

The way in which a split load delivery is processed on the TrackIt software differs to what a user may be used to compared with Cadis.

This short guide will detail how a split load should be processed using TrackIt.

Before explaining the process steps in TrackIt, there are dependencies for the sales order.

Here we detail how a split load sales order should be created.

## SAP Sales order creation

- ◆ Both (All) items should be created with the same times. This example shows a delivery for 10am.
- ◆ Total (accumulative) quantity should not exceed the vehicle size for delivery (Usually 20TO).
- ◆ Both (All) items should include the “S” Split load indicator

Item	Del.Date	1.LdTime	Del.Time	LastLd ...	Fix Time	Day	Material	Order Qty	SU	Description	O...	S...	Plant	ExPlant
20	14.05.2024	13:00:00	14:00:00	24:00:00	00:00:00	Tuesday	70000699	5.000	TO	AC 20 HDM bin 40/60 des LL	01	S	6140	6140
90	14.05.2024	13:00:00	14:00:00	24:00:00	00:00:00	Tuesday	70000692	8.000	TO	AC 32 HDM base 40/60 des LL	01	S	6140	6140

- ◆ The “Total on site time” for all but the first item should be adjusted to “1”minute
- ◆ The “Total on site time” for the first item should be the actual amount.
  - ◇ E.G in this scenario we expect 60mins on site, so the first item indicates 60mins.

### Example of first item:

Load Spacing (LS)			
Load space	0 min.	LS type	0
Delivery flow	0.000 /Hr.	Unloading Method	
UnloadingVarTime	0 min.	Total on site time	60 min.
		LS tolerance	30 min.

### Example of last item:

Load Spacing (LS)			
Load space	0 min.	LS type	0
Delivery flow	0.000 /Hr.	Unloading Method	
UnloadingVarTime	0 min.	Total on site time	1 min.
		LS tolerance	30 min.

- ◆ All items should include details about loading instructions. An example can be seen below.

Loading Instructions
**Split Load** 5TO 20HDM (Cab), 8TO 32HDM (Tail)

- ◆ Header delivery instructions should also be populated so that these can be printed onto the ePOD and displayed on the drivers TrackIt device.
  - ◇ Header delivery instructions should highlight that this is a split load delivery and include the ordered quantity for each material.
  - ◇ Amount of daywork should also be entered.
  - ◇ “Chutes” should be identified if required.

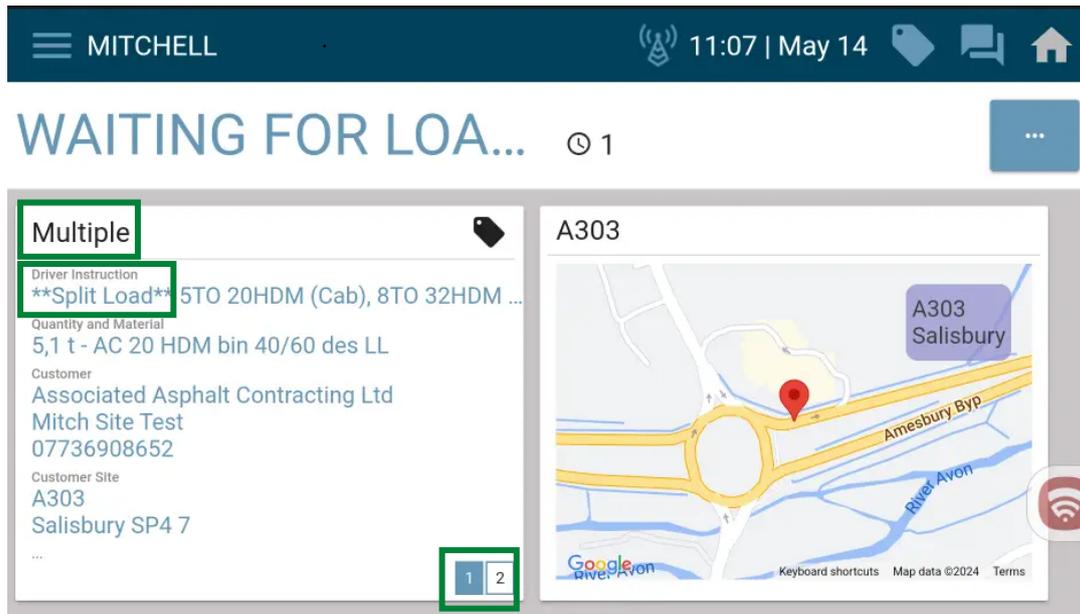
Header Delivery Instructions
**Split Load** 5TO 20HDM (Cab), 8TO 32HDM (Tail)
60mins Daywork + Chutes

## TrackIt Split Load

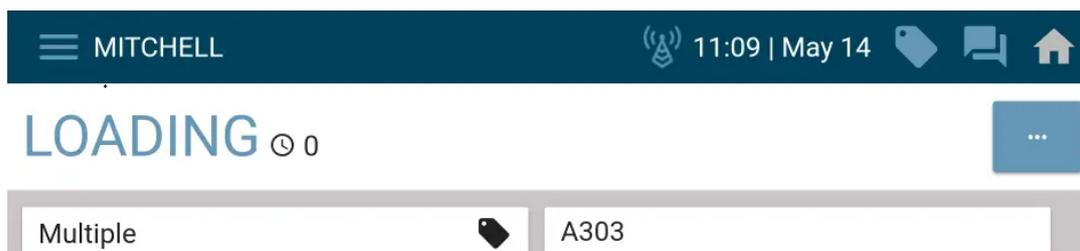
If the driver has arrived back at the respective plant and is awaiting instructions (Idle), Once an assignment has been given for a split load the TrackIt device will display “Waiting for Loading”.

In this screen, we can see multiple pieces of information that indicate this delivery is a split load.

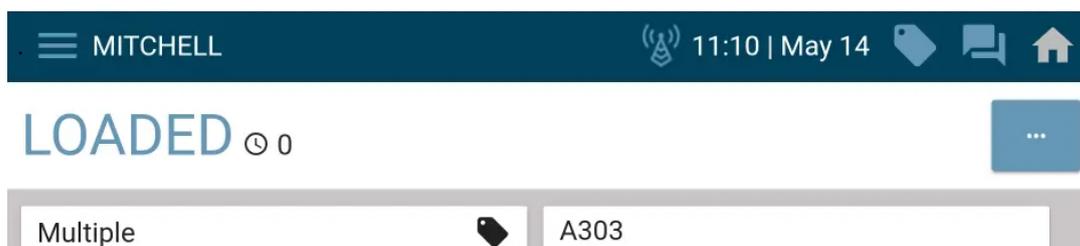
- ◆ The allocation details card indicates “Multiple”.
- ◆ “Split Load” should have been identified in the sales order and this can then be seen here.
- ◆ There will be an indicator at the bottom of the card to identify how many materials are being loaded.



- ◆ Once the “Start Load” process has been completed for the first material by the weighbridge operator, the TrackIt device will update automatically to “Loading”.

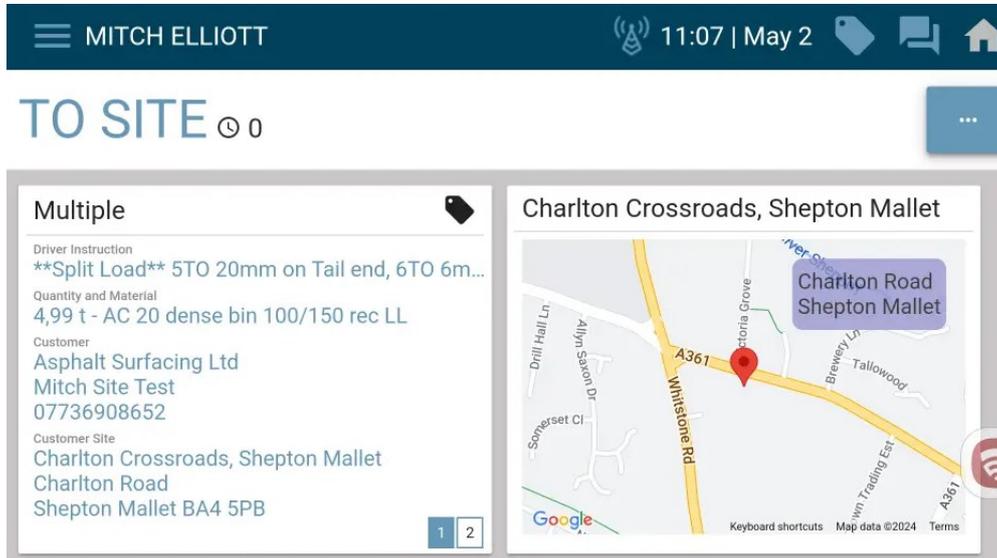


- ◆ Once the “Finish Load” process has been completed for the first material by the weighbridge operator, the TrackIt device will update automatically to “Loaded”.

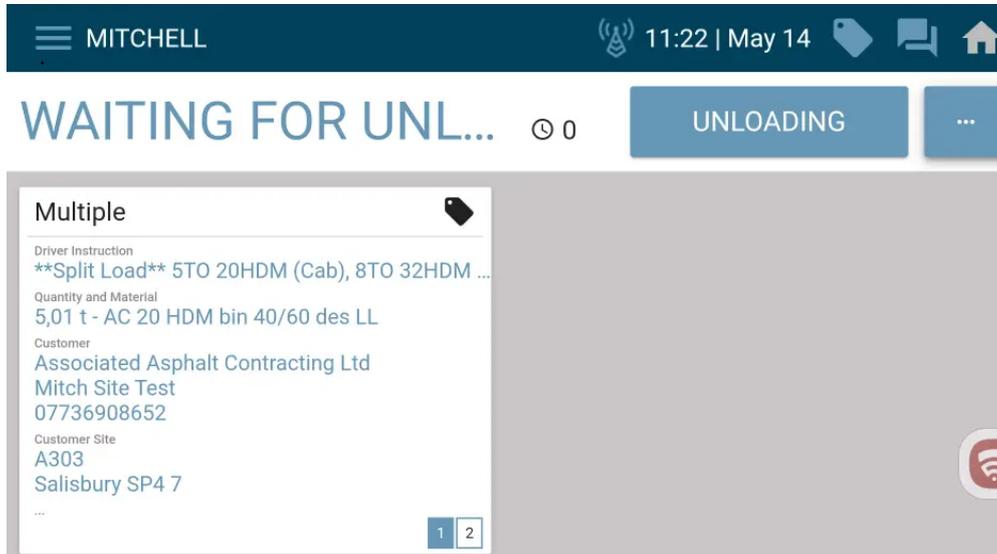


## TrackIt Split Load

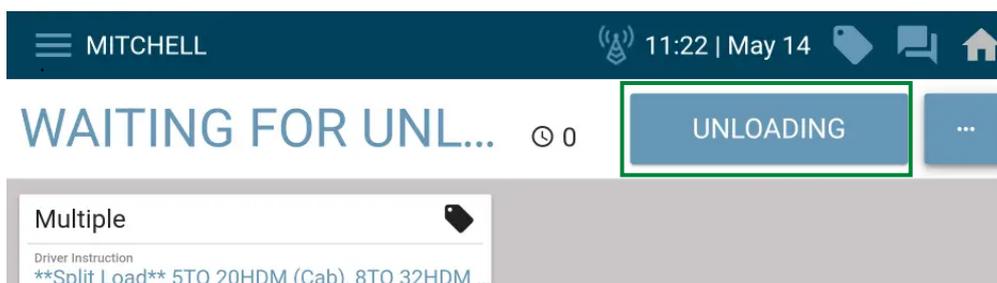
After loading has been completed for all materials, the driver will then leave the supplying unit. Breaking the site geofence whilst in the “Loaded” status will result in an automatic update in TrackIt. This will advance the device to the “To Site” Status.



The next update will be received once the driver breaks the site geofence. Doing so will automatically update TrackIt to “Waiting for Unloading”.



Here, the driver will need to manually update their status once they have begun to unload. To do this, the driver should select the “Unloading” button.

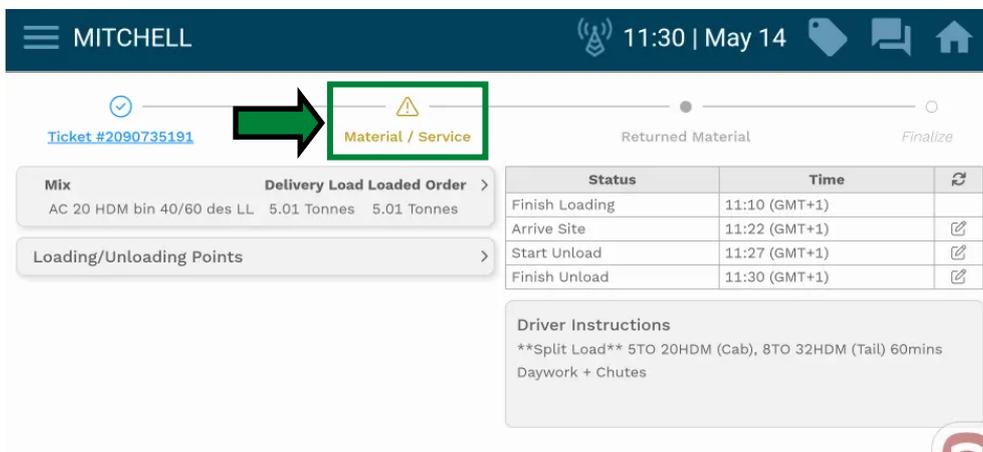


## TrackIt Split Load

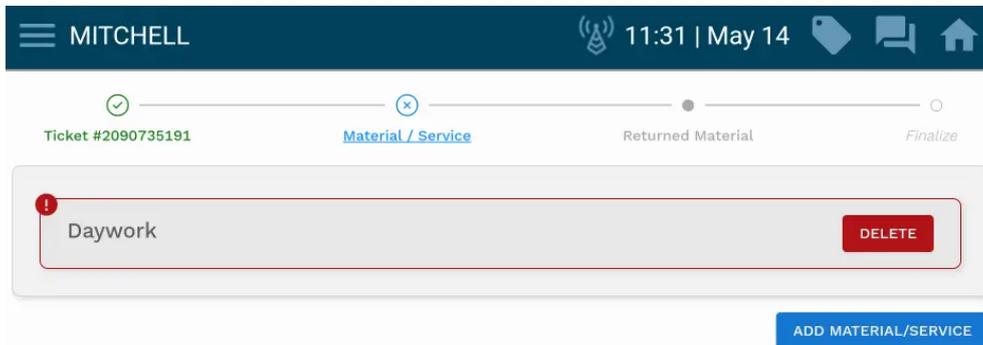
The next step will be to manually update again once unloading has finished. Here the driver will need to select the "Finish Unloading" button.



This will present the mobile ticket for the first material. Here we are expecting the driver to interact with the customer and so this ticket must be completed as normal, entering details of daywork etc. Here the driver will need to first enter the "Material / Service" section.



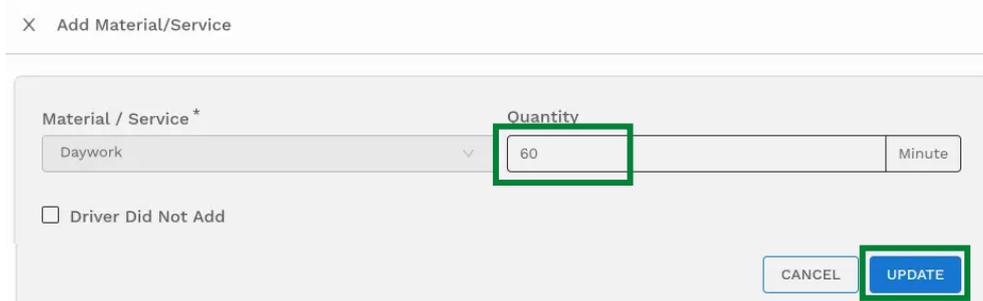
The driver can then interact with the existing Daywork entry by selecting inside the red highlighted area.



This will present a screen where the driver will need to select the "Quantity" field to identify how many minutes were spent on daywork.

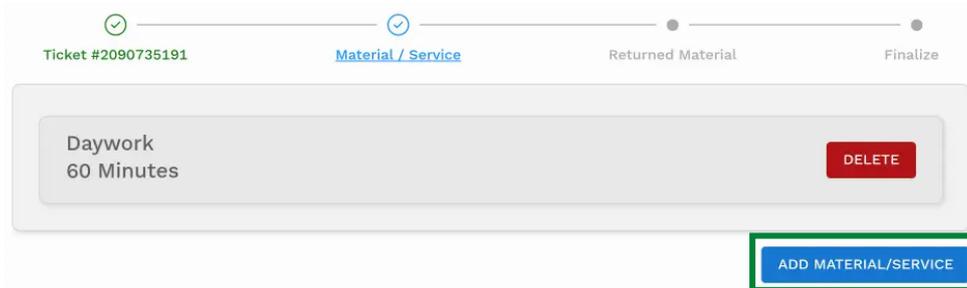
In the example below we have input 60 minutes Daywork.

Once a value has been added in the "Quantity" field, the "Update" button will become available for selection and should now be pressed.

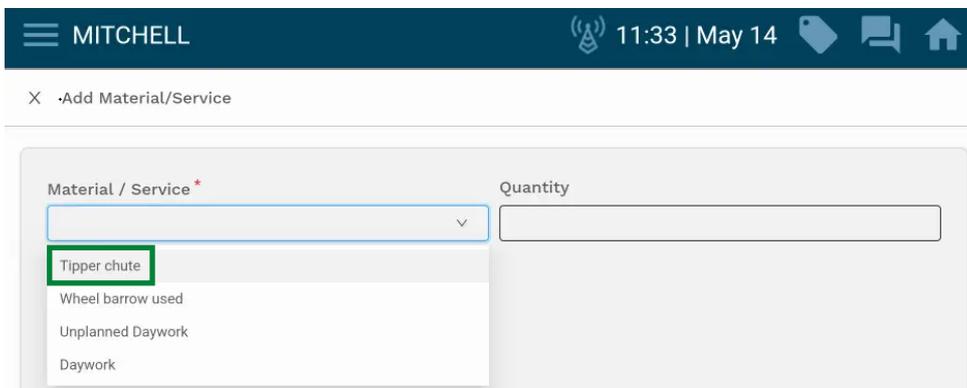


## TrackIt Split Load

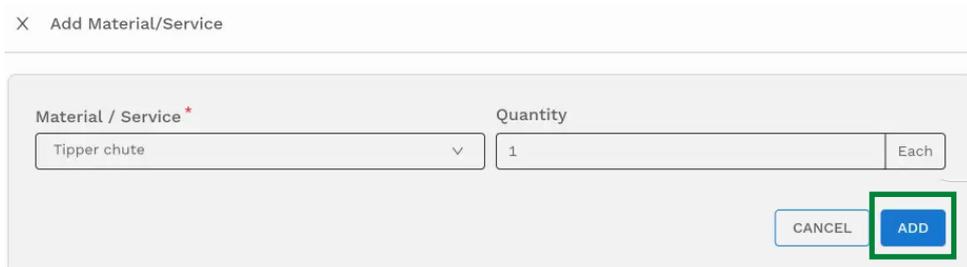
If chutes were used, this would also need to be applied to the entries. Here the driver should select the “Add Material/Service” button to do this.



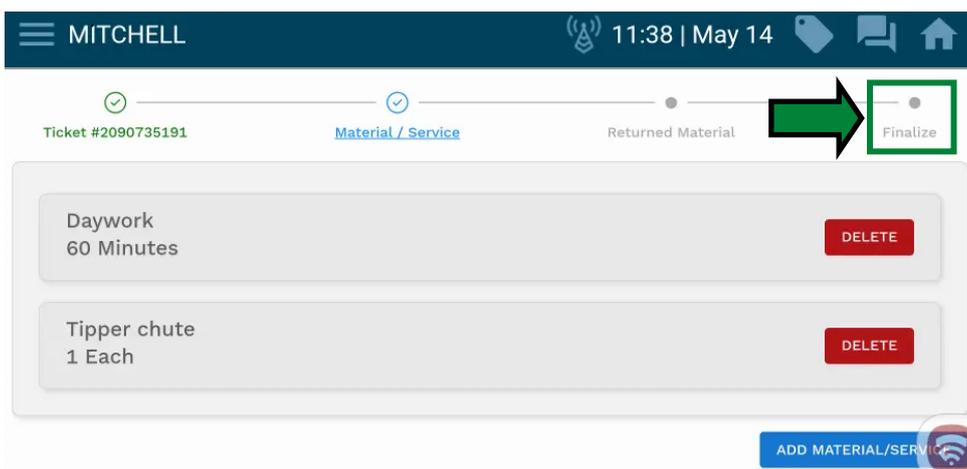
The driver can then select the “Tipper Chute” option from the dropdown menu in the ‘Material / Service’ field.



Once the “Tipper Chute” service has been selected, the driver will need to apply a quantity of “1”. Attempting to use a higher quantity than “1” for the “Tipper Chute” service will prevent the driver from progressing. If ‘1’ has been entered, the “Add” button will become available at the bottom of the screen and should then be selected.

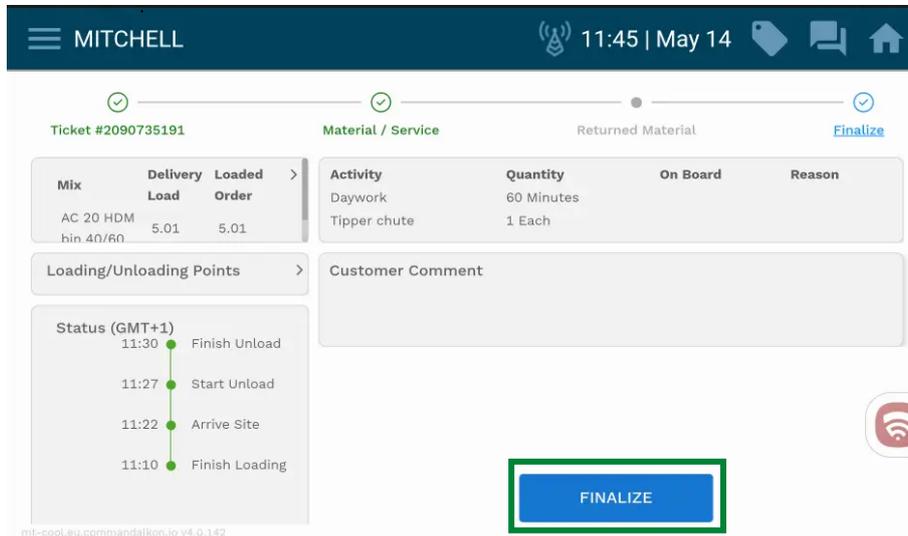


This will then take the driver back to the “Material / Service” section where the summary of all services can be seen. Here the driver will then need to select the “Finalize” section of the ticket.

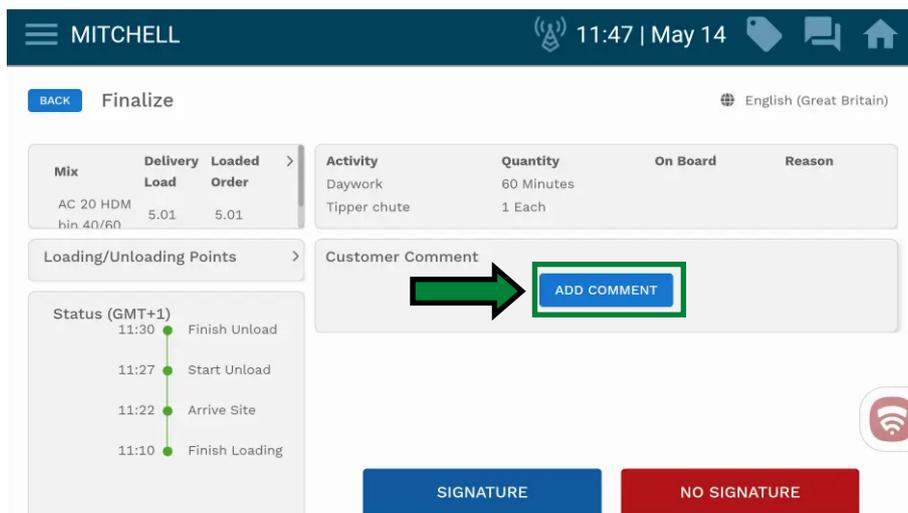


## TrackIt Split Load

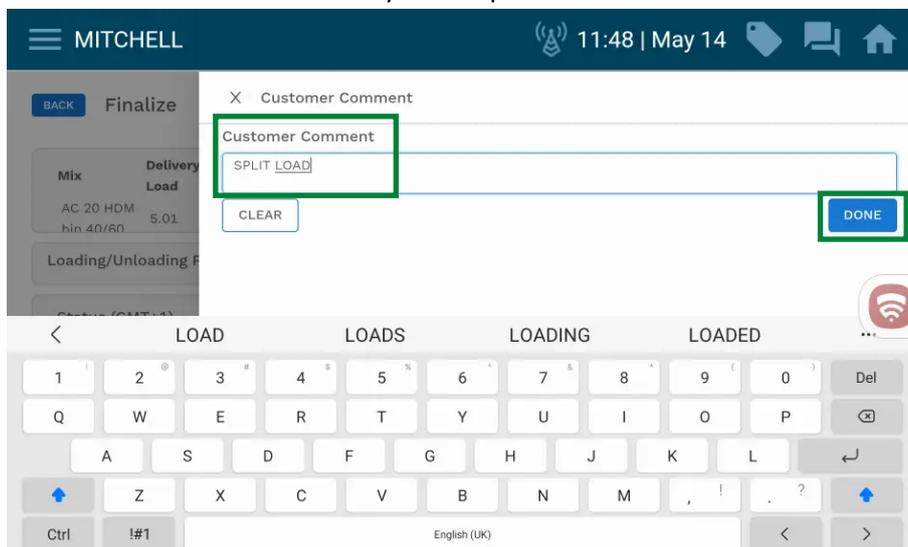
Here the driver will see a summary of the mobile ticket, if all details have been checked, the “Finalize” button should be selected.



Here the driver will then need to select the “Add Comment” button.

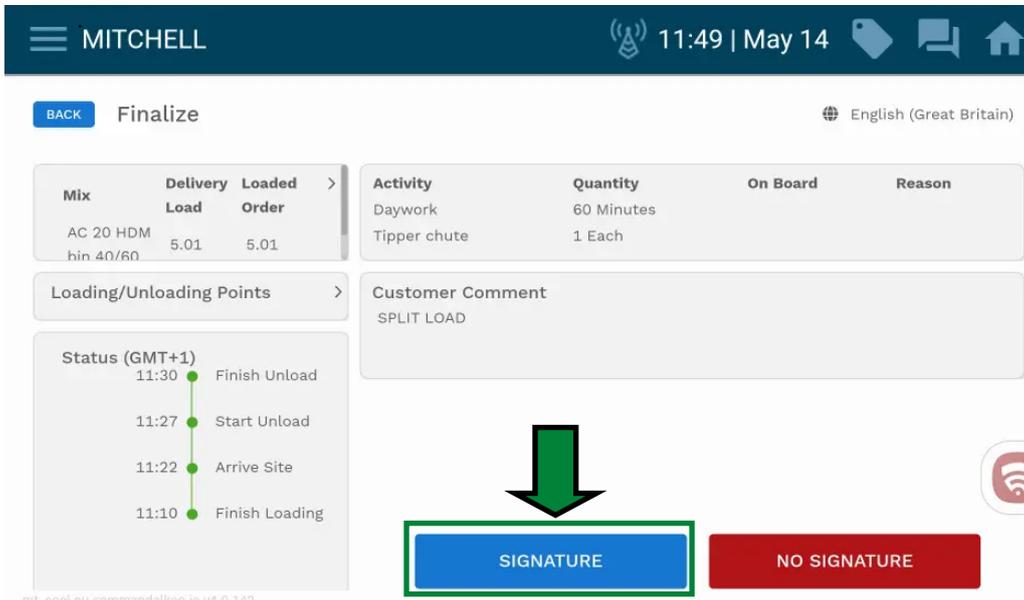


Comments should be added to indicate this delivery was a split load. The “Done” button can then be selected.



## TrackIt Split Load

This will then take the driver back to the “Finalize” screen where “Signature” should be selected.



MITCHELL 11:49 | May 14

BACK Finalize English (Great Britain)

Mix	Delivery Load	Loaded Order	Activity	Quantity	On Board	Reason
AC 20 HDM bin 40/60	5.01	5.01	Daywork Tipper chute	60 Minutes 1 Each		

Loading/Unloading Points

Customer Comment  
SPLIT LOAD

Status (GMT+1)

- 11:30 Finish Unload
- 11:27 Start Unload
- 11:22 Arrive Site
- 11:10 Finish Loading

**SIGNATURE** NO SIGNATURE

Here the driver will be presented with this screen. The “Customer Name” field should be modified by the customer to ensure we have the correct name for the person signing the ticket.

Then, the customer can draw their signature in the “Customer signature” field.



MITCHELL 11:52 | May 14

X Customer Signature

Customer Name  
Del Trotter

Customer Signature

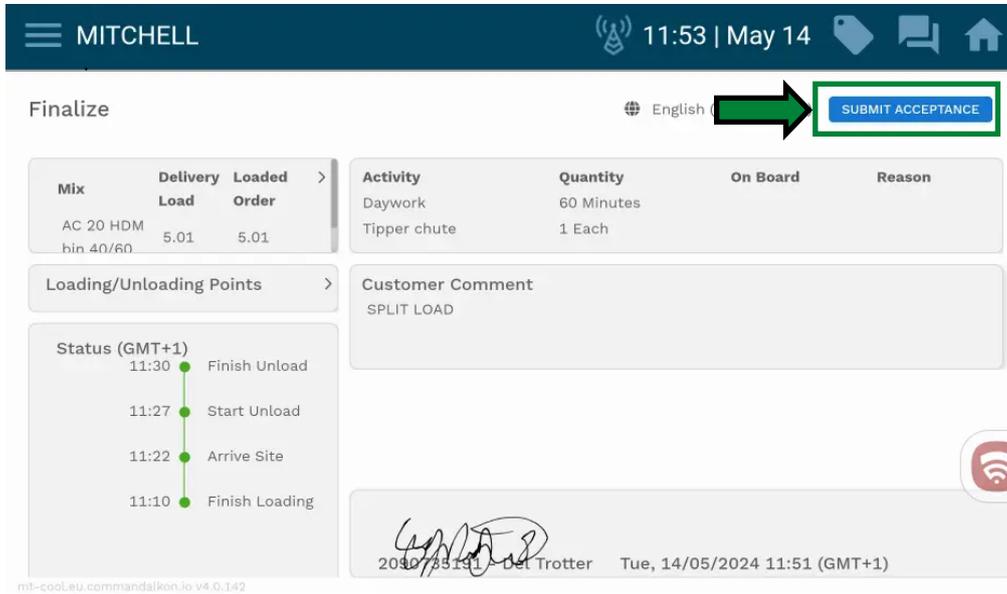


Once the signature has been applied, the “Accept” button should be selected.

CLEAR SIGNATURE CANCEL **ACCEPT**

## TrackIt Split Load

With the Signature applied, the driver will now need to select the “Submit Acceptance” button in the top right hand side to complete this part of the mobile ticket.

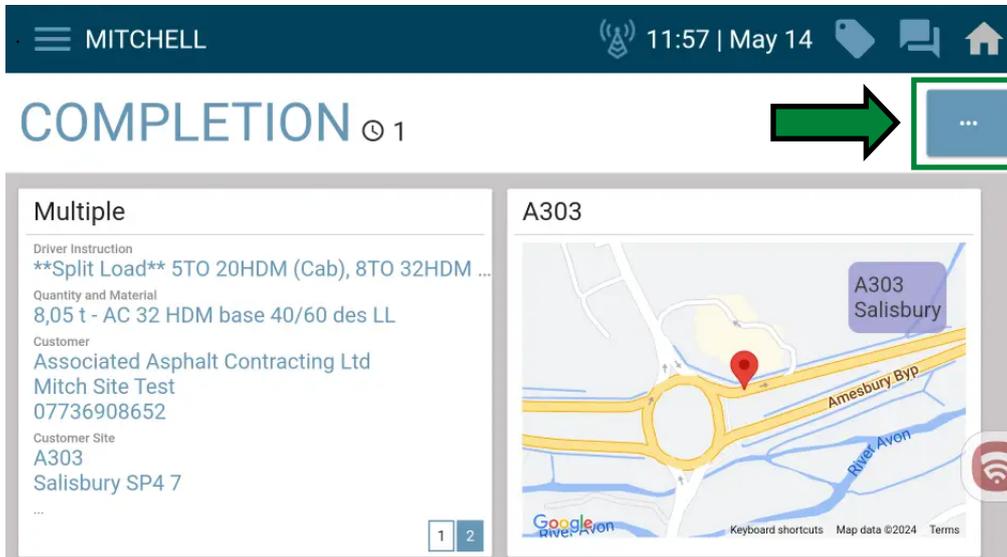


The screenshot shows the 'Finalize' screen in the TrackIt mobile app. At the top, the user name 'MITCHELL' and the time '11:53 | May 14' are visible. A green arrow points to the 'SUBMIT ACCEPTANCE' button in the top right corner. Below the header, there is a table with columns: Mix, Delivery Load, Loaded Order, Activity, Quantity, On Board, and Reason. The table contains one row: AC 20 HDM bin 40/60, 5.01, 5.01, Daywork, 60 Minutes, Tipper chute, 1 Each. Below the table, there is a 'Loading/Unloading Points' section with a timeline showing: 11:30 Finish Unload, 11:27 Start Unload, 11:22 Arrive Site, and 11:10 Finish Loading. A 'Customer Comment' section contains the text 'SPLIT LOAD'. At the bottom, there is a signature and the text '2024-05-14 11:51 Del Trotter Tue, 14/05/2024 11:51 (GMT+1)'. A small footer text reads 'mt-cool.eu.commandalkon.io v4.0.142'.

This will update the TrackIt device to the “Completion” status. Here the driver will now need to progress additional steps on their TrackIt device as part of the ‘Workaround’ for the split load process.

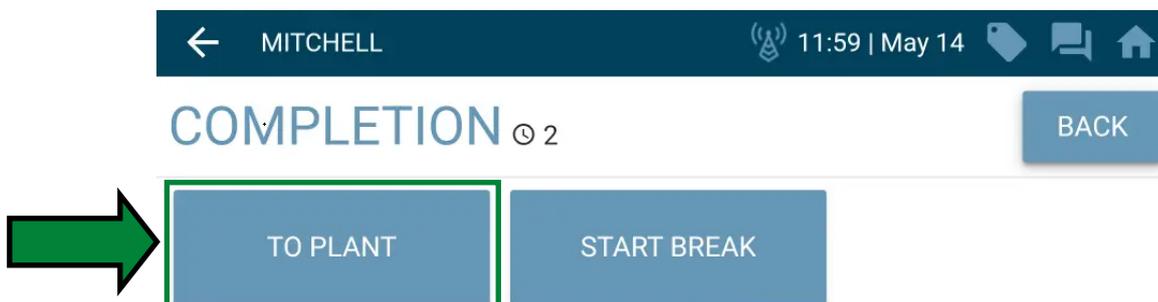
This “Completion” status should be manually completed.

To do this, the driver will need to select the 3 dots button.



The screenshot shows the 'COMPLETION' screen in the TrackIt mobile app. At the top, the user name 'MITCHELL' and the time '11:57 | May 14' are visible. A green arrow points to the 3 dots menu button in the top right corner. Below the header, there is a section titled 'Multiple' with the following text: Driver Instruction: \*\*Split Load\*\* 5TO 20HDM (Cab), 8TO 32HDM ...; Quantity and Material: 8,05 t - AC 32 HDM base 40/60 des LL; Customer: Associated Asphalt Contracting Ltd; Mitch Site Test; 07736908652; Customer Site: A303; Salisbury SP4 7. To the right of this text is a map showing the location 'A303 Salisbury' with a red pin. A green arrow points to the 3 dots menu button in the top right corner of the map area.

Here the driver will then select the “To Plant” button.



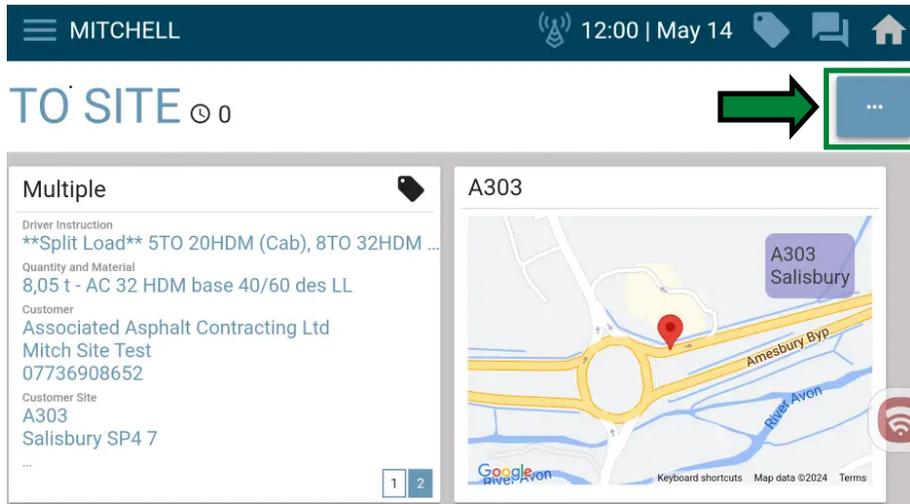
The screenshot shows the 'COMPLETION' screen in the TrackIt mobile app. At the top, the user name 'MITCHELL' and the time '11:59 | May 14' are visible. Below the header, there is a section titled 'COMPLETION' with a 'BACK' button in the top right corner. Below this, there are two buttons: 'TO PLANT' and 'START BREAK'. A green arrow points to the 'TO PLANT' button.

## TrackIt Split Load

After this button has been selected, the device will recognise that the delivery was a split load and automatically update from the “To Plant” status to the “To Site” status.

Here the driver will need to manually update all following status’ to complete the second ticket.

To do this, the driver should select the 3 dots buttons again.



Here the driver will need to select the “Waiting for unloading” button.



Then the “Unloading” button should be selected.

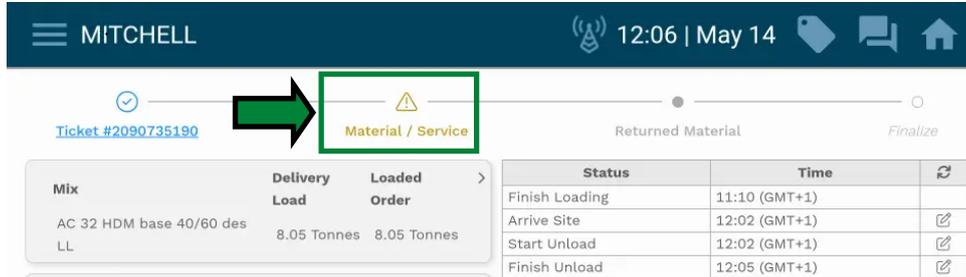


And then the “Finish Unloading” button should be selected.

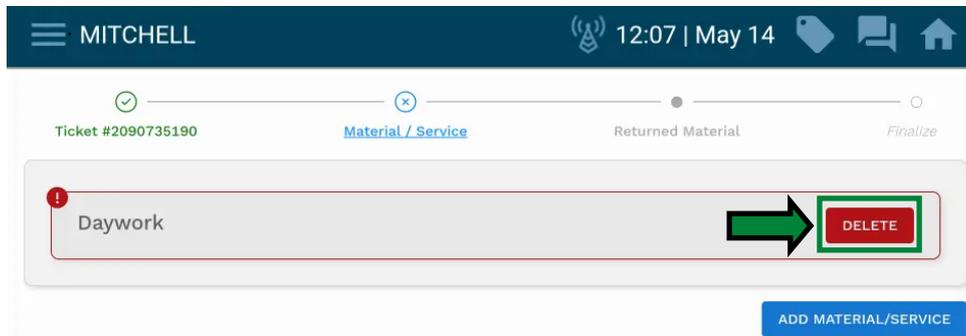


## TrackIt Split Load

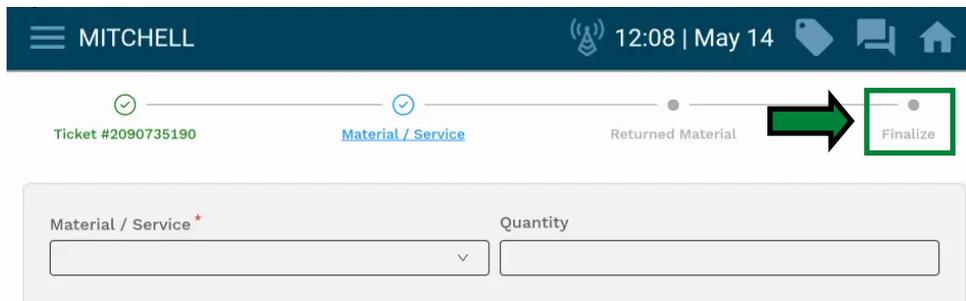
This will then present the second mobile ticket. Here the driver will need to start by selecting the “Material / service” section.



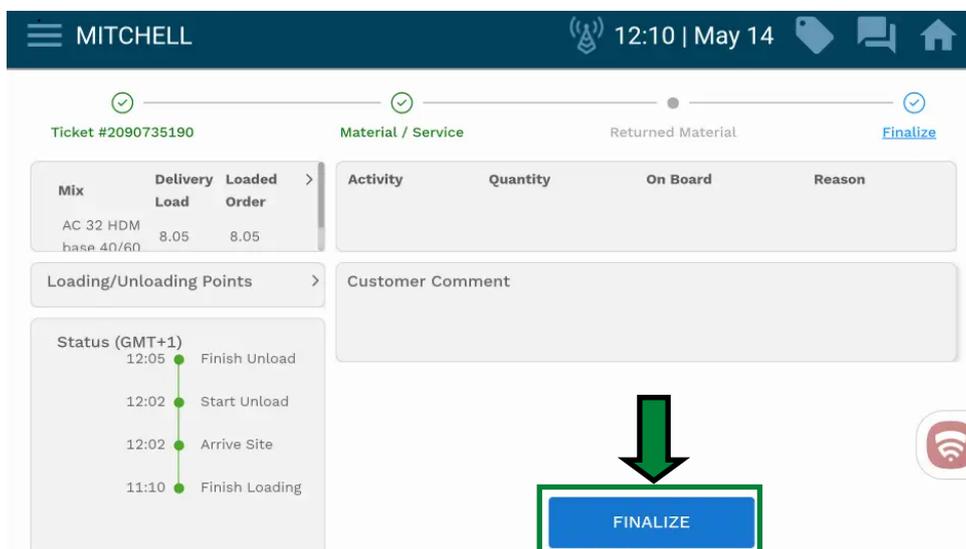
Here the driver will need to delete the existing daywork entry by selecting the “Delete” button. (This is because all daywork will be attributed to the first ticket)



The “Finalize” section of the ticket can then be selected.

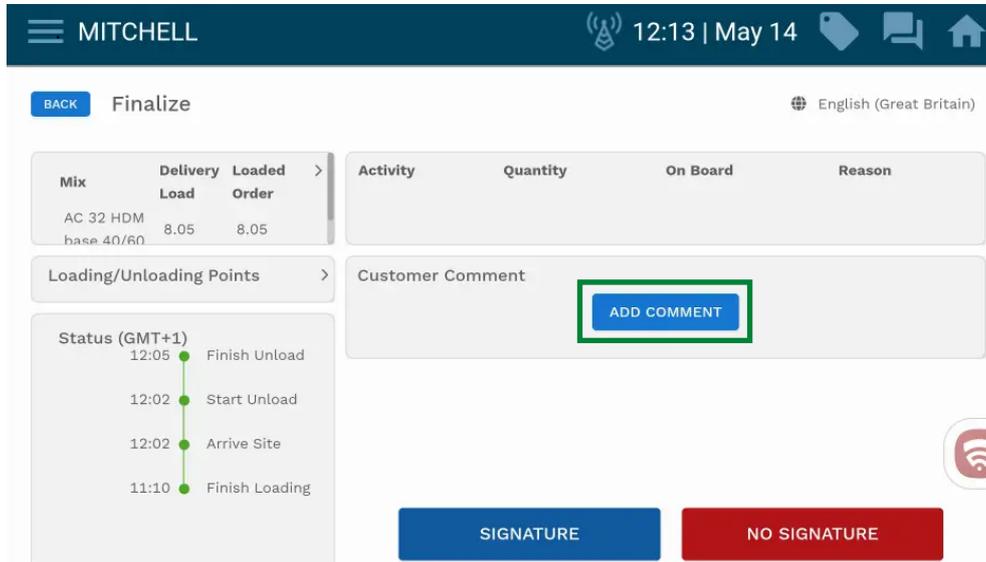


Here the driver would select the “Finalize” button at the bottom of the screen.



## TrackIt Split Load

Here the driver would then need to select the “Add Comment” button.



MITCHELL 12:13 | May 14

BACK Finalize English (Great Britain)

Mix	Delivery Load	Loaded Order	Activity	Quantity	On Board	Reason
AC 32 HDM base 40/60	8.05	8.05				

Loading/Unloading Points

Status (GMT+1)

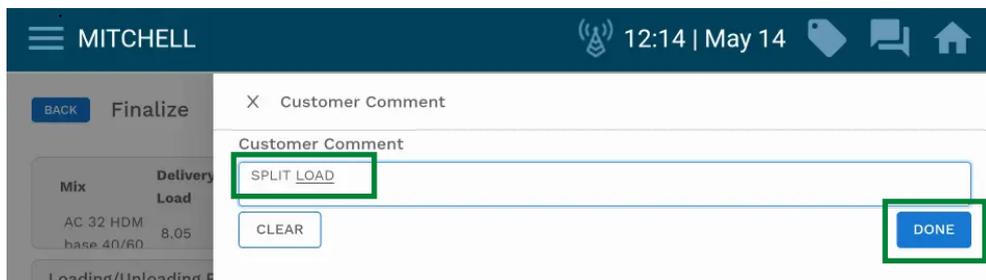
- 12:05 Finish Unload
- 12:02 Start Unload
- 12:02 Arrive Site
- 11:10 Finish Loading

Customer Comment

ADD COMMENT

SIGNATURE NO SIGNATURE

Comments should be added to indicate this delivery was part of a split load. The “Done” button can then be selected.



MITCHELL 12:14 | May 14

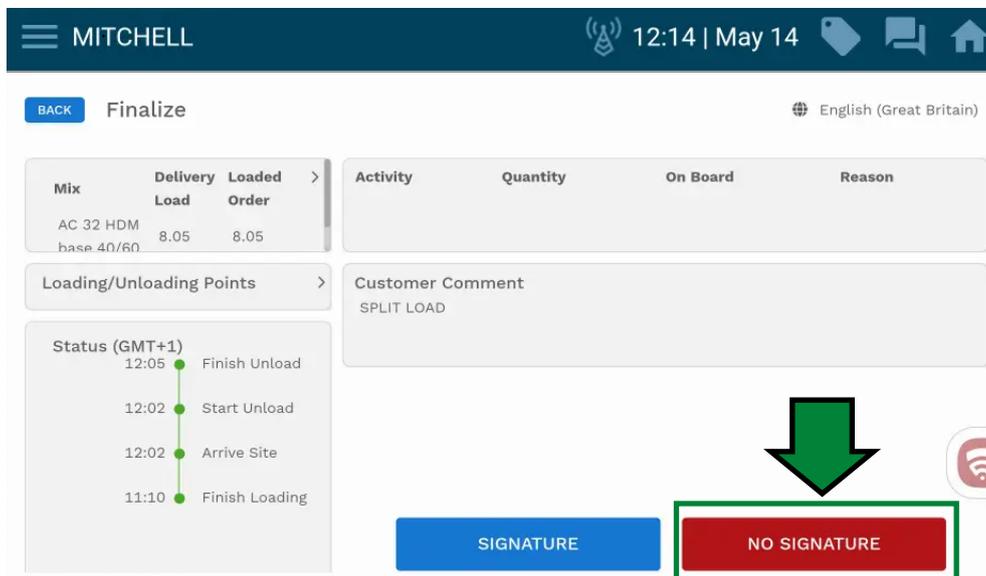
BACK Finalize

Customer Comment

SPLIT LOAD

CLEAR DONE

Here the driver then has a choice, if they are still with the customer, another signature can be requested. Alternatively, the “No Signature” button should be pressed.



MITCHELL 12:14 | May 14

BACK Finalize English (Great Britain)

Mix	Delivery Load	Loaded Order	Activity	Quantity	On Board	Reason
AC 32 HDM base 40/60	8.05	8.05				

Loading/Unloading Points

Status (GMT+1)

- 12:05 Finish Unload
- 12:02 Start Unload
- 12:02 Arrive Site
- 11:10 Finish Loading

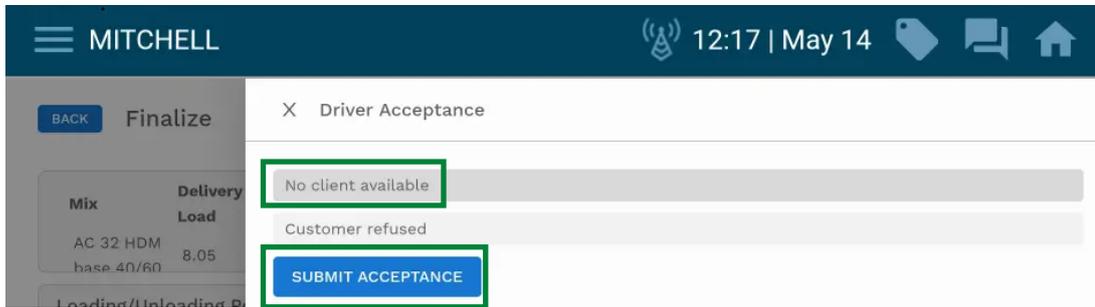
Customer Comment

SPLIT LOAD

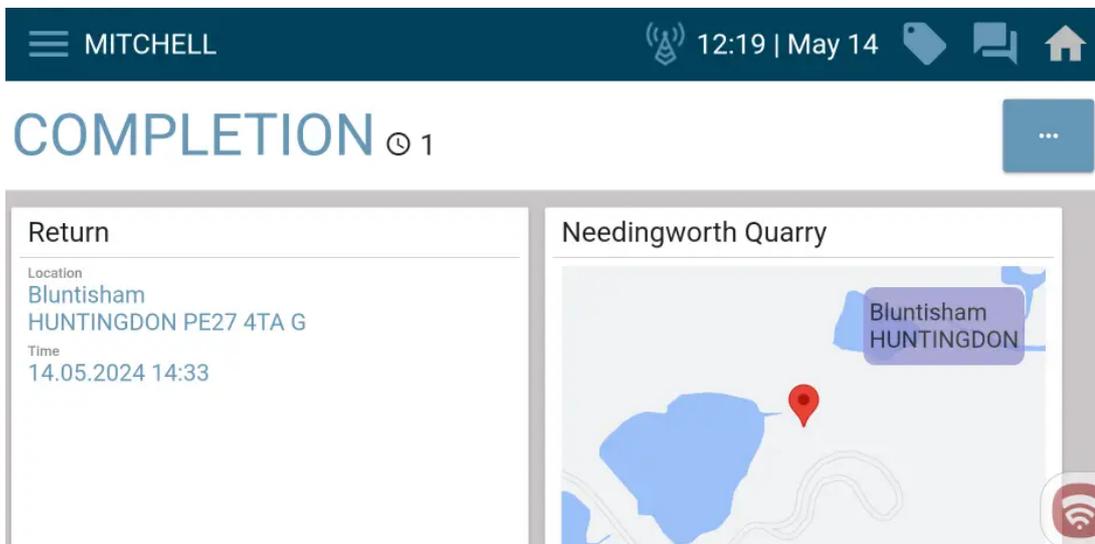
SIGNATURE NO SIGNATURE

## TrackIt Split Load

The driver should then select the “No Client Available” reason before selecting the “Submit Acceptance” button.



The TrackIt device will then update to the “Completion” status for the second time. Here the driver should resume normal processing methods, This “Completion” status will automatically update once the driver leaves the site geofence.



In the event that the driver is already outside the customer site geofence before this point, the driver will need to manually update their device to the next status (To Plant). This can be done by selecting the 3 dots button.



And then selecting the “To Plant” status.

