Trips

- Create a trip
- Reject a trip
- Sign load/offload

Create a trip

POS Managers are responsible for creating trips and associating them with the available drivers. To create a trip, all you need to do is to fill out a simple form with the relevant information.

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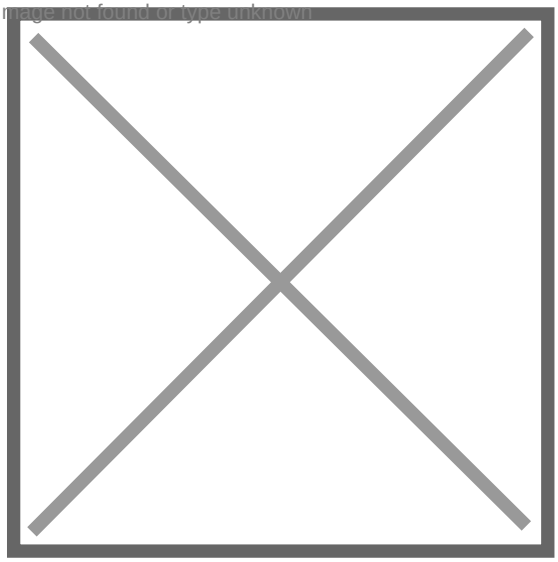

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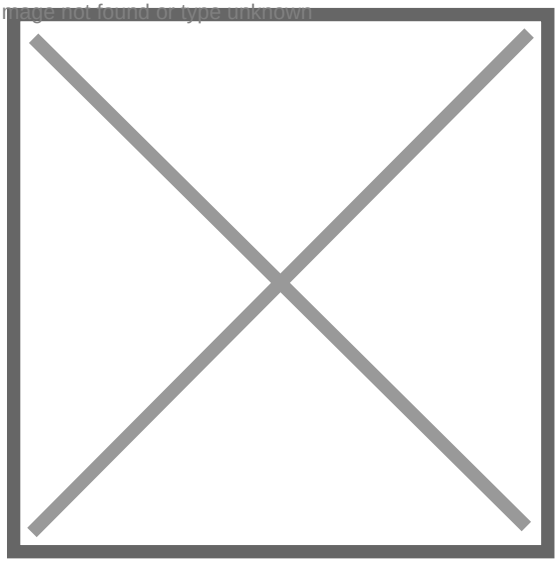

To select the products you want to be loaded on this trip, you will access a product catalog and be able to select the amount of each available product. All inputs should be filled even if the amount is 0.

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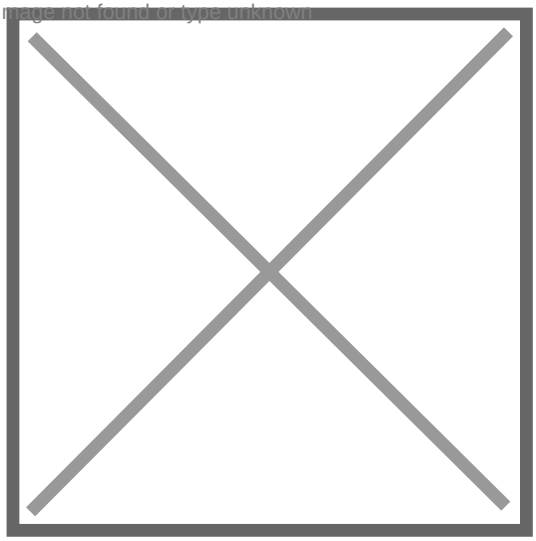

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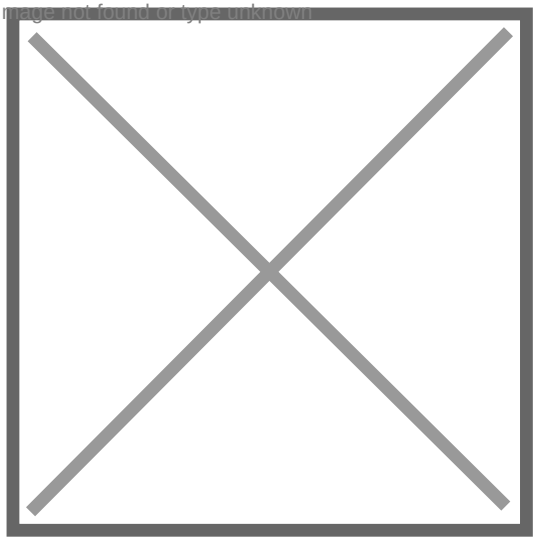
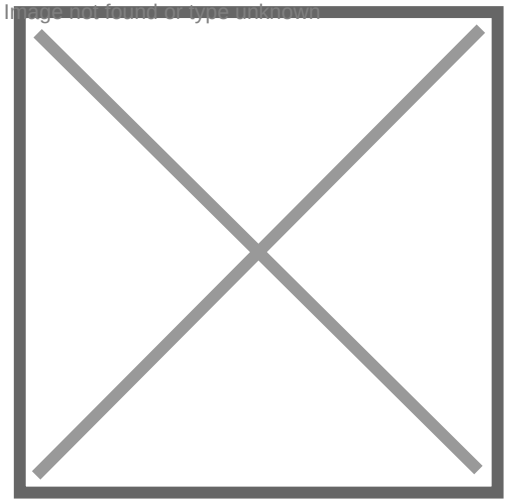
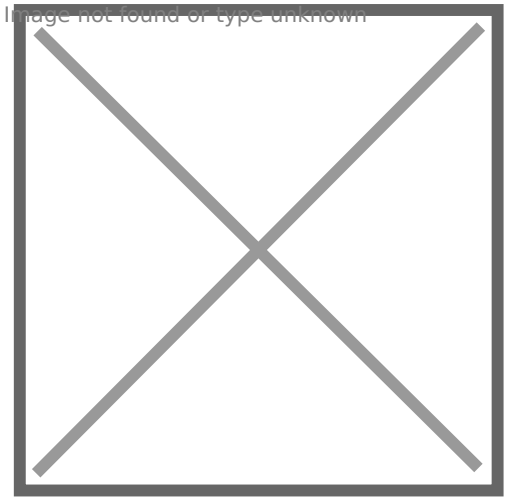


Like any other important action, this one must be confirmed before proceeding. You will be asked to confirm the quantities before moving to the next step.

A trip summary is then displayed to help you visualize all the information before creating the trip. If everything is correct, just click on the **Create Trip** button and you’re done.





Reject a trip

POS Managers have the ability to reject a trip if there’s a valid reason for that. In order to do that, all you need to do is select a trip and open the details page. A button to reject the trip will be displayed in the upper right corner.

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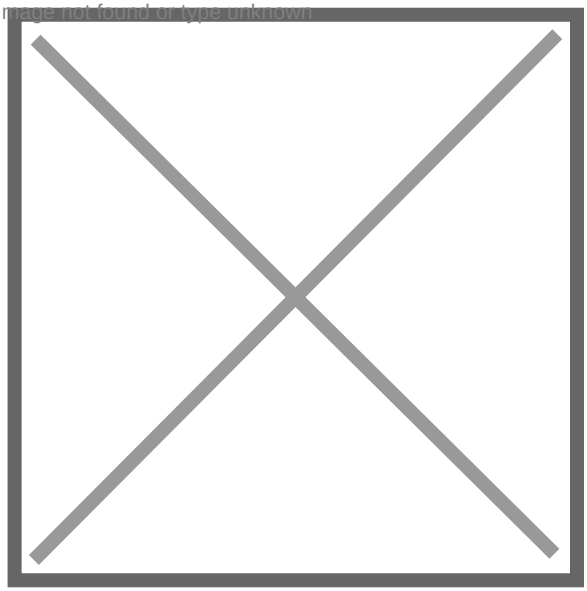

To reject a trip you need to indicate the reason you’re rejecting it. A brief explanation will do.

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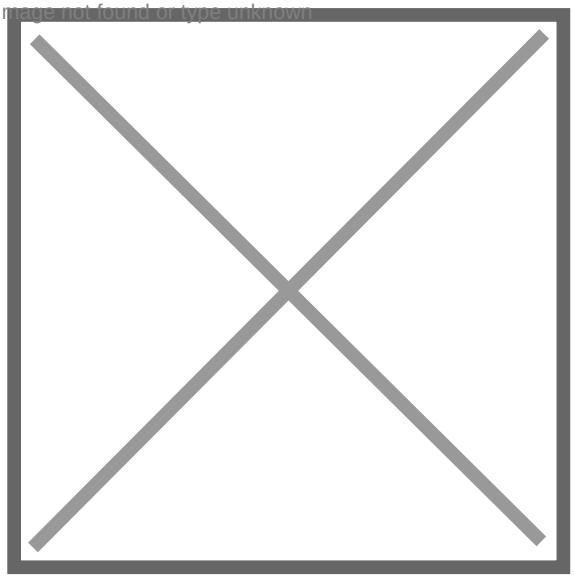
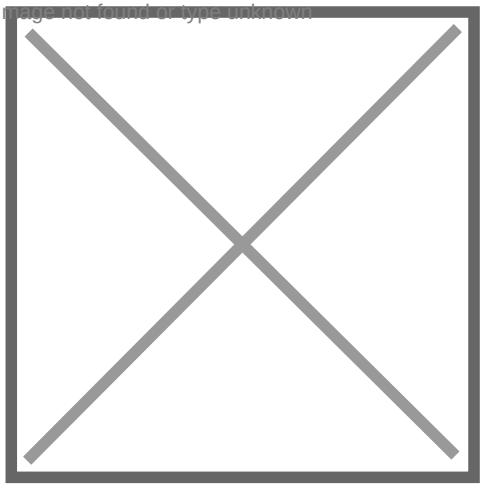
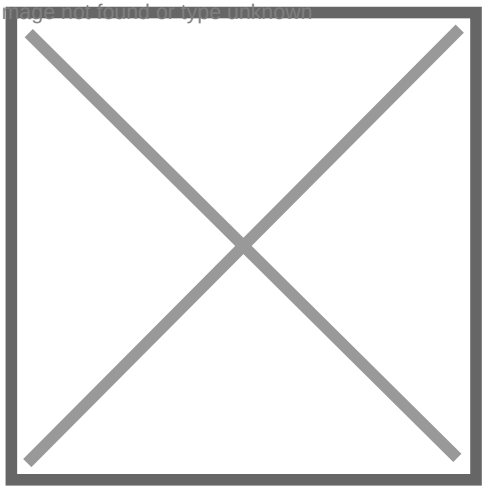


Sign load/offload

Once the driver loads or offloads the products, it has to be confirmed by both sides (driver and container manager). The available action will be displayed on the trip details page. The manager must click on the **Sign** button and confirm the quantities according to the actual amount of products that are being loaded/offloaded. If the quantities are not compatible with the driver’s report, it will create a **Variance**.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