

Delivery & Return Schedule

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Delivery & Return Schedule

How does it work?

The Delivery and Return Schedule shows all CONFIRMED bookings and purchase orders(optional) that need to be delivered or picked up for return by the company.

When is it used?

The schedule can be used by warehouse staff to see an up to the minute schedule of what is coming in and going out of the warehouse on a given day. During your busy week this can keep the warehouse staff in the loop and allow them to adjust freight and bookings as needed. A refresh timer can be set via Operational Parameter #50 – Automatic Refresh of Schedule Daybook, to automatically refresh the schedule on screen.

It is used for bookings, transfers and cross rentals where the freight is marked as 'We Deliver' or 'We Pickup' and the booking is CONFIRMED. Bookings that have a 'Customer Pickup' or 'Customer Return' will not display.

Purchase Orders can be added to the schedule by enabling Operational Parameter #70 – Display PO Pickups in Schedule.



Delivery & Return Schedule

How do I use it?

Report Tab

The Report tab displays a listing of all bookings scheduled to be delivered or returned to the warehouse that day. Use the scope at the bottom of the screen to adjust the report. Click Refresh to reload all information into the report window manually.

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Setting Operational Parameter #197 – Print Delivery Schedule in Large Font to Yes displays and prints the Delivery and Return Schedule in a larger font for increased readability.



Day Book Tab

The Day Book tab displays the same data as the Report area in a grid layout.

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- Double click a booking to open it. Details for the highlighted booking are displayed at the bottom of the screen for quick reference.
- Add general notes or booking notes by entering the appropriate information and clicking Save.
- Use the scope at the bottom of the screen to change the bookings in the list.
- Click Refresh to reload all information into the grid manually.
- Several right click options are available including printing delivery and collection manifests, viewing the weight of the booking, and viewing booking attachments.
- There are two buttons in the schedule window to display the weight of equipment.



Delivery & Return Schedule

Booking Weight

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Display weight of all equipment on the booking	Information X
	Total weight of booking (ABCC0100001) : 10.50000 KG
The second button displays only the weight of equipment that is not yet checked out (for delivery lines) or returned (for pickup lines). Additionally, if headings with different dates are used within the booking it will display only the weight of equipment scheduled to go out at the selected date and time.	Cropredu Delivery via CT Information X 10.50 KG Note : Weight of unreturned equipment, Booking # ABCC0100001 for equipment shipping on 04/08/16 @ 1200 OK

These options can also be found in the right-click menu

Colour Coding

- You will notice the different colors in the Day Book area. A line displays in RED if a booking hardcopy has not yet been printed to the printer and in BLACK if has been printed yet.
- The truck column displays in BLUE if your company is doing a pickup, in GREEN if your company is doing a delivery and in MAROON if you are transferring equipment from one location to another.
- If the dates or times in a booking change after the booking is scheduled on a truck, the Truck Delivery date will be highlighted in YELLOW to notify the operators.