Bay Diary Usage

Aptean Ltd Copyright © 2011-2025.

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.	

1 Bay Diary Usage

1.1 Outgoing Bookings (Orders)

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



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

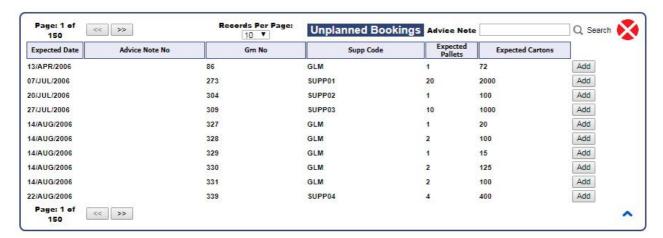
An outbound Order reference may then be added to the booking using the **Add** button provided against each line. Several Order references may be added, and all selected will be shown on an Order Details list:



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

1.2 Incoming Bookings (Receipts)

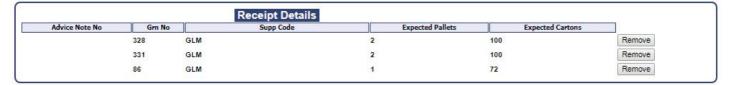
When creating an Inbound booking, the system will display a list of unplanned bookings.



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 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.

