

Bay Diary (Front) View

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1 Bay Diary (Front) View

Note: The [Bay Diary Configuration](#) screen is accessible through clicking the Cog icon to the left of the header.

When the screen is first started, the current day's bookings are shown.

Hovering the mouse over the Help icon in the screen header will display the legend for the different bookings in the Bay Slots Table (below).

Note: The colours for each status default to those shown above, but may be styled differently as part of your implementation of the Bay Diary system.

Clicking on this Help icon will take you to this Calidus Assist system help (if configured).

The screen displays a header consisting of:

- **Current Depot** - if multiple depots/warehouses are being controlled by your user, then you can select the depots from the drop-down list here by clicking on the depot name.
- **Date** - the main navigation element of this screen. The user should select the current date for operation on the day. Users taking and creating bookings should select the date required for the booking before checking the slots. When selecting a date, a pop-up calendar will be displayed. When clicking on a date, the screen will immediately show the bookings for that date.
- A **Booking Search** bar
- **Reports** selectors (covered in section [Bay Diary Reports](#))
- A **Summary** bar

The Summary bar shows the summary counts for the day, based on the bookings created for the bays on that day, consisting of:

- **Expected Vehicles In/Out**



- *Expected Pallets In/Out*
- *Expected Cartons In/Out*

A table of all configured Bays and Slots will be displayed in the Bay Slot table, with all slots ready for booking. Any created bookings will be indicated in the Booking slot (the cell), coloured as per the legend. Hovering over the booking will display some information in a pop-up. This information is configurable for the user or warehouse through the [configuration](#) screen.

To add a new booking, double-click on an empty slot and the [Booking screen](#) will be displayed with no details, ready for a booking to be created.

To edit or view an existing booking, double-click on the slot itself - the booking will be displayed in the [Booking screen](#).

To quickly see and amend some details of a booking, click the booking slot - the details will be displayed in the Quick Update view in the top right of the screen.

1.1 Quick Update View

Hovering over a booking slot will display a small Update view in the top-right of the Diary screen, as follows:

Bay: Bay2
 Direction: Outbound
 Date: 01/11/2018
 Time: 11:00
 Confirm Status: Arrived
 Booking Ref: NFT003165
 Load:
 Arrival Time: 11:07
 Departure Time:
 Save Changes Close

Move Repeat
 Send Email
 Print Ticket

Some details of the selected booking are displayed at this time slot, and this allows the user to quickly set the status and take some actions.

You can add or remove details from the booking view using the [Configuration](#) screen.

Editable Fields:

- *Confirm Status* - a drop-down list of the available statuses. This may be used to quickly arrive or complete a booking at the gatehouse.
- *Arrival Time* - the Arrival time to be keyed in when setting the status to *Arrived*. The time will be automatically populated with the current time in this case, but may be modified.
- *Departure Time* - the Departure time to be keyed in when setting the status to *Processed*. The time will be automatically populated with the current time in this case, but may be modified.

When all details are entered, click **Save Changes** to save the details or **Close** to abandon them.

Several buttons are provided on this Update view.

Click the **Move** button to move the booking to a new date and time, or bay - fields will be displayed for this purpose. Click **Confirm** to confirm the move.



Bay: Bay1
 Direction: Inbound
 Date: 01/11/2018 Move Repeat

New Bay: Bay1
 New Date:
 New Time: Confirm

Time: 07:00 Time Reqd: 60
 Confirm Status: Expected Send Email

Booking Ref: NFT003161
 Container Number:
 Arrival Time:
 Departure Time:

Save Changes Close

Click the **Repeat** button to repeat this booking many times. Fields will be displayed for this purpose, allowing the *Repeat* interval to be specified (*Daily*, *Weekly* or *Monthly*) and the number of *Times* to repeat this booking. Click **Confirm** to submit the repeat booking.

Bay: Bay1
 Direction: Inbound
 Date: 01/11/2018 Move Repeat

Repeat: Daily
 Times: Confirm

Time: 07:00 Time Reqd: 60
 Confirm Status: Expected Send Email

Booking Ref: NFT003161
 Container Number:
 Arrival Time:
 Departure Time:

Save Changes Close

If an email is required to be sent to the recipients on arrival or completion, this can be achieved through clicking the **Send Email** button, which will then send a confirmation email directly.

If at *Arrived* status, the popup screen will display a **Print Ticket** button - clicking this will open a print for an arrival ticket.

