

## **Allocate Resources (Diary)**

Aptean Ltd  
Copyright © 2011-2025.

# Contents

1 Allocate Resources (Diary).....1

The screen below will be displayed:

[illegible]

RAG colouration is applied to make it easy to see which drivers and vehicles are available.

- GREEN - available
- RED - unavailable for any of the reasons above.

The Driver column marked Hrs/14dys is an indication of the hours the driver has worked in the last 14 days, allowing you to take into account a driver working too many hours.

The currently allocated driver and vehicle are displayed in the top of the screen, and darkened in the driver and vehicles lists.

If a Trailer Type has not been assigned, this can be done using the **V** lookup button next to that field in the header.

Those resources that are currently in use between the trips start time and finish time are high-lighted in grey to show the user they are currently in use, although they can still be allocated.

To assign a resource, select it from the list and click the associated **Assign ...** button. When assigned, the name/id will appear in the header. Use the **Remove ...** button if a resource needs to be removed.

You can remove all resources applied to the trip using the **Remove All** button provided.

You can view the resource availability in detail using the ... **Diary Exceptions** buttons provided.

Activity	Start	Finish	Duration	Created Date
TMP-00001271	09/04/2024 04:09	09/04/2024 07:06	00:02:57	19-APR-2024

**Note:** When you add the last resource for this carrier, the screen will warn you of this in a pop-up.

Whilst in this screen, you may need to add or change a resource to make them available for the trip. You can do this by clicking on the **Add Resource** button - you will be taken to the **Resources** maintenance screen.

Once happy that resources have been added, click **Save**. If during a **Save**, all resources have been added to a **PLANNED** trip, the system will automatically update the trip status to **ACCEPTED**.

