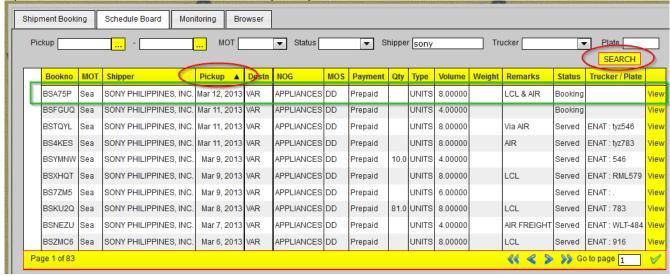# ITD Tips and Trick : **How to avoid double booking**

To check if booking is already entered in the system. e.g. Sony

1) Go to Shipment Booking, then Schedule Board, Enter client name to search at Shipper.

2) Click the Search Button, then click pickup column title of the browser 2 times to sort.

The first record is the last pickup of said client, then you'll avoid double booking.