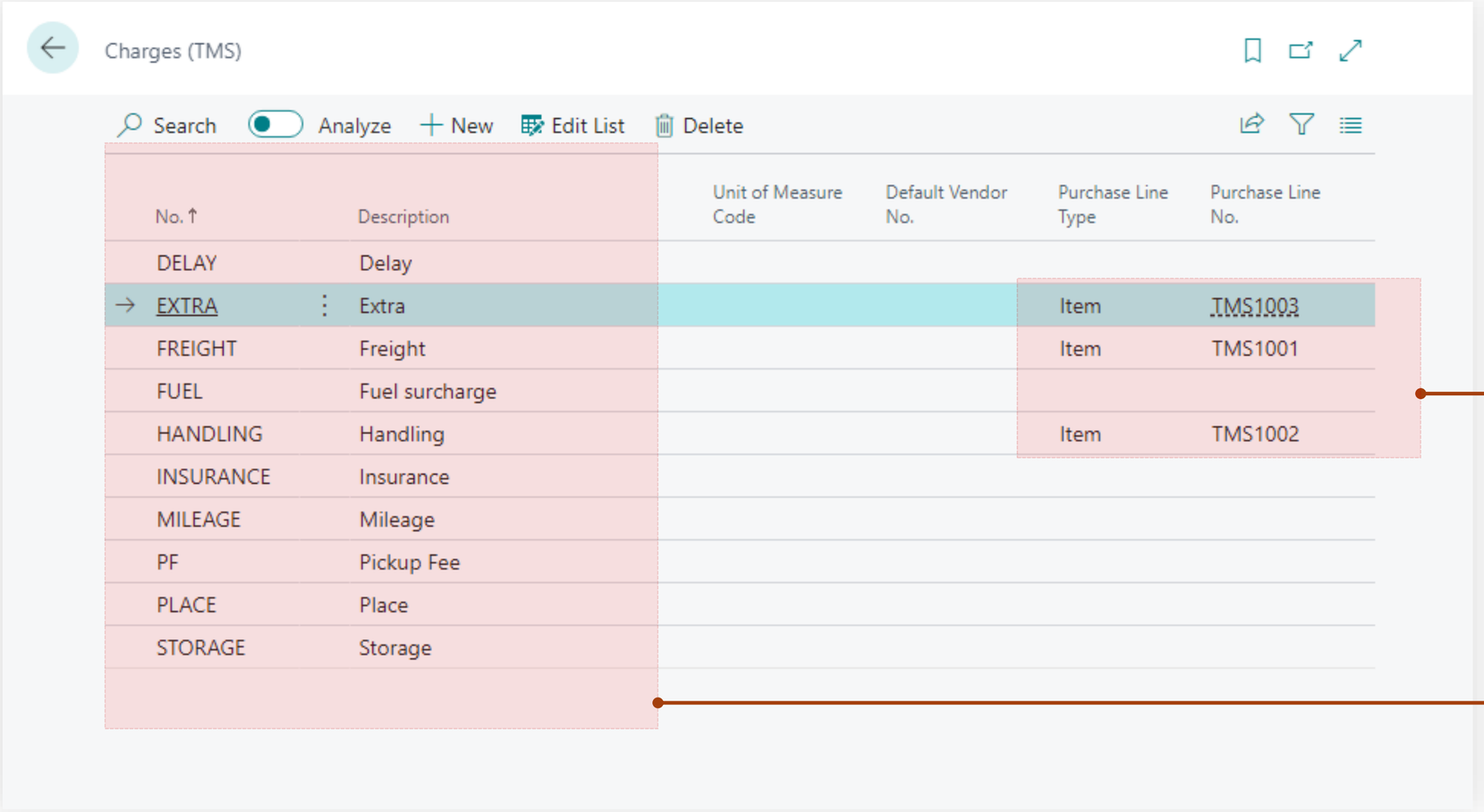
Where to find using search



Setup & Settings – Charges

Transportation
Management System

TMS Charges page



Link to the Business Central entity, for example Item (Type = Service).

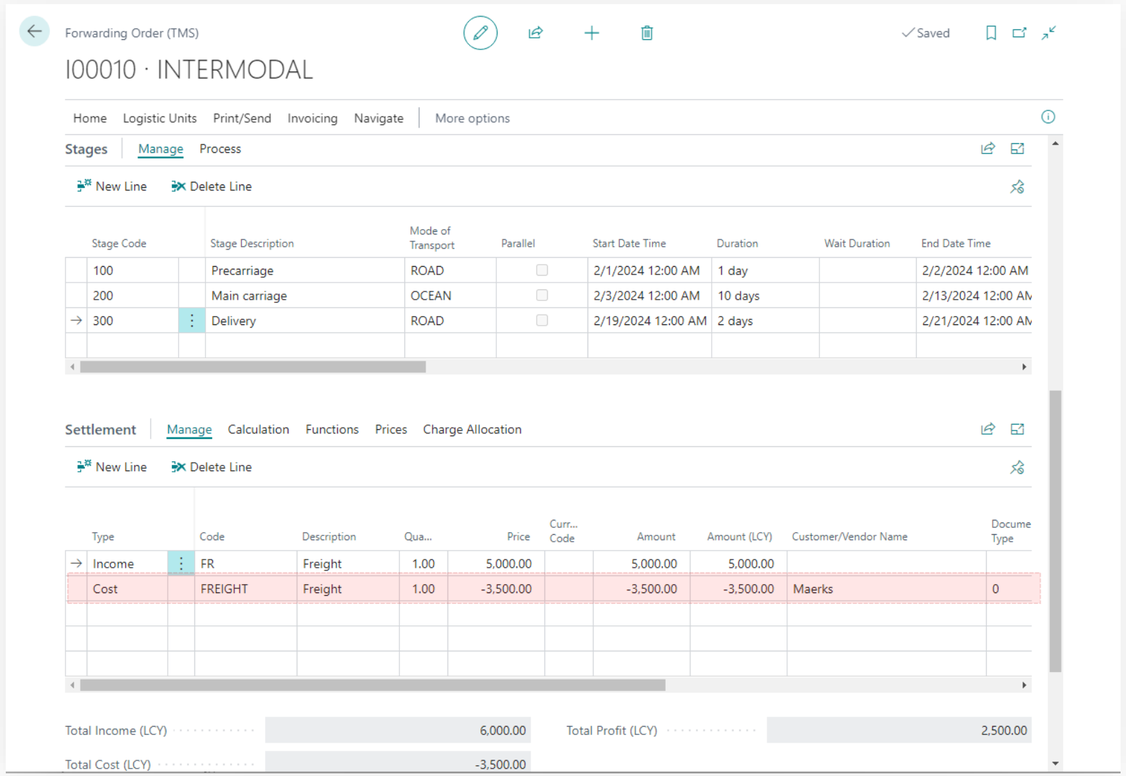
Structure of our TMS Charges

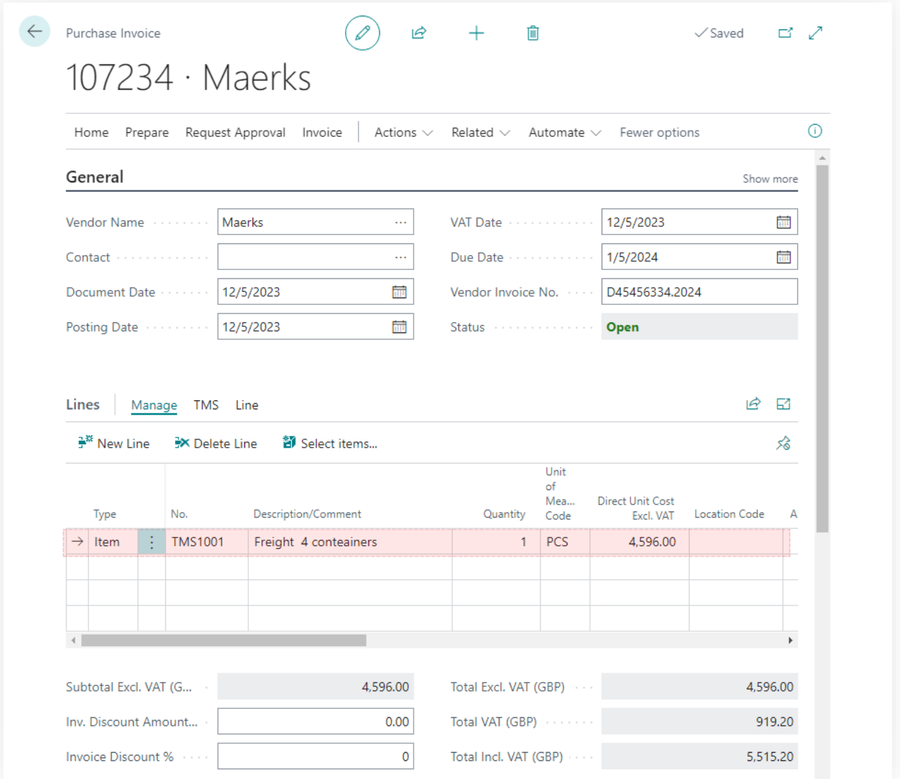
Setup & Settings – Charges

Transportation
Management System

How it works

When planning the transportation, we estimated that the sea stage would cost 3500 pounds. After the transportation, the supplier Maersk sent an invoice for 4596. In the Forwarding Order, we select TMS Charges, which in the purchase order are represented as item.



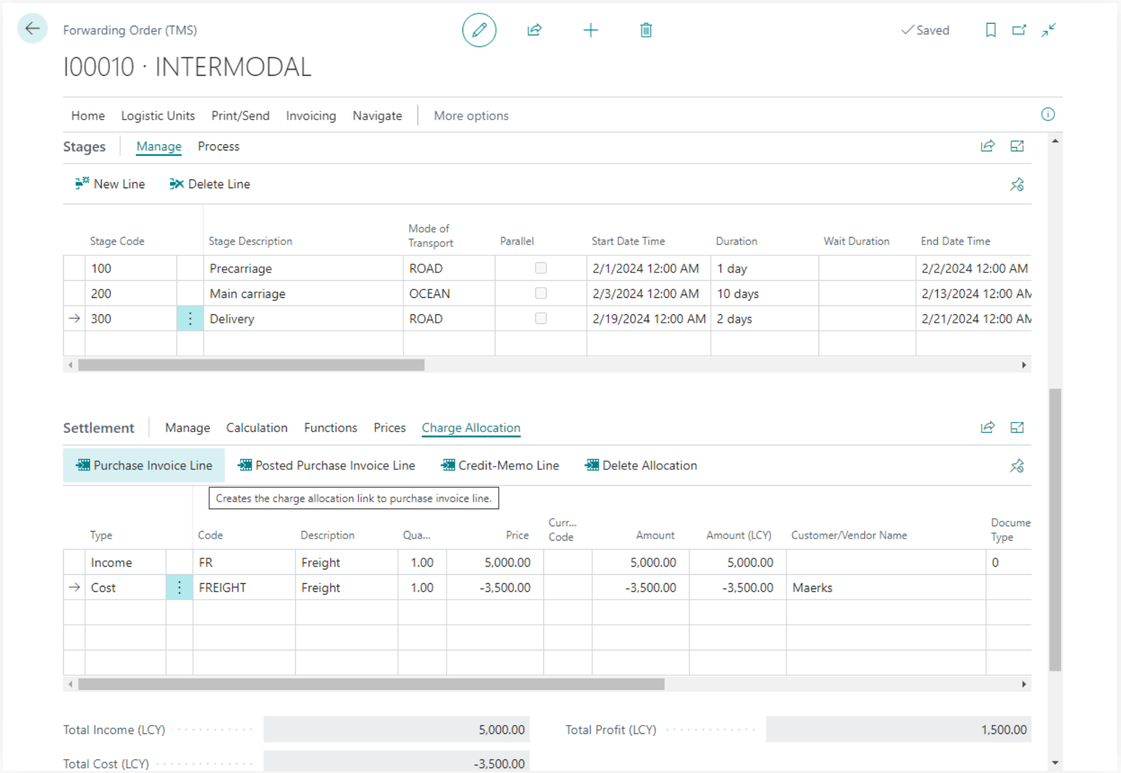


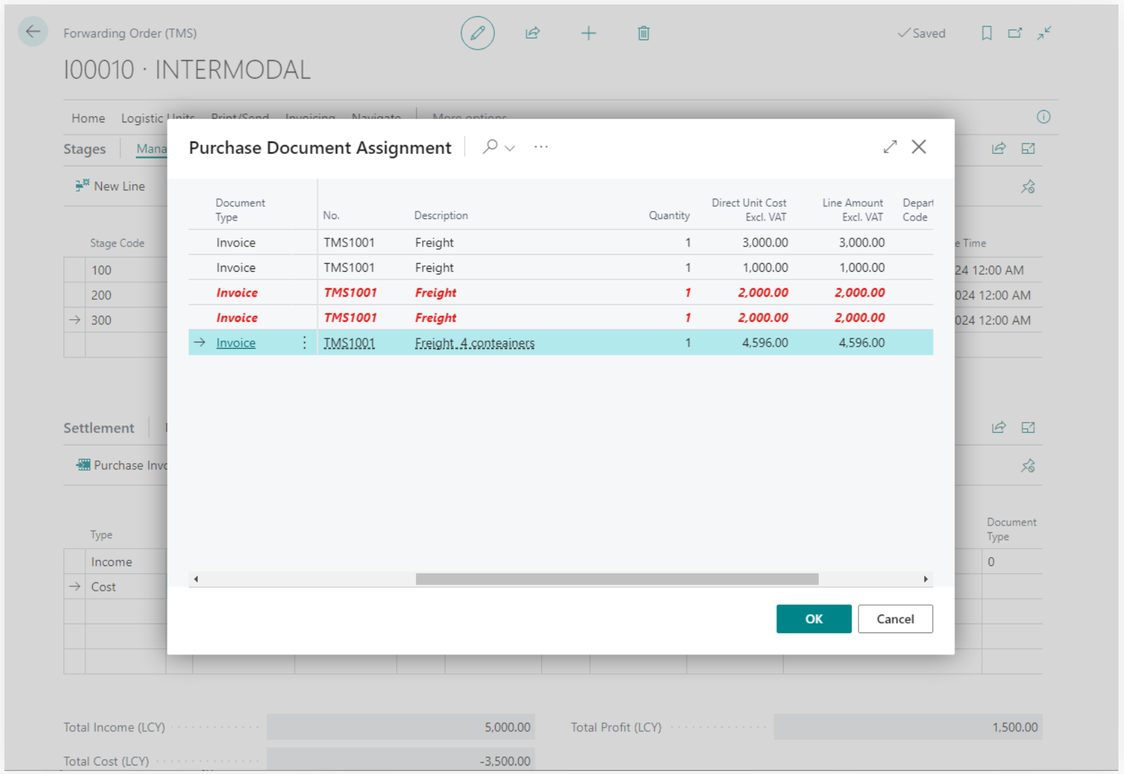
Setup & Settings – Charges

Transportation
Management System

How it works

We will allocate the actual costs to the transportation order. Click "Charge Allocation" then "Purchase Invoice Line" (cost allocation is performed at the line level). In the window that appears, select the lines of the desired invoice and click OK. The system relies on the mapping of TMS charges and items.



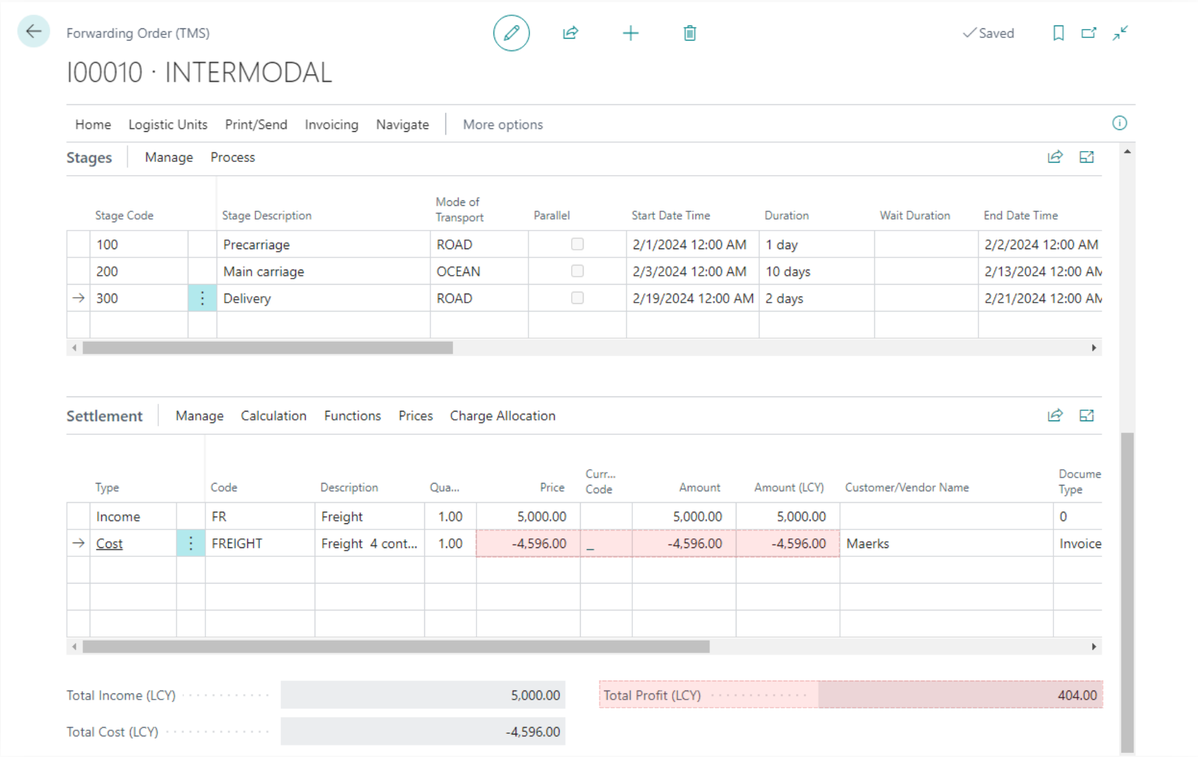


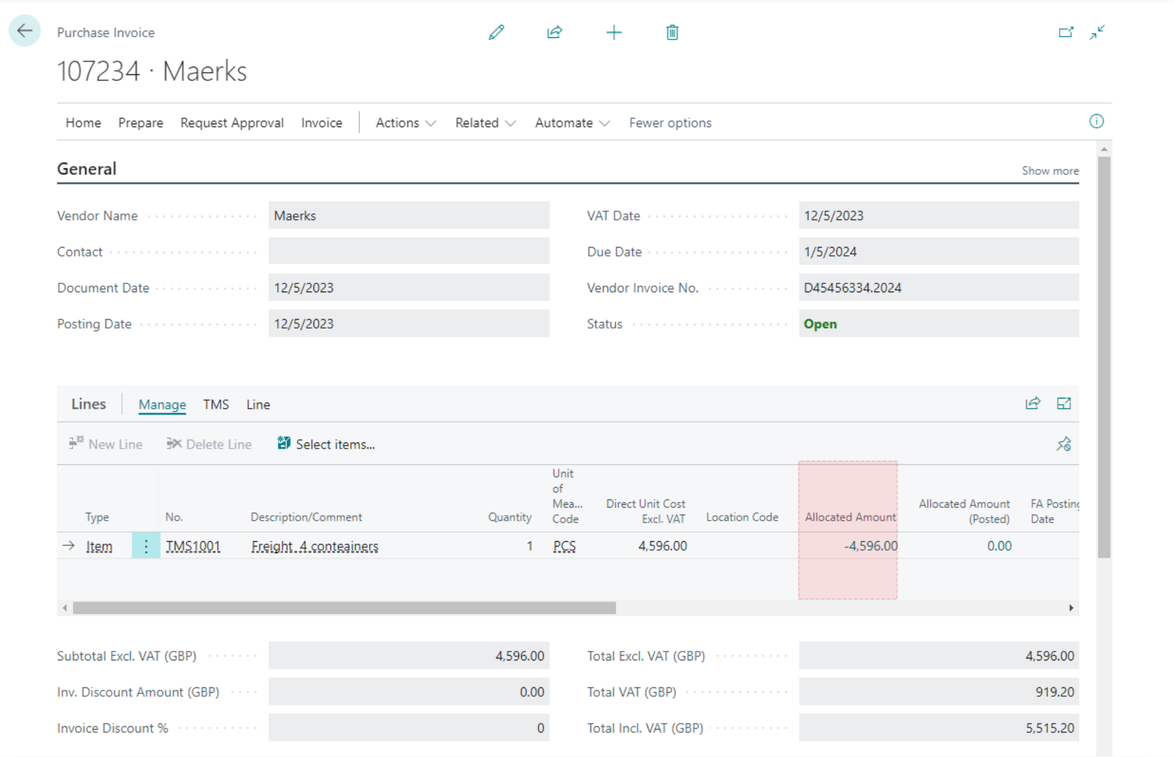
Setup & Settings – Charges

Transportation
Management System

How it works

The system will establish a connection between the settlement line and the purchase invoice line, adjusting the amounts in accordance with the actual values.





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Transportation Management System
Setup & Settings

Google MAPs Integration

Setup & Settings – Google MAPs Integration

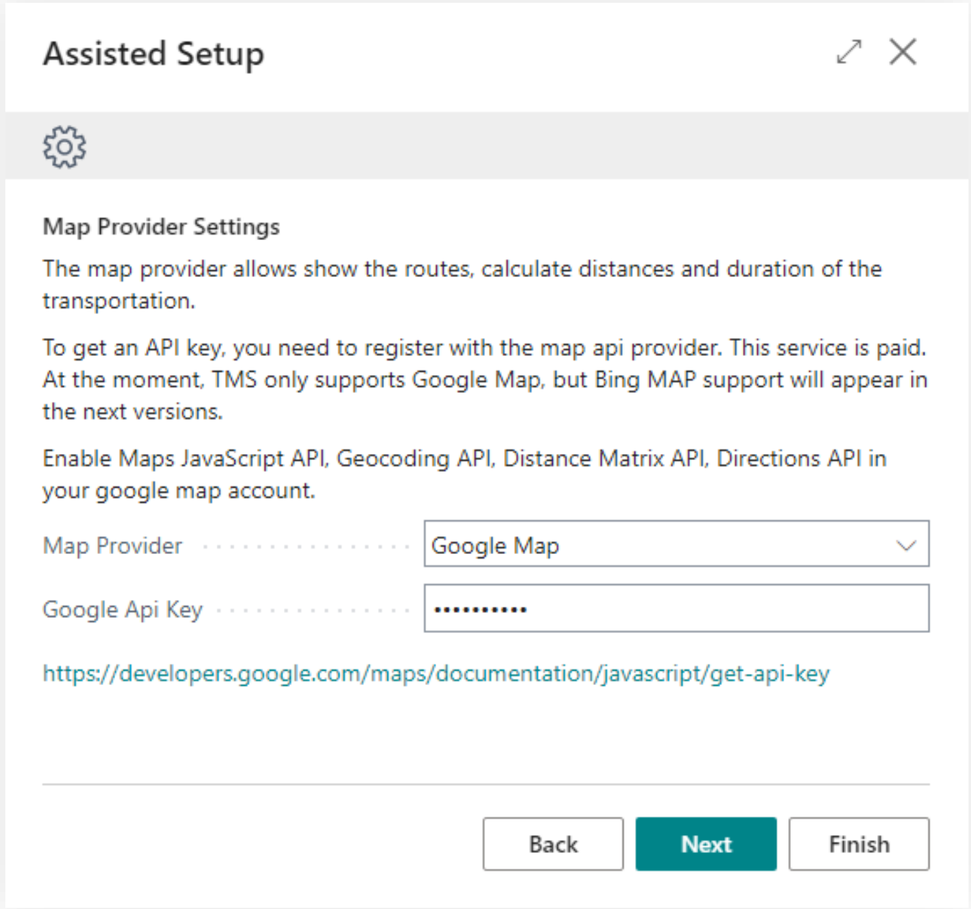
Transportation
Management System

TMS utilizes the Google Maps service for access to mapping services for geocoding addresses, route planning, and determining distances and transport durations.

Companies using TMS must have their own Google account with activated Google Maps services, which will be used by TMS.

Google Maps is a paid service.

To enable Google Maps in TMS, it is necessary to enter the Google API Key in the Assisted Setup window of the TMS module.

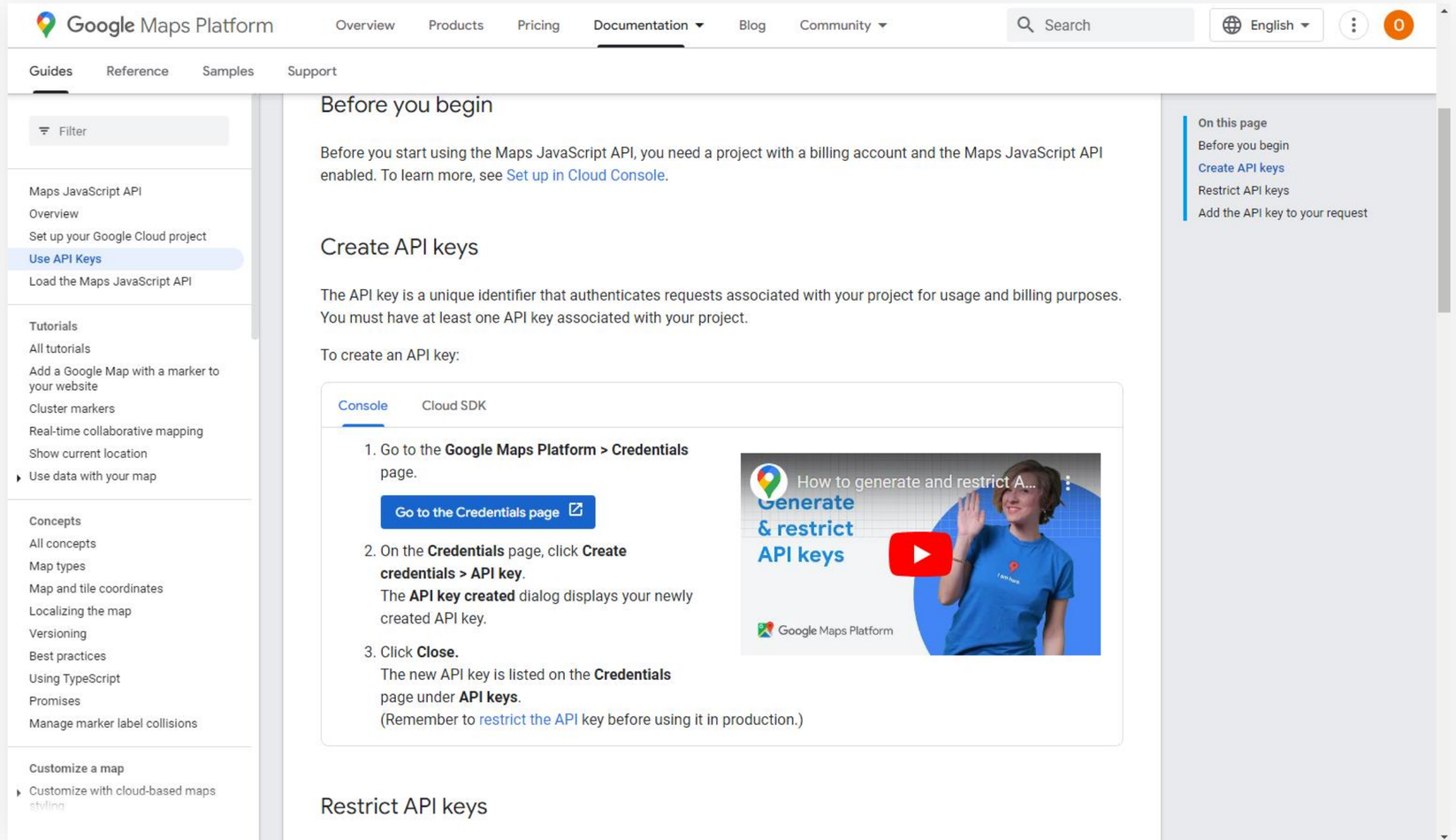


Setup & Settings – Google MAPs Integration

Transportation
Management System

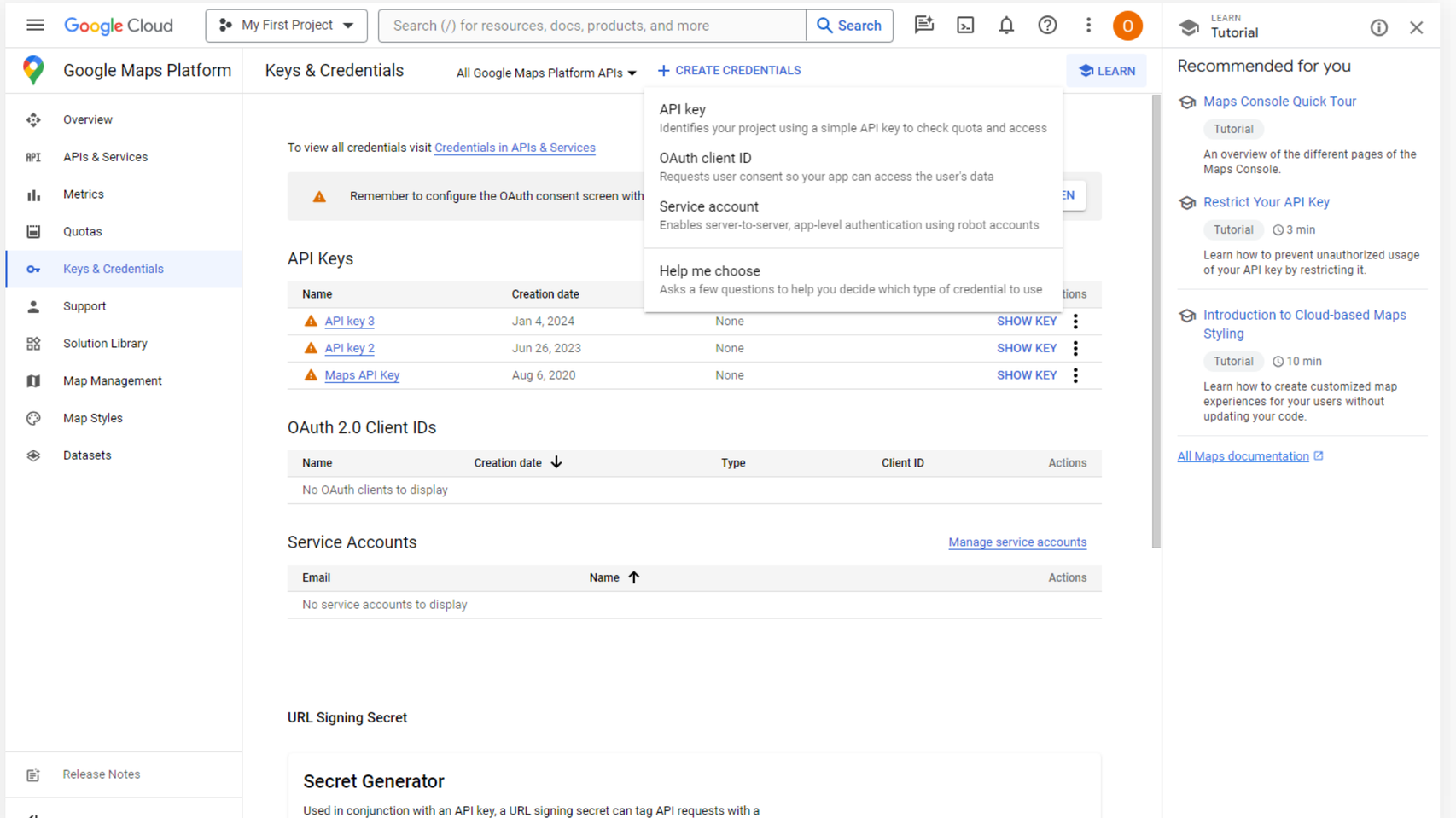
How to receive Google MAP API Key

Follow the link from the Assisted Setup window. Click on blue “**Go to Credentials page**” button.



Setup & Settings – Google MAPs Integration

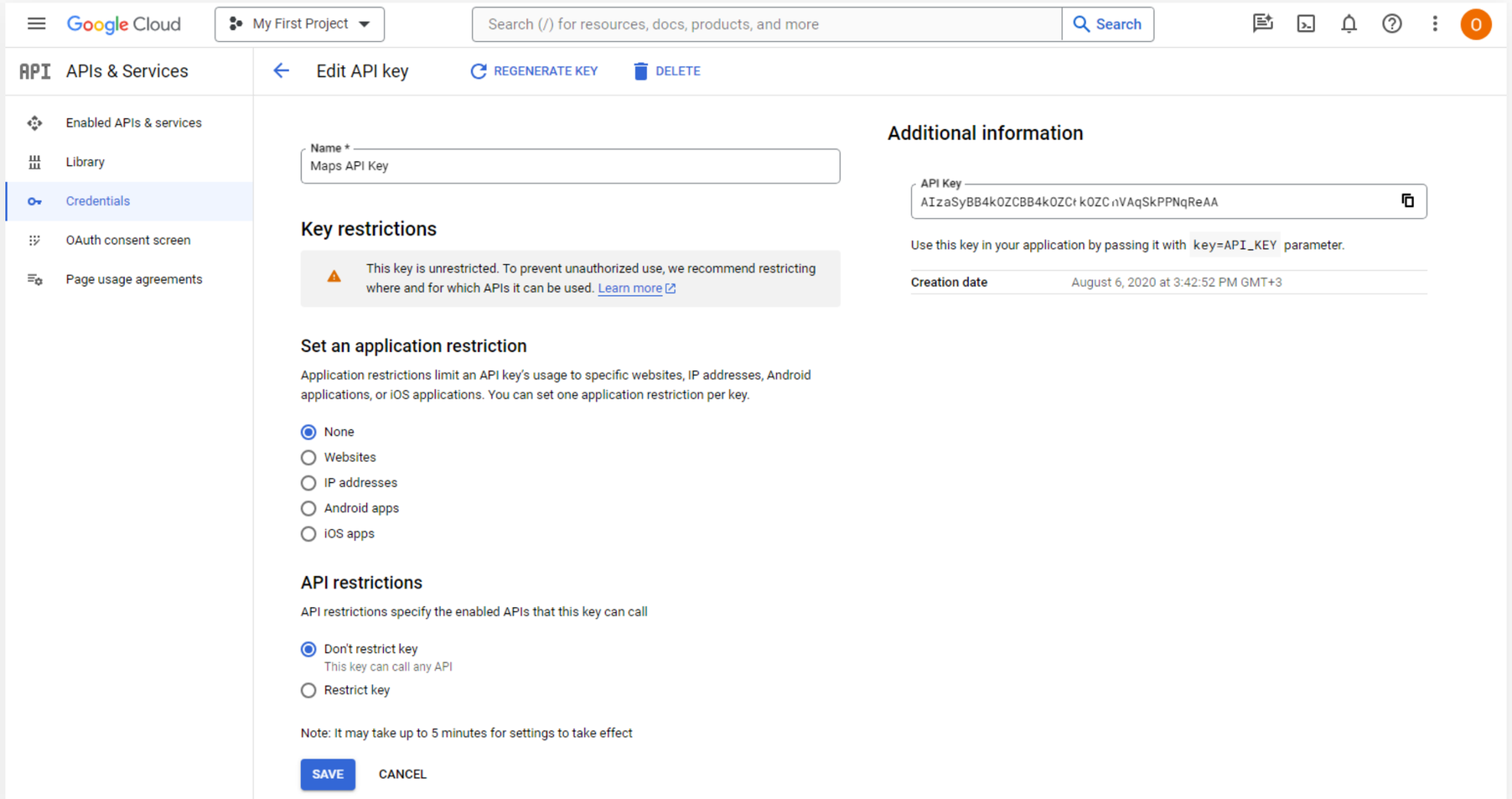
On the page that opens, click "**Create Credentials**" and then "**API Key**."



Setup & Settings – Google MAPs Integration

Transportation Management System

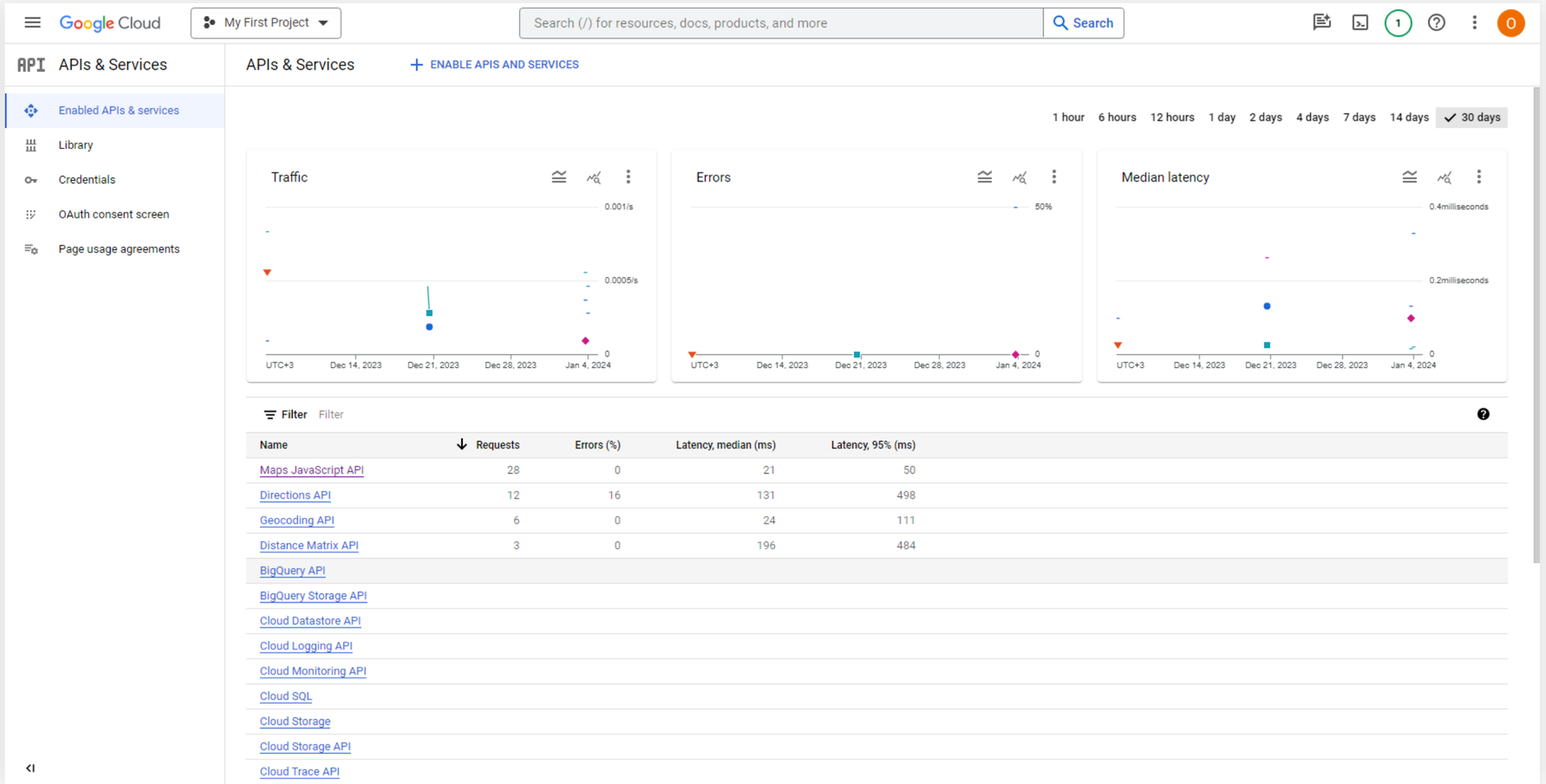
Copy API Key field value to past in field Google API of the TMS Assisted Setup page.



Setup & Settings – Google MAPs Integration

Transportation Management System

Enable 4 services for API key: Maps JavaScript API, Directions API, Geocoding API, Distance Matrix API



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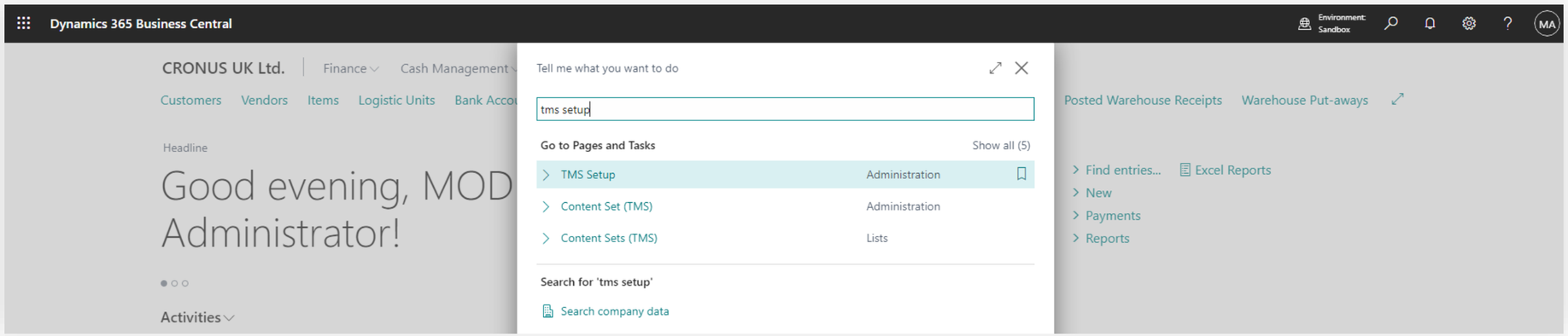
Transportation Management System
Setup & Settings

TMS Setup

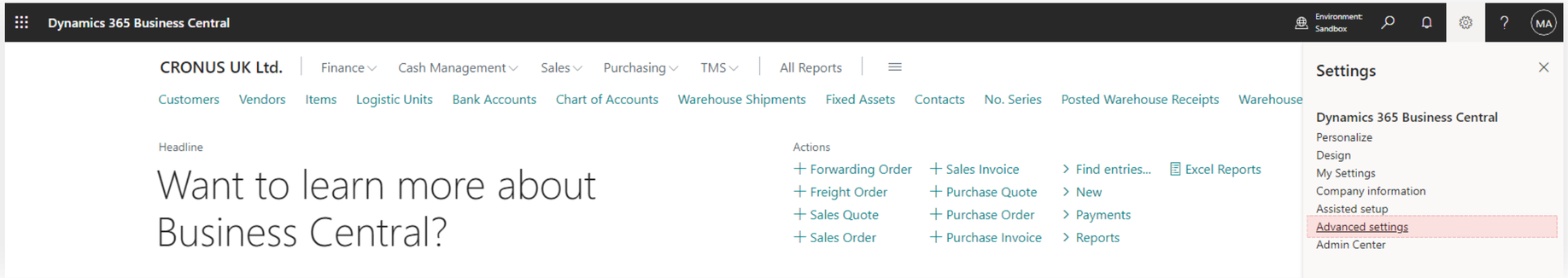
Setup & Settings – TMS Setup

Transportation Management System

TMS Setup is accessible via search



or through Manual Setup in Advanced settings.



Setup & Settings – TMS Setup

Transportation
Management System

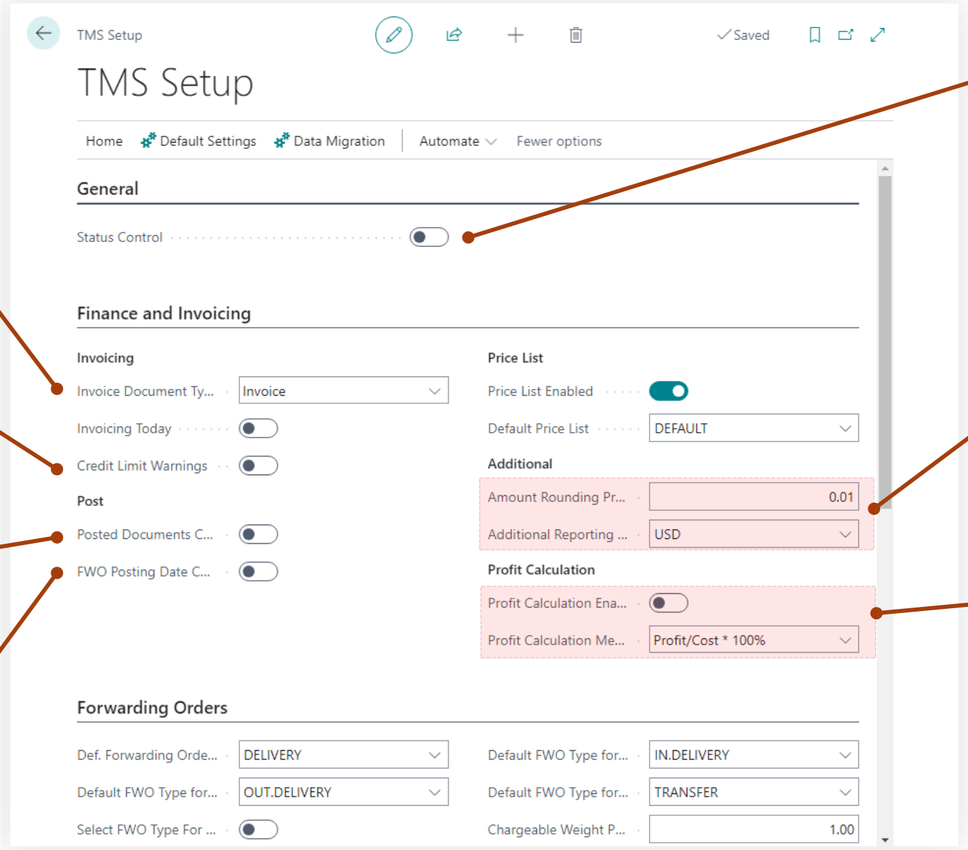
On the TMS Setup page, the core settings for the TMS module are established, such as default types for created documents, document accounting features, numbering, etc.

The type of sales document created for the function of invoicing **Income** lines in Settlement.

Activation of credit limit check when selecting a client in Forwarding Order.

Verification during the posting of Forwarding Order of the fact that all related documents ins settlement have been posted for: Sales Invoices for issued bills and Purchase Invoice for expenses.

Ensuring that the posting date of the Forwarding Order is later than the posting date of any documents in the settlement.



Enabling/disabling the action control system for statuses across all profiles

An additional reporting currency for recalculating all Forwarding Order metrics such as Income, Cost, Profit. This setting allows viewing the efficiency/profitability of operations in the holding's currency.

Displaying the profitability percentage of transportation orders in the Forwarding Orders list.

Setup & Settings – TMS Setup

Transportation Management System

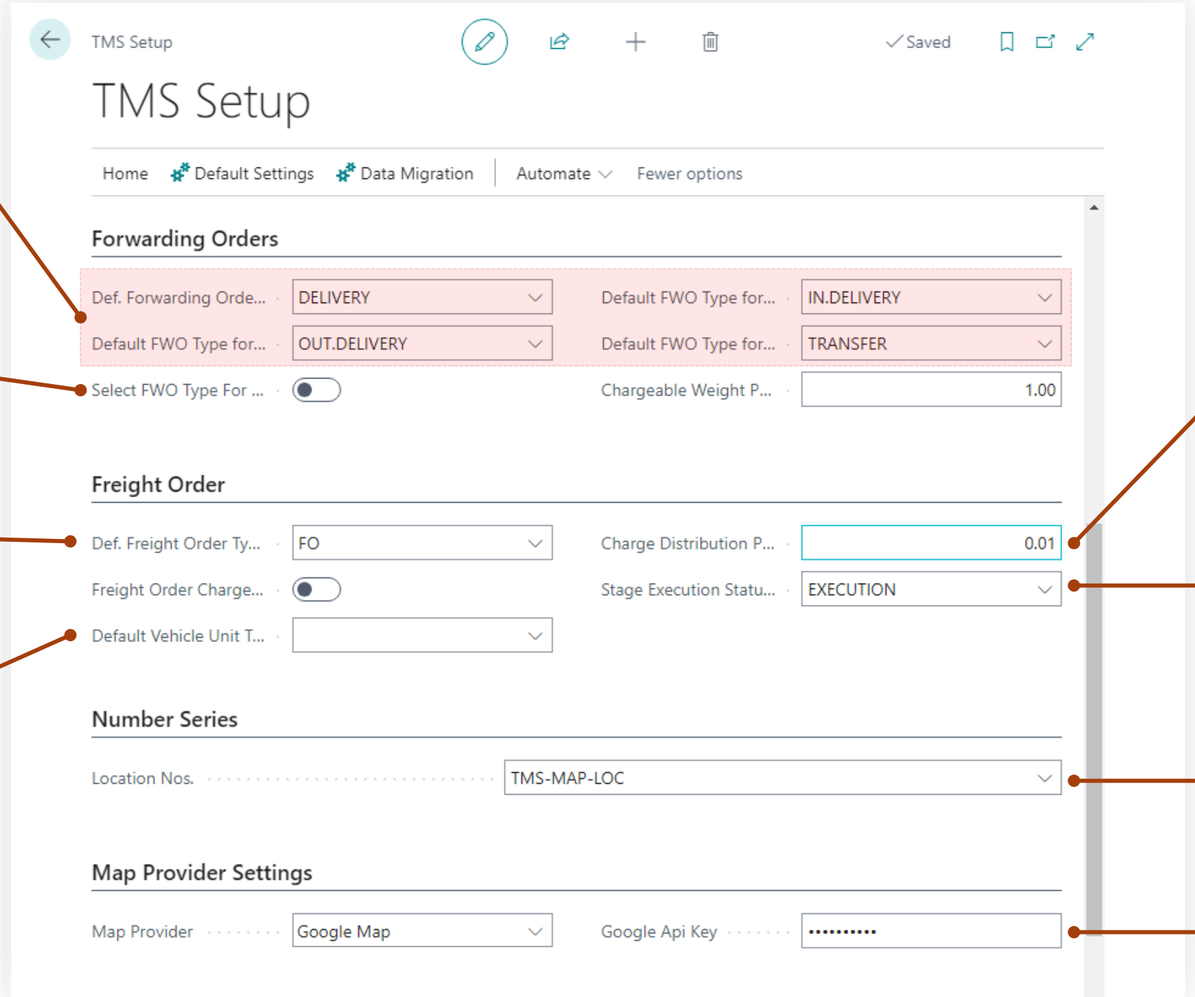
Set default values

Order types for Forwarding Orders depending on their creation method.

Selection of Forwarding Order Type when creating from a sales invoice (LSP scenario)

Freight Order Type for new freight orders. Freight order type defines parameters of the FOs

Default vehicle unit type for new freight orders. This parameter sets the dimensional parameters of the vehicle.



Rounding factor when allocating freight order costs to forwarding orders

Status profile for transportation stages. This set of statuses is used for PoD (Proof of Delivery) and monitoring the actual execution of the physical delivery process.

Number series for new MAP locations.

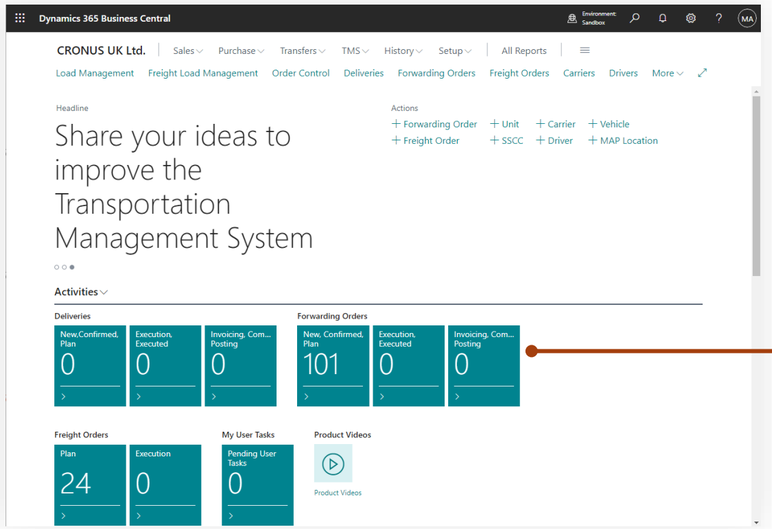
Google MAP API Key storage field

Setup & Settings – TMS Setup

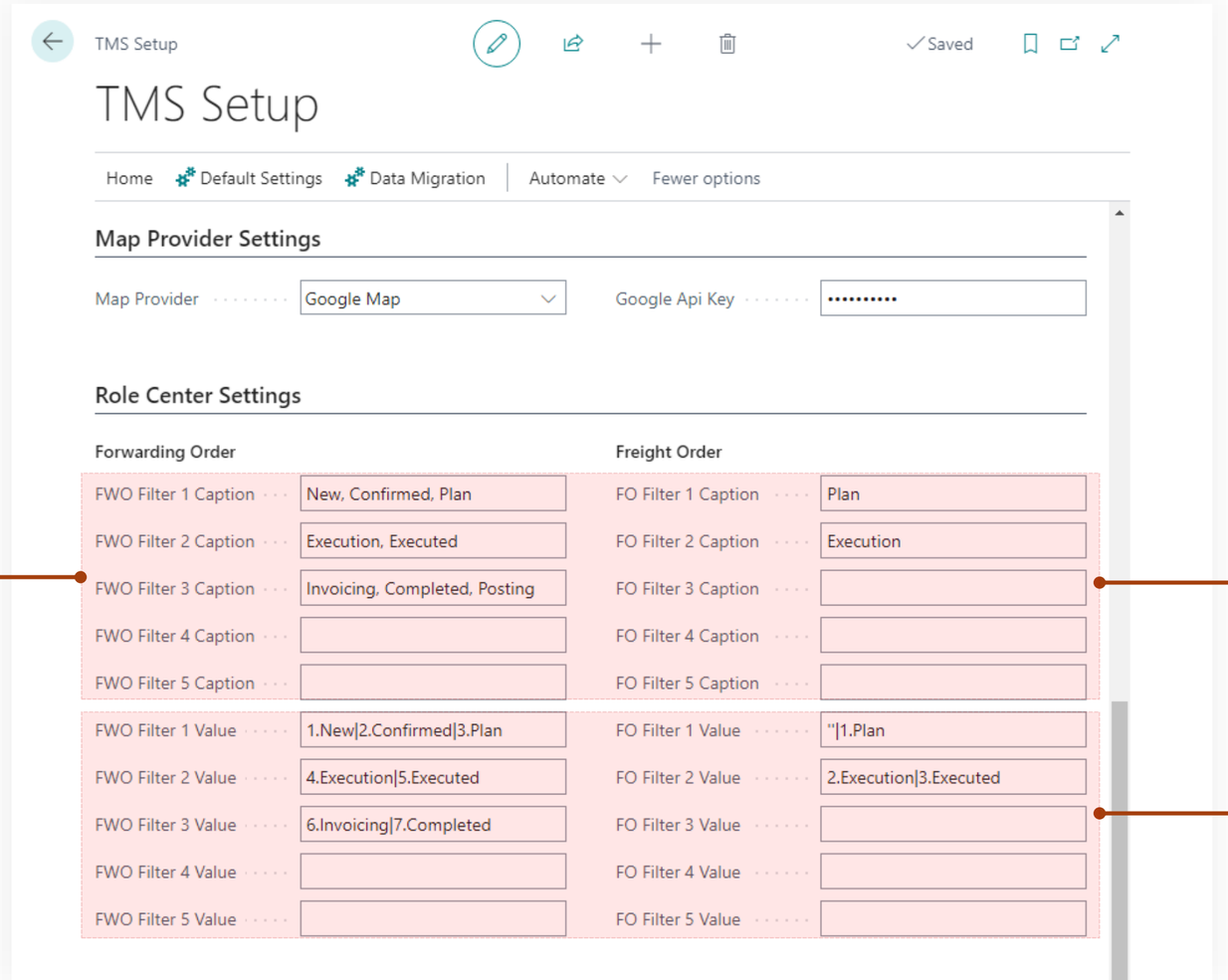
Transportation Management System

Role center settings

If you are using the TMS module role center for a user, you can set filters for documents based on the status field value, which are displayed in tiles. This allows quick access to a list of documents filtered by that status.



It enables the manager responsible for processing documents at a certain status to respond more quickly to new documents relevant to them.



Tile captions

Filter value by status field