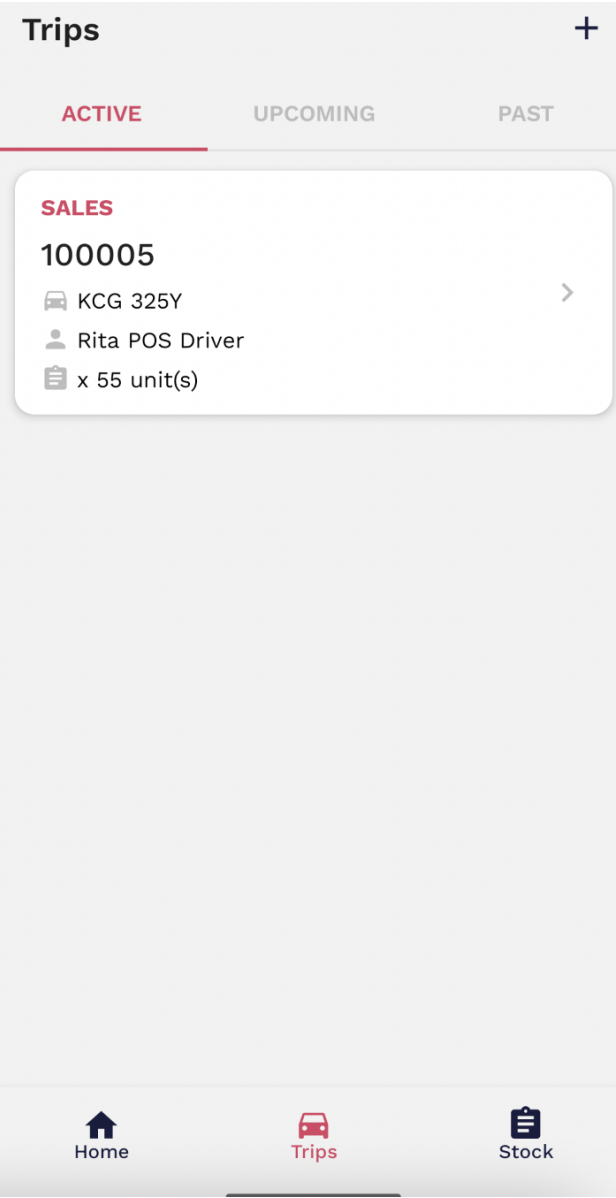# 3. How to Manage Trips

In the **Trip** tab as a Filling Manager, you can manage your trips. In the trips, you can select to see the **Active**, **Pending**, and **Past Trips**.

Trips +

REPLENISHMENT

10000H

🚗 KBP 303Q >

👤 Rita Replenishment Driver

📍 KABATI Filling Full Shed → KABATI ...

REPLENISHMENT

10000I

🚗 KBP 303Q >

👤 Rita Replenishment Driver

📍 KABATI Filling Full Shed → Momba...

REPLENISHMENT

10000Q

🚗 KBP 303Q >

👤 Rita Replenishment Driver

📍 KABATI Filling Full Shed → Momba...

Trips   +

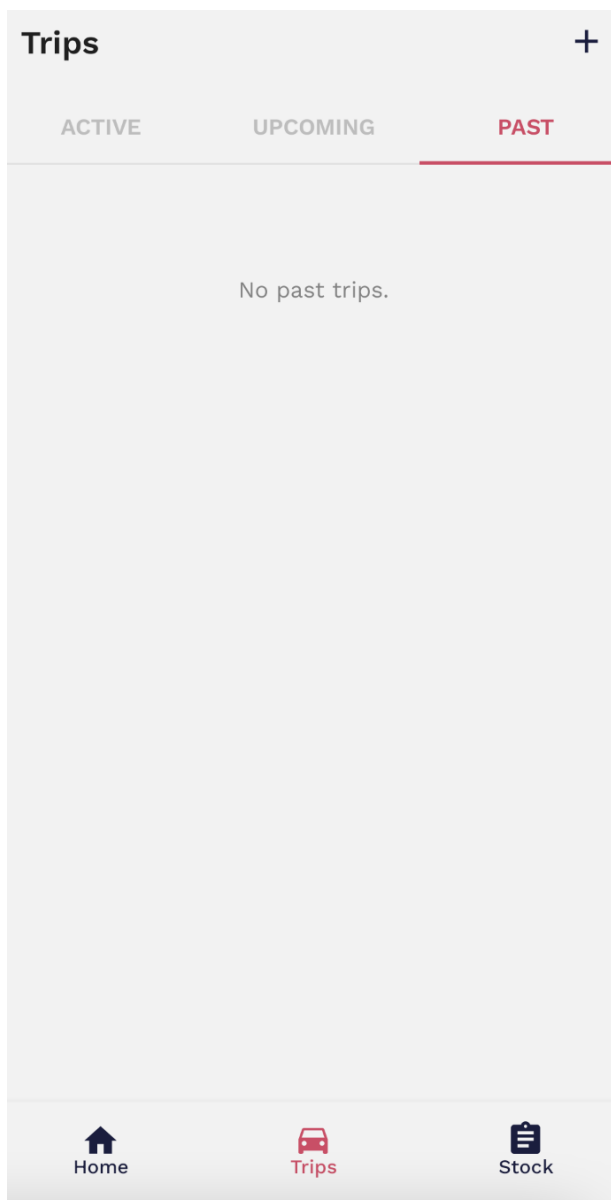No past trips.

Home   Trips   Stock

For the pending trips, you can start loading to transport products to filling by clicking on the **Load** button and then by clicking on the **Confirm and sign loading** button, insert the pretended quantities and click on the **Confirm** button to finish the process.

REPLENISHMENT

10000l

🚗 VEHICLE NAME
KBP 303Q

👤 DRIVER
Rita Replenish...

📍 FROM/TO
KABATI Filling Full Shed → Mombasa Depot

🛒 **Load Products**
📍 KABATI Filling Full Shed

50kg ProGas
Full   x 5 unit(s)

50kg SeaGas
Full   x 5 unit(s)

6kg ProGas
Full   x 5 unit(s)

LOAD

Load products

Load request

Please confirm the quantity of loaded products for this trip.

Product	Quantity
PRO GAS 6KG Full	100| / 100 units
SEA GAS 10KG Empty • Defective	Qty. / 100 units
PRO GAS 50KG Full • Defective	Qty. / 100 units

CONFIRM AND SIGN LOADING

And for the active trips, you can offload the products by clicking on the **Offload** button. After this, the filling process and trip are finished.

SALES

100005

VEHICLE NAME
KCG 325Y

DRIVER
Rita POS Driver

🛒 **Load Products** ✓

🛒 **Offload Products** ✓

Revision #7
Created 26 September 2022 22:01:39 by Rita
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