

Journey Planner

From this tab, you can:

- view a summary of all booked deliveries and Lorry Journeys over a two week period
- lock and unlock Lorry Journeys
- review Lorry Journeys where a booked delivery has an outstanding balance

You can also click in to see a 'day view', which will provide a detailed view of all Lorry Journeys and scheduled deliveries for a given day. From this screen, you can:

- resequencing deliveries
- reschedule deliveries
- cancel deliveries
- mark deliveries as completed
- print picking lists
- print delivery notes
- deliver individual lines


Key to icons

 = this Lorry Journey contains a booked delivery with an outstanding balance

 = this Lorry Journey is unlocked, e.g. it is possible to book deliveries onto it

 = this Lorry Journey is locked, e.g. it is not possible to book deliveries onto it

 = this Lorry Journey contains a Sales Order which is Awaiting Action

 = the scheduled date is different to the customer's requested delivery date

Summary View

This shows a fortnightly summary.

Orders awaiting scheduling (40) | Stock Transfers awaiting scheduling (8) | Journey Planner

8th December 2025 - 21st December 2025

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Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
8th Lorry 1 (0 drops) Lorry 2 (0 drops)	9th Lorry 1 (0 drops) - locked Lorry 3 (0 drops)	10th Lorry 1 (0 drops) Lorry 2 (0 drops) Lorry 3 (0 drops)	11th Lorry 3 (4 drops)	12th Lorry 3 (0 drops)	13th Lorry 2 (0 drops)	14th Local Deliveries (02 drops) Lorry 3 (0 drops)
15th Lorry 1 (0 drops) Lorry 2 (0 drops)	16th Lorry 1 (0 drops) Lorry 3 (0 drops)	17th Lorry 1 (0 drops) - locked Lorry 2 (0 drops) Lorry 3 (0 drops)	18th Lorry 3 (0 drops)	19th Lorry 3 (1 drop)	20th Lorry 2 (0 drops)	21st Local Deliveries (02 drops) Lorry 3 (0 drops)

Detail View

To access this mode, click the 'view' button on the summary view; there is one per day.

Lorry Journey Schedule - 11/12/2025

Lorry 3 (4 drops) Lock

Afternoon						
Name	City	Postcode	Order No.	Phone No.	No. of Items	Balance
Mr Kyle Griffiths	Ilminster	TA19 9DX	Z2248		1	£-4.20
Miss Hannah Buckler	Ilminster	TA19 9DX	Z3349	01460 258530	1	£5.00
hannah buckler	Wolverhampton	W12 4LQ	Z3471	0123456789	4	£0.00
Morning						
Name	City	Postcode	Order No.	Phone No.	No. of Items	Balance
Mr Mike Whitman	Ilminster	TA19 9DX	Z3313	01321657987	2	£0.00

print picking list | print delivery note | deliver individual lines

Resequencing Deliveries

This should be done to confirm the route for your drivers; sequence the orders to match their route

To sequence deliveries, simply drag and drop them to change the order; this order will be reflected on the Picking Lists, and when printing the Delivery Note.

Lorry Journey Schedule - 11/12/2025


Lorry 3 (4 drops) Lock

Afternoon						
Name	City	Postcode	Order No.	Phone No.	No. of Items	Balance
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Morning						
Miss Hannah Buckler	Ilminster	TA19 9DX	Z3349	01460 258530	1	£5.00
Mr Mike Whitman	Ilminster	TA19 9DX	Z3313	01321657987	2	£0.00

print picking list | print delivery note | deliver individual lines

When doing this, it is possible to drag and drop a delivery between different Lorry Journeys on the same day.

Reschedule Deliveries

To reschedule a specific delivery, click the  icon.

Cancel Deliveries

To cancel a specific delivery, click the  icon.

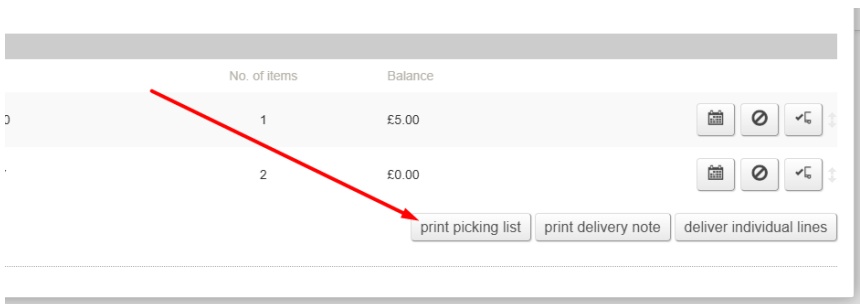
Once cancelled, it will fall into the awaiting scheduling list.

Mark Deliveries as Completed

To mark a delivery as complete, click the  icon.

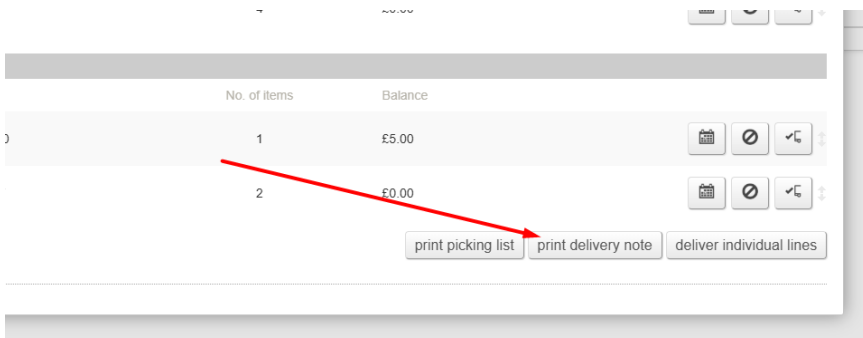
Print Picking Lists

From this screen you can print [Picking Lists](#) per Lorry Journey.



Print Delivery Notes

From this screen you can print [Delivery Notes](#) per Lorry Journey.



Deliver Individual Lines

You can also deliver individual lines. Use this to mark individual lines within a Sales Order as delivered.

This should be used if delivery was unsuccessful

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