

## **Bay Diary Booking (Detail) View**

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## 1 Bay Diary Booking (Detail) View

When a bay booking slot is clicked, this view shows all the details of the booking.

Diary Details

Current Depot: Refrigerated Container Term ▾

Logged in as OBS  Log Out 

 Save Changes  Exit

 Delete

Bay:

Start Time:

Booking Ref:  

Direction:

Expected Num Pallets:

Date:

Time Rqrd(Minutes):

Booking Type:

Owner:

Cartons:

Carrier Info:

Load Information:

Special Instructions:

Carrier:  

Container Number:  

Container Type:

Registration:

Trailer:

Driver:

Passenger:

Contact Name:

Firstnames:

Firstnames:

Surname:

Surname:

Contact Phone:

Contact Email Address:

Created By:

Confirm Status:

If the slot is empty, the booking will be empty, ready for details to be entered. The following details will be pre-set:

- *Bay* - set to the bay that was clicked
- *Start Time* - set to the Time from the booking slot.
- *Date* - set to the Date from the calendar and the Time from the booking slot.
- *Time Reqd (Minutes)* - set as a default to the booking slot length as configured for the system.
- *Direction* - set as a default to *Inbound*.
- *Confirm Status* - set as default to *Expected*.

Each booking type has different requirements, are dependent on the system configuration and which systems are in use (for example WMS and Container Yard), and are dealt with in more detail in the following sections.

In general, the following details are enterable on any booking:

- *Time Reqd (Minutes)* - the time required will default to the slot length configured in the system. This can be modified by keying in a number of minutes or using the slider bar provided.
- *Booking Ref* - if provided, a booking reference can be keyed, or a unique reference will be generated when the booking is created and saved the first time.
- *Booking Type* - a drop-down list allowing selection of the specific booking type. This selection defines what information is required on the rest of the booking. One of:
  - ◆ *Blocking Out*
  - ◆ *De-stuffing*
  - ◆ *Empty Collection*
  - ◆ *Full Container Collection*
  - ◆ *Inbound*
  - ◆ *Outbound*
- *Direction* - a drop-down list indicating *Inbound* (the default) or *Outbound*. This will default based on the *Booking Type*.
- *Owner*
- *Expected Num Pallets*
- *Supplier*
- *Supplier Info*



- **Carrier** - a drop-down list of all carriers defined in the system. If the carrier required is not available, one may be added using the **Add** button, or a non-common carrier can be used by entering the details in *Carrier Info* (below).
- **New Carrier Name** - if adding a new carrier, enter the new carrier name here. This will be created when saving the booking.
- **Carrier Info**
- **Load Information** - If this is an inbound receipt, this will be automatically populated with the stock codes and descriptions being received. Regardless, this is a free text field where anything can be entered.
- **Special Instructions**
- **Booking Issues**
- **Release PIN**
- **Container Number** - If a container number is required or known, this may be entered here. If this container is known to the systems, this may be looked up from the **Lookup** button (magnifying glass) provided.
- **Collection Date**
- **Restitution Venue**
- **Collection Venue**
- **Restitution Free Text**
- **Container Type** - a drop-down list of all container types in the system.
- **Last Free Date**
- **Registration:**
- **Trailer:**
- **Driver:**
  - ◆ *Mr*
  - ◆ *Firstnames:*
  - ◆ *Surname:*
- **Passenger:**
  - ◆ *Mr*
  - ◆ *Firstnames:*
  - ◆ *Surname:*
- **Contact Name**
- **Contact Email Address**
- **Contact Phone**
- **Created By** - This will be defaulted to the username entered when logging on to the system when the booking is first created.
- **Confirm Status** - a drop-down list of the status of the booking. When first creating a booking, this will default to *Expected*. When updating a booking, this may be set to *Arrived* or *Processed*. If the **Booking Type** is *Blocking Out*, this will be set to status *Blocked* automatically.

 **Note:** Most of these fields can be removed from the display through configuration.

When creating bookings of certain types (and if configured to do so), the WMS references may be looked up by using the provided **View Unassigned** button. The screen will show a lookup table of the appropriate type - these are covered in the [Bay Diary Usage](#) section.

Lookup lists are paginated and may be navigated using the provided <<< and >>> buttons, and the number of records per page can be modified using the drop-down list provided.

When creating any kind of booking, if the container is required and has not been defaulted in the field, containers may be looked up using the **Lookup** button (magnifying glass) provided. The system will display a list of known containers:



Container List				
Page: 1 of 2	<<	>>	Records Per Page: 10	Container <input type="text"/> <input type="button" value="Search"/>
Container Id	Type	Location	Status	
CONT0000006	8ft (2.43m)	Full	<input checked="" type="checkbox"/> Select	
CONTROG123	45ft Container	Full	<input checked="" type="checkbox"/> Select	
CONTROG124	45ft Container	Full	<input checked="" type="checkbox"/> Select	
CONTROG125	45ft Container	Full	<input checked="" type="checkbox"/> Select	
CROG1234569	20FRG- Flat rack good	Full	<input checked="" type="checkbox"/> Select	
CROG1234570	20ft (6.06m)	Full	<input checked="" type="checkbox"/> Select	
EMPTY45FT	45ft Container	Empty	<input checked="" type="checkbox"/> Select	
FRE33232323	8ft (2.43m)	Full	<input checked="" type="checkbox"/> Select	
NEIL0000202	10' 8'6 GENERAL	Empty/Damaged	<input checked="" type="checkbox"/> Select	
PETER101	45ft Container	Full	<input checked="" type="checkbox"/> Select	

A particular container may be searched for using the **Container** search box, then clicking the **Search** button. A Container ID may then be added to the booking using the **Select** button provided against each line.

When all details are entered or modified, the booking may be saved using the **Save Changes** button, or changes discarded using the **Exit** button. An existing booking may be deleted using the **Delete** button, which will confirm that this booking is to be deleted before removing it.

When an *Inbound* booking is completed (status *Processed*) linked to a Receipt reference, then a **Landing Report** may be produced using the button provided. This will produce the WMS Landing report and (by default) open this in a new tab or window.

