

Bay Diary Usage

Aptean Ltd
Copyright © 2011-2026.

Contents

- 1 Bay Diary Usage.....1
 - 1.1 Outgoing Bookings (Orders).....1
 - 1.2 Incoming Bookings (Receipts).....1
 - 1.3 Blocking Out.....2
 - 1.4 De-stuffing.....2
 - 1.5 Empty Collection.....2
 - 1.6 Full Container Collection.....2
 - 1.7 Arrival.....2
 - 1.8 Completion.....2

1 Bay Diary Usage

1.1 Outgoing Bookings (Orders)

When creating an Outbound booking, the system will display a list of unplanned Orders.

Page: 1 of 509 << >>		Records Per Page: 10		Unplanned Orders		Order Desc	Search
Order Num	Order Description	Cust Code	Name	Route Code	Load Number	Despatched Date	
0090000000000003723	REF3723	14352213	Coffeyville Publ Co	+	+		Add
0090000000000005105	0018164294	14352213	Coffeyville Publ Co	+	+		Add
0090000000000005689	REF5689	14352213	Coffeyville Publ Co	+	+		Add
050718_001A	050718_001A	WEBORDER	Cust Name	+	+		Add
050718_001B	050718_001B	WEBORDER	Cust Name	+	+		Add
050718_001E	050718_001E	WEBORDER	Cust Name	+	+		Add
050718_001F	050718_001F	WEBORDER	Cust Name	+	+		Add
050718_001G	050718_001G	WEBORDER	Cust Name	+	+		Add
050718_001H	050718_001H	WEBORDER	Cust Name	+	+		Add
050718_001I	050718_001I	WEBORDER	Cust Name	+	+		Add
Page: 1 of 509 << >>							

Particular Order References may be searched for using the *Order Desc* search box, then clicking the **Search** button.

An outbound Order reference may then be added to the booking using the **Add** button provided against each line. Several Order references may be added, and all selected will be shown on an Order Details list:

Order Details					
Order Number	Order Description	Customer	Name	Route Code	Load Number
0090000000000003723	REF3723	14352213	Coffeyville Publ Co	+	+
0090000000000005105	0018164294	14352213	Coffeyville Publ Co	+	+
0090000000000005689	REF5689	14352213	Coffeyville Publ Co	+	+

Order References may be removed by using the **Remove** button against each line.

1.2 Incoming Bookings (Receipts)

When creating an Inbound booking, the system will display a list of unplanned bookings.

Page: 1 of 150 << >>		Records Per Page: 10		Unplanned Bookings		Advice Note	Search
Expected Date	Advice Note No	Grn No	Supp Code	Expected Pallets	Expected Cartons		
13/APR/2006	86	GLM		1	72	Add	
07/JUL/2006	273	SUPP01		20	2000	Add	
20/JUL/2006	304	SUPP02		1	100	Add	
27/JUL/2006	309	SUPP03		10	1000	Add	
14/AUG/2006	327	GLM		1	20	Add	
14/AUG/2006	328	GLM		2	100	Add	
14/AUG/2006	329	GLM		1	15	Add	
14/AUG/2006	330	GLM		2	125	Add	
14/AUG/2006	331	GLM		2	100	Add	
22/AUG/2006	339	SUPP04		4	400	Add	
Page: 1 of 150 << >>							

Particular advice note numbers may be searched for using the *Advice Note* search box, then clicking the **Search** button.

An inbound Receipt reference may then be added to the booking using the **Add** button provided against each line. Several Receipt references may be added, and all selected will be shown on a Receipt Details list:



Receipt Details					
Advice Note No	Grn No	Supp Code	Expected Pallets	Expected Cartons	
	328	GLM	2	100	Remove
	331	GLM	2	100	Remove
	86	GLM	1	72	Remove

Receipt References may be removed by using the **Remove** button against each line.

1.3 Blocking Out

Blocking out is a process of making a particular bay unavailable at certain times.

Once a booking slot and duration have been selected, the Booking Type may be set to Blocking Out and the Status to Blocked. This will then mark the selected bay and slots as unavailable for booking, and will display this as such in the Bay Slot table on the Diary (Front) view.

1.4 De-stuffing

De-stuffing is planning the process of emptying a full container from the container yard, and receiving against it in the WMS from a predefined bay (if configured to do so).

1.5 Empty Collection

Empty Container Collection is planning the process of carriers removing empty containers from the container yard.

1.6 Full Container Collection

Full Container Collection is planning the process of carriers collecting containers with product within them direct from the container yard.

1.7 Arrival

Each booking (barring *Blocking Out*) will be created with a default status of Expected.

Upon arrival to the site, the gatehouse user will find the appropriate booking for the carrier or vehicle and mark it as Arrived, by changing the status.

At this point, emails may be sent or tickets printed for the carrier.

1.8 Completion

In a fully integrated implementation (where the Bay Diary, WMS and/or Container Yard systems are fully integrated), completion of the onward task will automatically complete the booking, by setting the status to Processed when the associated Warehouse or Container Yard tasks are completed.

However, the Bay Diary system may also be used to capture this manually, in the same way as arrival, by capturing the Departure Date and Time and changing the status to Processed on exit from the site through the gatehouse.

