

# **Trip Debrief**

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# Contents

1 Trip Debrief.....1

1.1 Query section.....2

1.2 Results.....2

1.3 Details section.....2

# 1 Trip Debrief

You can use the debrief screen to find trips and enter 'actual' details of the execution of the trip. This includes:

- Trip-level debrief information, like overall start and end ODO readings from the vehicle, general comments, etc.
- Trip Stop-level debrief information, like the arrival and departure times from each stop on the trip.
- Order-level debrief information, for each activity (like loading or unloading) against each stop on the trip, for example actual quantities and weights against order lines and items.
- Changing the trip status, for example to show that the trip is now completed.

**Trip Debriefing: 03 CHARLTO**

Query Filter +

Trip Reference	Status	Planned From	Planned To	Driver	Vehicle	Org
00000065	COMPLETED	19/07/2019	02/08/2019	Bradley Tibbels	AC181BE	
00000066	COMPLETED	27/07/2019	27/07/2019	Bradley Tibbels	AC181BE	
00001903	COMPLETED	23/09/2019	23/09/2019	Bradley Tibbels	QH67N5J	
00001906	ACCEPTED	23/09/2019	23/09/2019	Bradley Tibbels	AC181BE	
00001918	ACCEPTED	26/09/2019	06/10/2019	Bradley Tibbels	AC181BE	
00001920	COMPLETED	26/09/2019	06/10/2019	Bradley Tibbels	QH67N5J	
00001921	COMPLETED	02/09/2019	16/09/2019	Parjinder Singh	AC181BE	
00001922	ACCEPTED	02/09/2019	16/09/2019	Bradley Tibbels	QH67N5J	
00001926	ACCEPTED	11/08/2019	11/08/2019	Bradley Tibbels	AC181BE	
00001928	COMPLETED	16/09/2019	16/09/2019	Parjinder Singh	AC181BE	
00001954	ACCEPTED	15/11/2019	15/11/2019			
00001962	ACCEPTED	19/11/2019	19/11/2019			
00001963	ACCEPTED	29/07/2019	29/07/2019			

Showing 1 to 14 of 14 entries

**SUMMARY**

Start Date/Time: DDMM/YYYY HH:MM End Date/Time: DDMM/YYYY HH:MM  
 Planned: 29/07/2019 0:00 29/07/2019 7:30  
 Driver: Vehicle: Trailer:  
 ODO Start: ODO End: Mileage:  
 Fuel Drawn: Fuel Used: Fuel Receipt Ref:  
 Overall Summary Comments:  
 Complete Summary Review +

**ROUTE STOPS**

1 STOPS: Morris Stone, Spenwood Road, Newcastle Under Lyme, ST5 7DU

## Debrief - Trip level

**Trip Debriefing: 03 CHARLTO**

Query Filter +

Trip Reference	Status	Planned From	Planned To	Driver	Vehicle	Org
00000065	COMPLETED	19/07/2019	02/08/2019	Bradley Tibbels	AC181BE	
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00001926	ACCEPTED	11/08/2019	11/08/2019	Bradley Tibbels	AC181BE	
00001928	COMPLETED	16/09/2019	16/09/2019	Parjinder Singh	AC181BE	
00001954	ACCEPTED	15/11/2019	15/11/2019			
00001962	ACCEPTED	19/11/2019	19/11/2019			
00001963	ACCEPTED	29/07/2019	29/07/2019			

Showing 1 to 14 of 14 entries

**ROUTE STOPS**

1 STOPS: Morris Stone, Spenwood Road, Newcastle Under Lyme, ST5 7DU

Arrived: 29/07/2019 8:00 Departed: 29/07/2019 8:05  
 Planned: 29/07/2019 0:00 29/07/2019 7:30  
 Driver: Bradley Tibbels Vehicle: Trailer:  
 Temperature: Weightbridge Ref: Weightbridge Weight:  
 Stop Comments: Non-Fulfilled Reason:  
 Stop Reviewed +

TMS Order: 00003153 Booker | Collected From: STOKS | Delivered To: TAILWORTH

Service Level: Activity: Order Status:  
 Delivery Stock: LOAD Part delivered:  
 Customer: BOOKER Booking Ref: Collection Ref:  
 Order Proof of Collection Comments: Non-Fulfilled Reason:  
 Transport Units

## Debrief - Stop and Order level

**Trip Debriefing: 03 CHARLTO**

Query Filter +

Trip Reference	Status	Planned From	Planned To	Driver	Vehicle	Org
00000065	COMPLETED	19/07/2019	02/08/2019	Bradley Tibbels	AC181BE	
00000066	COMPLETED	27/07/2019	27/07/2019	Bradley Tibbels	AC181BE	
00001903	COMPLETED	23/09/2019	23/09/2019	Bradley Tibbels	QH67N5J	
00001906	ACCEPTED	23/09/2019	23/09/2019	Bradley Tibbels	AC181BE	
00001918	ACCEPTED	26/09/2019	06/10/2019	Bradley Tibbels	AC181BE	
00001920	COMPLETED	26/09/2019	06/10/2019	Bradley Tibbels	QH67N5J	
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00001922	ACCEPTED	02/09/2019	16/09/2019	Bradley Tibbels	QH67N5J	
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00001954	ACCEPTED	15/11/2019	15/11/2019			
00001962	ACCEPTED	19/11/2019	19/11/2019			
00001963	ACCEPTED	29/07/2019	29/07/2019			

Showing 1 to 14 of 14 entries

**Transport Units**

P1 - CAGE-C (Cage, Cage)  
 Quantity: Weight: Volume: BUC:  
 Planned: 1 0 0 0  
 Unit Comments: Non-Fulfilled Reason:  
 Products:  
 QWERTY-B-DESC (QWERTY A)  
 Quantity: Height: Length: Weight: Volume:  
 Planned: 1 0 0 0 0  
 Product Comments: Non-Fulfilled Reason:  
 QWERTY-B-DESC (QWERTY B)  
 Quantity: Height: Length: Weight: Volume:  
 Planned: 1 0 0 0 0  
 Product Comments: Non-Fulfilled Reason:  
 P2 - CAGE-C-2 (Cage, Cage)  
 Quantity: Weight: Volume: BUC:  
 Planned: 1 0 0 0  
 Unit Comments: Non-Fulfilled Reason:

## Debrief - Order Line level



The system supports automatic debrief from external systems. For example, if CTL is integrated with *CALIDUS* ePOD, completion of the trips there will automatically enter the information in this screen for you. In this case, you can use the debrief screen to review or change what has automatically been entered.

## 1.1 Query section

You can access the query through the **Query Filter** button.

Query criteria:

- *Trip Ref.*
- *Order Ref.*
- *Customer Ref.*
- *Customer.*
- *Booking Ref.*
- *Owning Depot.*
- *Planned Date.*
  - ♦ *Planned Date From* - defaults to 7 days in the past. You can enter a date directly, use the up/down buttons to move forward/back a day, or use the calendar to select a date.
  - ♦ *Planned Date To* - defaults to 7 days in the past. You can enter a date directly, use the up/down buttons to move forward/back a day, or use the calendar to select a date.
- *Carrier.*

You can execute the query with the **Apply Filters** button, or close the query section with the **Query Filter** button.

## 1.2 Results

The screen shows a results table with the following information:

- *Trip Reference.*
- *Status.*
- *Planned From.*
- *Planned To.*
- *Location.*
- *Driver.*
- *Vehicle.*
- *Organisation.*
- *Depot.*
- *Route.*
- *Carrier.*
- *Vehicle.*
- *Make.*
- *Model.*
- *Type.*
- *Distance.*

You can debrief the trip or see details of the trip by clicking the row - the screen will display the details section.

## 1.3 Details section


The details section allows you to debrief the trip at all levels, and therefore displays sub-sections for:

- Trip-level.
- Stop-level, one for each stop.
- Order-level, within each stop, one for each order planned at that stop. This includes order line and item information.



The screen has the following buttons available on the header bar:

- **Close.**
- **Save** - save any changes that you have made.
- **Refresh** - refresh the trip detail panel.
- Display options, to change or maximise the space used by the detail section:
  - ◆ **Max width.**
  - ◆ **Half-width.**
  - ◆ **Min width.**

 **Note:** When you are making changes to a trip and you attempt to close, refresh or choose another trip without saving, you will be prompted to save your changes first.

### 1.3.1 Trip sub-section

The header bar displays the following information:

- *TRIP* - the trip ID.
- *ORG* - the organisation.
- *Trip Status*

The details show:

- *Depot.*
- *Carrier.*
- *Route.*

You can set the trip to status Complete by clicking the **SET COMPLETE** button.

### 1.3.2 Summary sub-section

This is where the trip-level debrief information can be entered, consisting of:

- *Driver* - you can select the driver of the vehicle from a drop-down list of all drivers in the system.
- *Start Date/Time* - you can default the date/time to the planned date/time (shown below) with the button provided.
- *End Date/Time* - you can default the date/time to the planned date/time (shown below) with the button provided.
- *Vehicle* - you can select the vehicle from a drop-down list of all vehicles in the system.
- *Trailer* - you can select the trailer from a drop-down list of all trailers in the system.
- *ODO Start.*
- *ODO End.*
- *Mileage* - you can default the mileage to the planned mileage (shown below) with the button provided.
- *Fuel Drawn.*
- *Fuel Used.*
- *Fuel Receipt Ref.*
- *Overall Summary Comments.*

You can enter all the summary details with the **Complete Summary Review** button

### 1.3.3 Stop sub-section

The screen displays each of the stops on the trip in sequence. These stop sections are closed by default - you can click them to show all of the stop details and the orders on that stop.

The sub-section header displays the following information:

- *Stop sequence.*



- *Location.*
- *Location Address.*

The details that you can change are:

- *Driver* - you can select the driver of the vehicle from a drop-down list of all drivers in the system.
- *Arrived* - you can default the date/time to the planned date/time (shown below) with the button provided.
- *Departed* - you can default the date/time to the planned date/time (shown below) with the button provided.
- *Vehicle* - you can select the vehicle from a drop-down list of all vehicles in the system.
- *Trailer* - you can select the trailer from a drop-down list of all trailers in the system.
- *Trailer Type* - you can select the trailer type from a drop-down list of all trailer types in the system.
- *Turnaround Time.*
- *Distance from Last Stop.*
- *Temperature.*
- *Weighbridge Ref.*
- *Weighbridge Weight.*
- *Stop Comments.*
- *Non-fulfilled Reason.*

You can confirm the stop has been completed using the **Confirm Fulfilled** button.

You can enter all the stop details with the **Complete Stop Review** button

Under each stop, the screen lists the orders at that stop:

The header displays the following information:

- *TMS Order.*
- *Customer.*
- *Customer Ref.*
- *Collect From.*
- *Deliver To.*

The details that you can change are:

- *Service Level.*
- *Activity.*
- *Order Status.*
- *Customer.*
- *Booking Ref..*
- *Collection Ref..*
- *Order Proof of Collection - Date/Time.*
- *Order Proof of Collection Comments.*
- *Non-fulfilled Reason* - you can select the non-fulfilled reason from a drop-down list of all reasons in the system.

You can confirm the order has been completed using the **Confirm Fulfilled** button.

Under each order, the screen lists all transport units for that order.

The header displays the following information:

- *Number.*
- *TU type.*
- *Descriptions.*

The details that you can change are:

- *Quantity* - you can default the value to the planned value (shown below) with the button provided.
- *Weight* - you can default the value to the planned value (shown below) with the button provided.
- *Volume* - you can default the value to the planned value (shown below) with the button provided.
- *BUE* - you can default the value to the planned value (shown below) with the button provided.
- *Unit Comments.*
- *Non-fulfilled Reason* - you can select the non-fulfilled reason from a drop-down list of all reasons in the system.



You can confirm the transport unit has been completed using the **Confirm Fulfilled** button.

Under each transport unit, the screen lists all products for that transport unit.

The header displays the following information:

- *Description.*

The details that you can change are:

- *Quantity* - you can default the value to the planned value (shown below) with the button provided.
- *Height* - you can default the value to the planned value (shown below) with the button provided.
- *Length* - you can default the value to the planned value (shown below) with the button provided.
- *Weight* - you can default the value to the planned value (shown below) with the button provided.
- *Volume* - you can default the value to the planned value (shown below) with the button provided.
- *Product Comments*
- *Non-fulfilled Reason* - you can select the non-fulfilled reason from a drop-down list of all reasons in the system.

