

# 6. How to Finish Trips (+Scanning)

## Finish a trip

Once your shift is finished, you have to end the current trip. You do not have to sell all of the loaded products to finish a trip but you will need to **Offload** them first.

All you need to do is go to the final location and offload your products. In this case, you will need to scan all the cylinders and insert the amount of accessories that are being offloaded. Both the driver and the container coordinator have to confirm the quantity and sign the action but it is only the driver who must scan the cylinders (a scanner has the capability to participate in this procedure, concurrently scanning cylinders alongside the driver).

**SALES**

**A34JK**

📍 CONTAINER  
Warehouse A

👤 MANAGER  
John Doe CC

🛒 Loading request ✓

💰 **Sell Products**

**SELL**

🛒 **Remaining cylinders**

**PRO GAS 6KG** 10  
Full

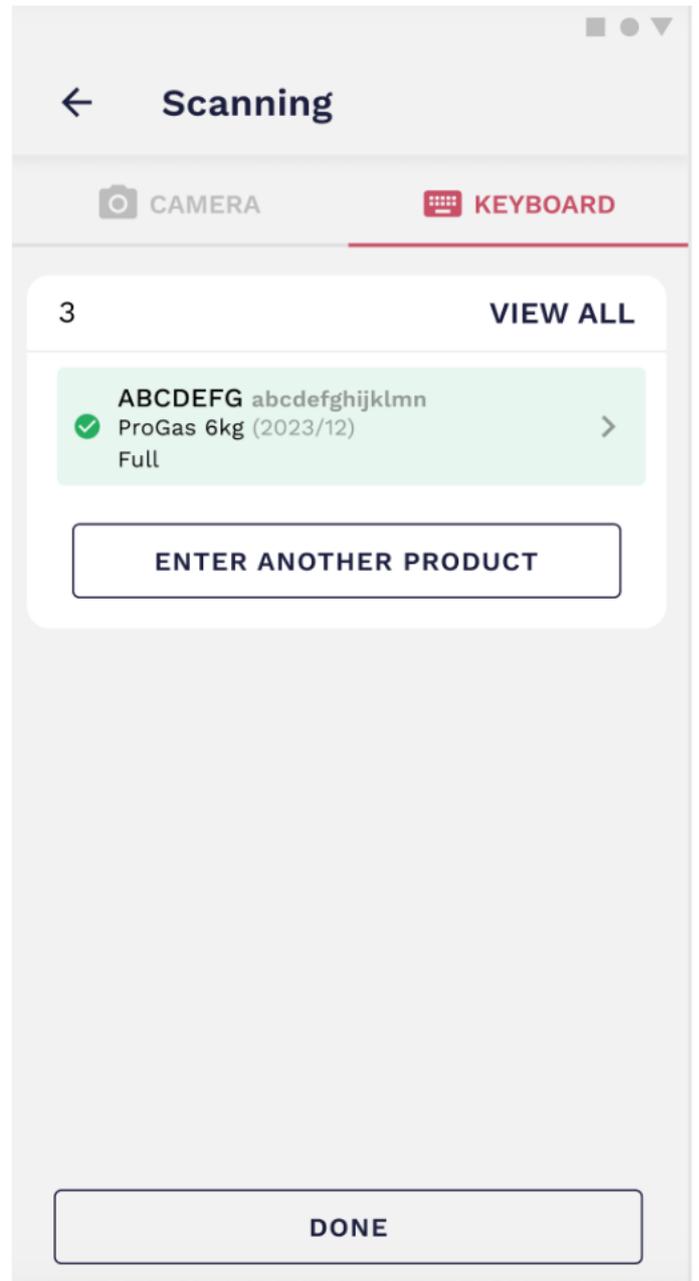
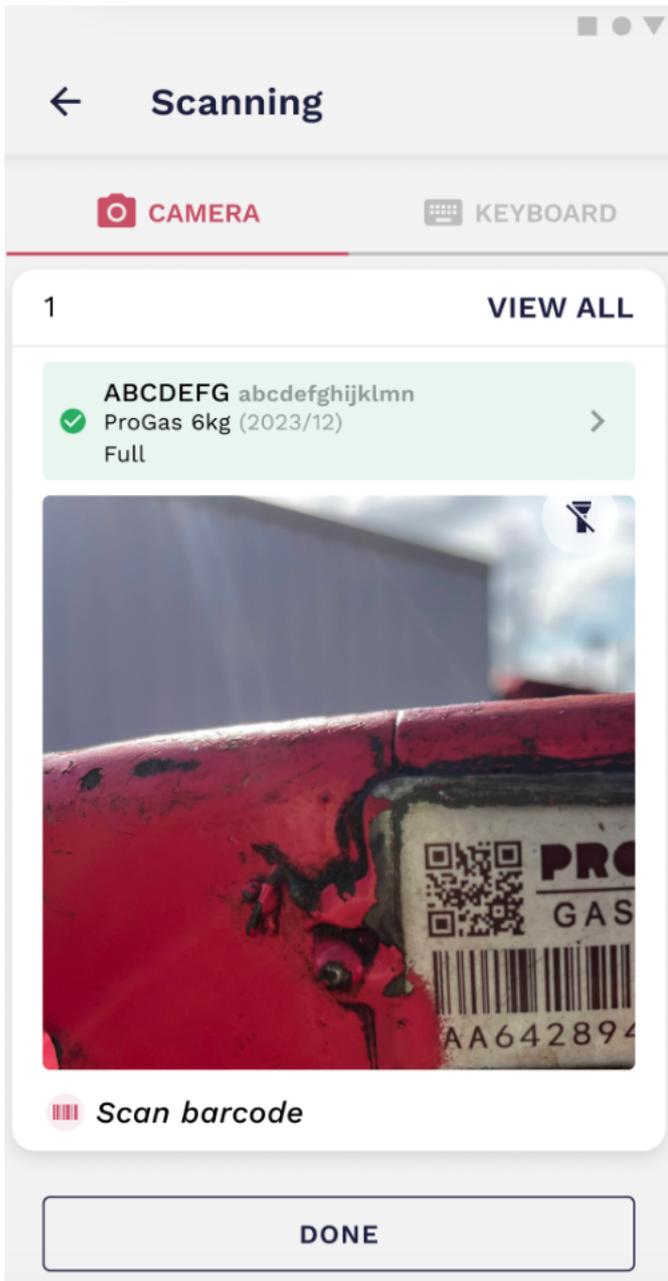
**PRO GAS 10KG** 2  
Full

**PRO GAS 10KG** 2  
Empty

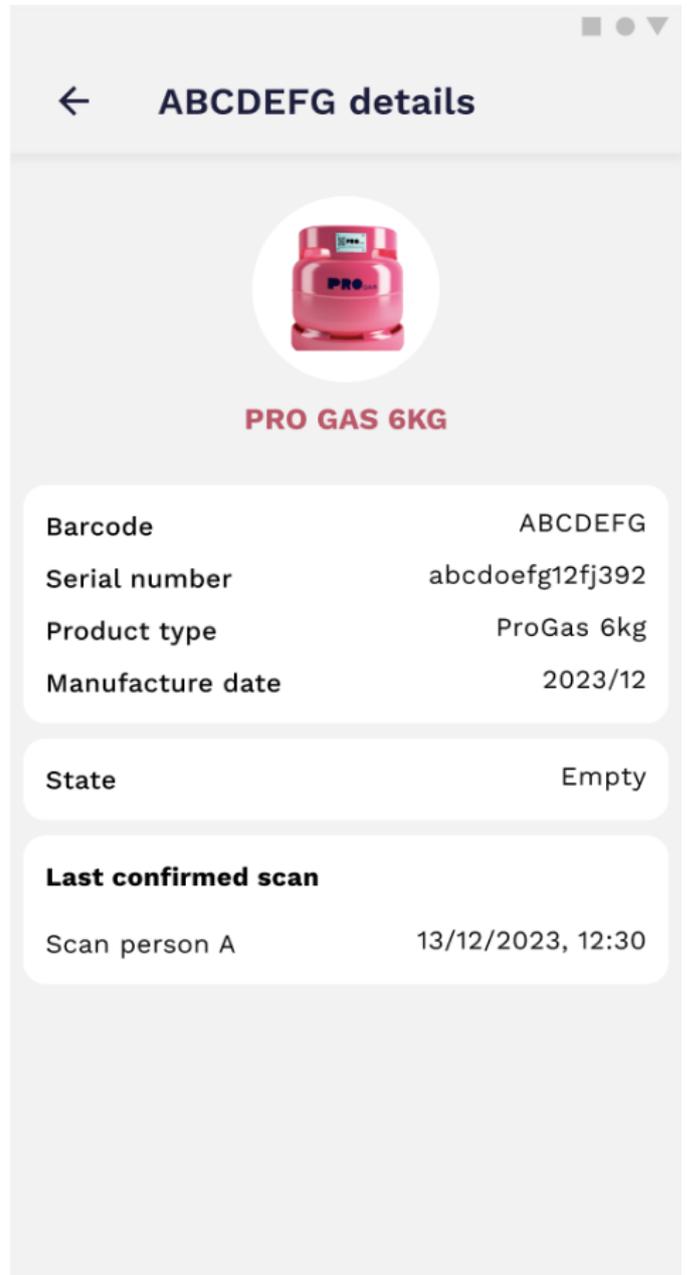
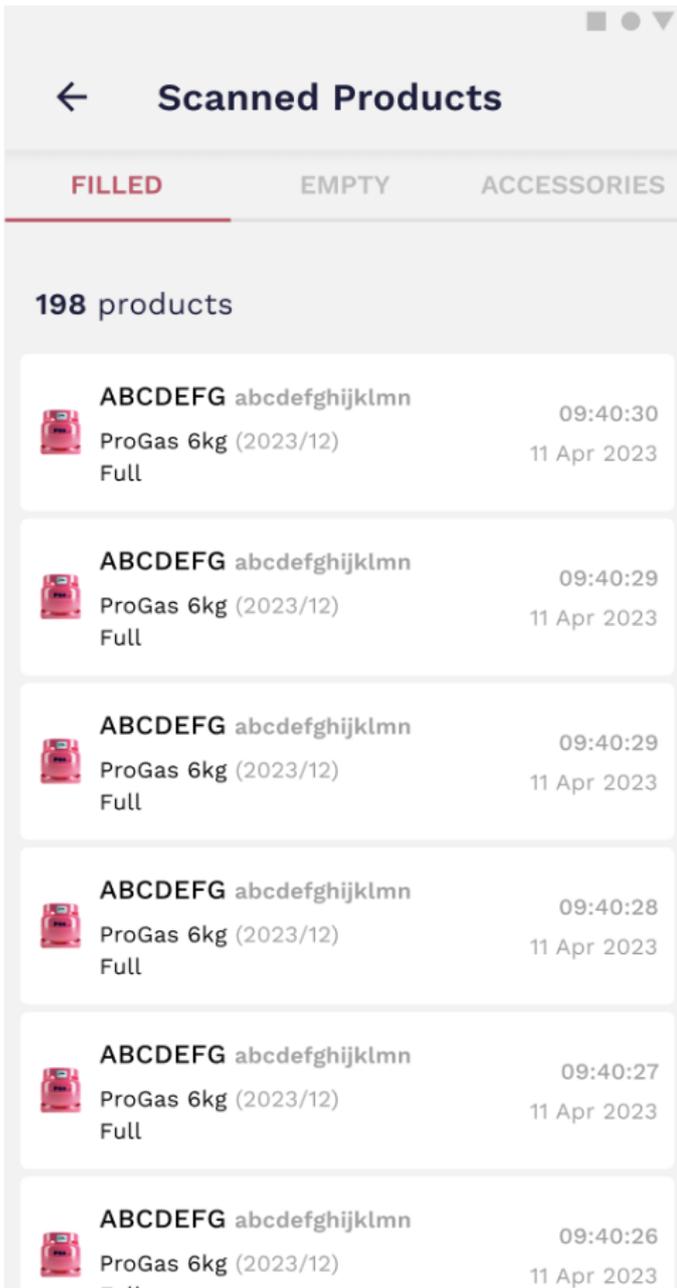
**SCAN**

Selling history >

In order to offload, you must scan the products which are in the vehicle. To do so, click on 'scan' and scan the barcodes of the cylinders. If the barcode is unscannable, you can input the serial number by going to the keyboard section.



To view all cylinders in the order, you can click 'view all' located on the top right. You can then click on each cylinder in the list to view detailed information about the particular cylinder.



You may offload more cylinders than expected. If the total number of cylinders expected to be offloaded is 14 and the driver has 18 cylinders in the vehicle, you should simply scan all of the cylinders physically available, then the total number of cylinders will be updated.



SALES

A34JK

CONTAINER  
Warehouse A

MANAGER  
John Doe CC

Loading request ✓

Sell Products ✓

Offloaded Cylinders **14**

**PRO GAS 6KG** 10  
Full

**PRO GAS 10KG** 2  
Full

**PRO GAS 10KG** 2  
Empty

SCAN

Selling history >

CONFIRM AND SIGN OFFLOADING



SALES

A34JK

CONTAINER  
Warehouse A

MANAGER  
John Doe CC

Loading request ✓

Sell Products ✓

Offloaded Cylinders **18**

**PRO GAS 6KG** 10  
Full

**PRO GAS 10KG** 2  
Full

**PRO GAS 10KG** 2  
Empty

**PRO GAS 10KG** 2  
Empty

**PRO GAS 10KG** 2  
Empty

SCAN

Selling history >

CONFIRM AND SIGN OFFLOADING

Upon scanning the cylinders and inputting the quantities of accessories, once the products are prepared for offloading, you can proceed to confirm and sign off on the loading.

**SCAN**

 **Offloaded Accessories** **200**

**REGULATOR 13KG** 100  
Nondefective

**PRO GAS HOES** 100  
Nondefective

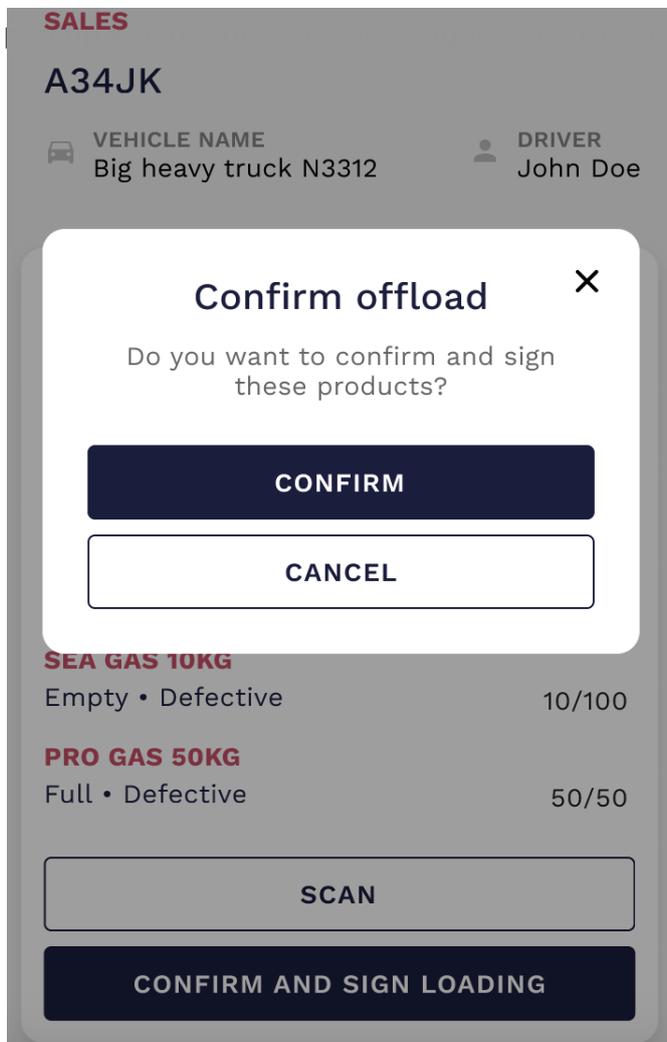
**ACCESSORIES OFFLOADED**

Selling history >

**CONFIRM AND SIGN OFFLOADING**

Then, a confirmation window will

that you will be



offloading the vehicle's contents.

When this is confirmed, you must wait for the container coordinator at the end location to confirm and sign the offloading.

After that, a pop-up will be displayed and you can end the trip.

← Trip details

**SALES**

10009K

VEHICLE NAME  
RACHEL TEST

DRIVER  
Rachel POS Driver



Load Products



Sell Products



Offload Products



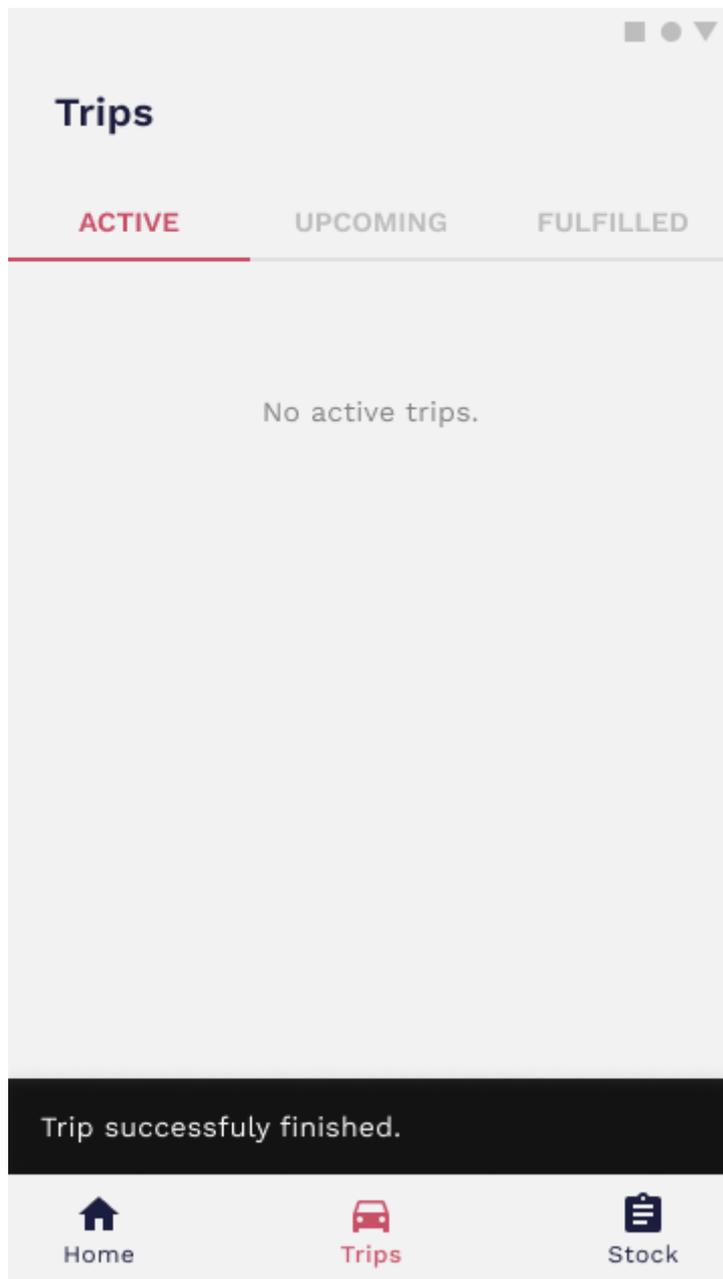
History



Fulfilled trip

Your trip was successfully fulfilled. You can now end the trip.

**END TRIP**



## Video tutorials

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