WHS1400

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This is the Delivery Diary Maintenance page. Here you can see and enter delivery diary entries for a specific date, time and bay.
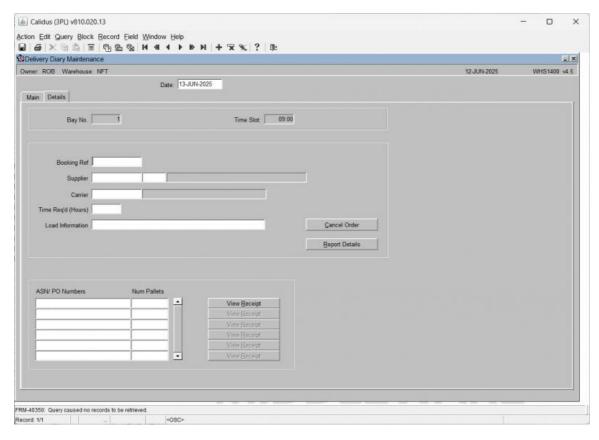

Enter a date on the *Main* tab, and the screen will show you the bays and slots available.

The slots are colour codes to show whether they are in use:

- Red - in use, incomplete
- Grey - available

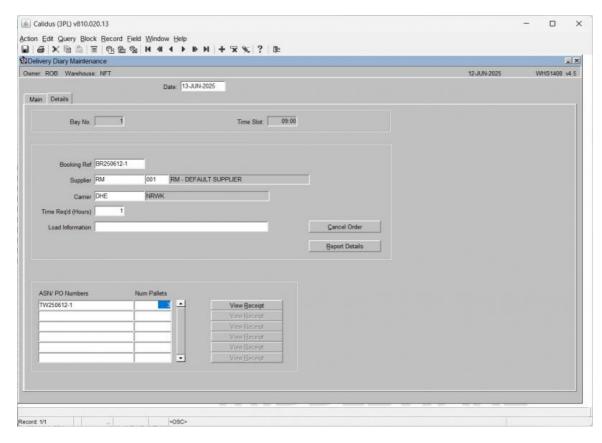Click on a slot, and you will be allowed to enter or amend the diary entry on the *Details* tab.

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You can enter:

- Booking ref
- Supplier - a lookup is provided
- Carrier - a lookup is provided
- Time Reqd (Hours) - the time required, which will default to 1 hour.
- Load information

You can then specify the ASNs or PO numbers being delivered.

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The ASN must exist as an advice note number or PO number within the system as a preadvice, entered through the Preadvice screen WHS0110. This will be validated and the number of pallets will default to the total number of pallets on the advice. This may be changed to signify a partial delivery.

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