

The following report provides a comprehensive, user-friendly overview of the Trip Management module, designed to help end-users understand its practical value and how to effectively leverage its features.

1. Executive Summary

The Trip Management module is your central hub for organizing, tracking, and monitoring all vehicle journeys. It empowers you to efficiently plan routes, assign vehicles and drivers, and maintain real-time visibility over your fleet's operations. By centralizing trip data, from planned routes to completed deliveries, this module streamlines your workflow, helps reduce operational costs, and ultimately enhances customer satisfaction through improved delivery efficiency and reliable tracking. With robust reporting and easy access to trip and stop details, you gain peace of mind knowing your fleet is operating smoothly and transparently.

2. Introduction

Managing vehicle trips can be complex, often leading to challenges like inefficient route planning, delayed deliveries, and difficulty tracking real-time progress. The Trip Management module is designed to address these pain points by providing a powerful, intuitive platform to handle every aspect of your fleet's journeys.

Its purpose is to **simplify trip logistics**, **optimize resource allocation**, and **ensure precise real-time monitoring** of all your trips. Whether you're planning future routes, handling immediate dispatch needs, or reviewing past performance, this module provides the tools you need to keep your operations running smoothly.

In this document, a "Trip" refers to any journey undertaken by a vehicle, encompassing defined start and end points, assigned drivers and vehicles, and potentially multiple stops along the way. It can be pre-scheduled, initiated on-the-fly, or linked directly to customer orders.

3. Main Content (User-Focused Sections)

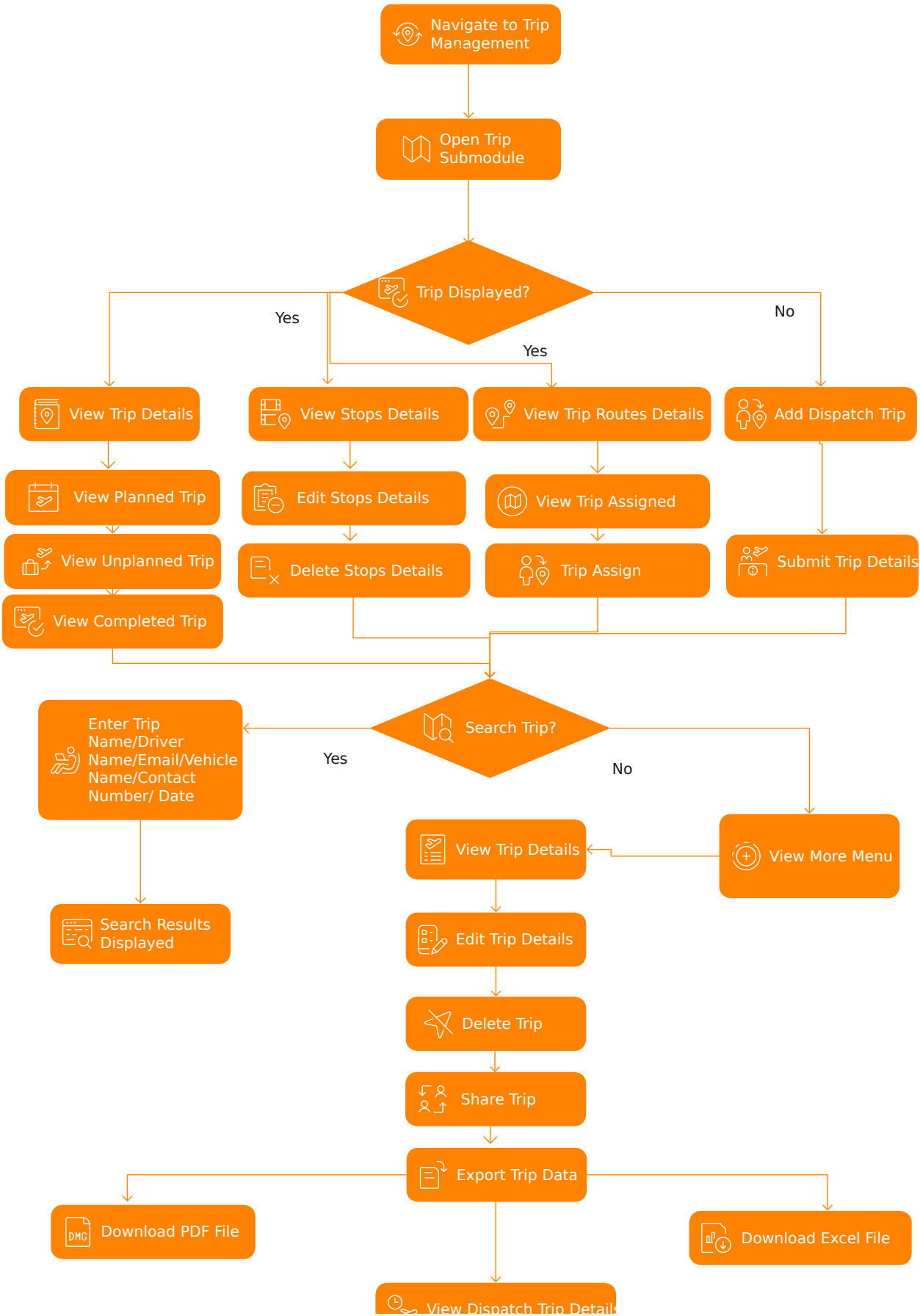
What This Means for You

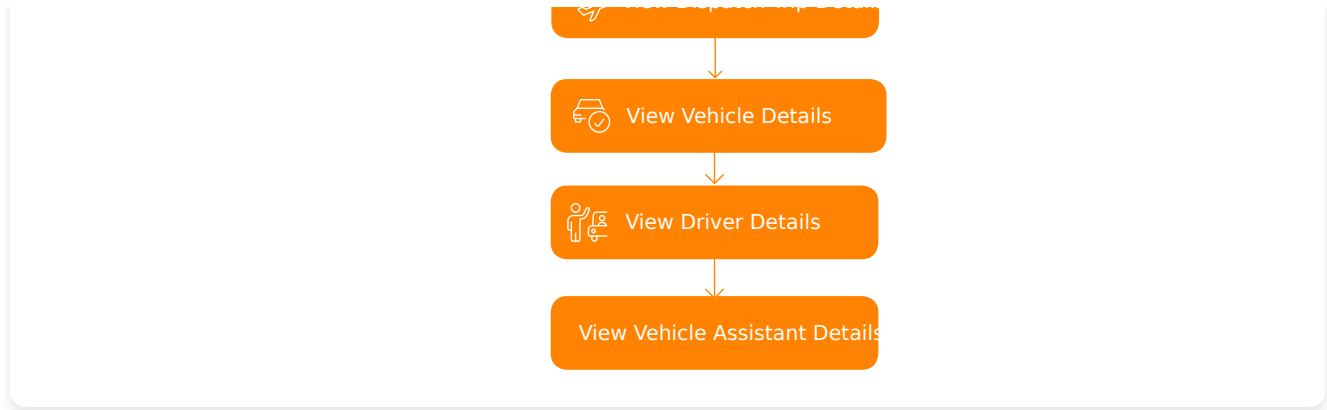
- **Better Trip Organization:** Easily plan, schedule, and categorize all your trips, whether they are planned in advance, immediate, or linked to customer orders.
- **Improved Fleet Efficiency:** Optimize how you assign drivers and vehicles, reducing wasted time and resources.
- **Real-Time Trip Monitoring:** Get live updates on active trips, ensuring everyone knows where vehicles are and when they're expected to arrive.
- **Cost Savings:** Efficient route and stop planning helps you cut down on fuel and other operational expenses.
- **Enhanced Record-Keeping:** Access detailed historical data for all completed trips, making reporting and analysis simple.
- **Seamless Communication:** Keep drivers, managers, and even customers informed with crucial trip-related details.
- **Quick Problem Solving:** Easily identify and address issues like traffic delays, ensuring timely adjustments.

How It Works

The Trip Management module follows a clear, logical flow, as illustrated in the flowchart below. You start by either creating a new trip or managing existing ones. Trips can be planned ahead of time, created instantly, or dispatched based on orders. For each trip, you can define routes with specific stops, assign vehicles and drivers, and monitor progress. The system also allows for editing, sharing, and deleting trips and stops. Comprehensive reports provide insights into trip activity, pickup points, and driver performance.

Trip Management Submodule Flowchart





Simplified Workflow:

1. **Create or View Trips:** Start by adding a new trip or viewing your existing trips, categorized as Planned, Unplanned, or Completed.
2. **Define Routes & Stops:** For each trip, specify start and end locations, and add detailed stops with pickup codes, priorities, and distances.
3. **Assign Resources:** Link trips to available vehicles and drivers.
4. **Monitor & Manage:** Track trips in real-time, view their status, and adjust details as needed (edit, share, delete).
5. **Generate Reports:** Access various reports to analyze trip performance, pickup points, and overall efficiency.

Getting Started

Follow these steps to effectively use the Trip Management module:

1. **Access the Module:** Log in to the application and navigate to the **Trip Management** module.
2. **Create a New Trip:**
 - Click on the **" + New Trip "** button.
 - On the "Add Dispatch Trips" page, fill in all the required details, such as Trip Name, Vehicle ID, Driver, Start/End Locations, and Date/Time.
 - Select the trip category: **Scheduled** (for planned future trips), **Instant** (for immediate needs), or **Dispatch** (linked to orders from the "Orders" module).
 - **Submit** the form to create the trip.
3. **View Trip Details:**
 - Go to the **"Trip" tab** to see lists of Planned, Unplanned, and Completed trips.
 - For any trip, click on the **three dots (...)** menu and select **"View"** to see its map overview, order summary, stop list, and assigned vehicle/driver details.
4. **Assign a Route (if applicable):**
 - Navigate to the **"Trip Routes" tab**.
 - Find the desired route and click the **"Assign"** button.
 - In the "Assign Route" popup, choose the date and vehicle, then confirm to finalize the assignment.
5. **Manage Trip Stops:**
 - Go to the **"Stop" tab** within the Trip module.
 - To view a stop's map and details, click the **three dots (...)** next to it and select **"View"**.
 - To modify stop details (like "Add To Point Of Interest" or map adjustments), click the **three dots (...)** and select **"Edit"**.

- To remove a stop, click the **three dots (...)** and select **"Delete"**, then **"Delete"** again in the confirmation popup.

Key Features You'll Use

- **Trip Creation & Categorization:** Easily create new trips and categorize them as Scheduled, Instant, or Dispatch, fitting your operational needs.
- **Detailed Trip Information:** View a comprehensive overview of each trip, including its assigned vehicle, driver, start and end locations, dates, times, and current status.
- **Stop Management:** Define and manage individual stops within a trip, including details like pickup point name, code, priority, and distance from the customer. You can also update stop-specific details and map locations.
- **Route Assignment:** Assign specific vehicles to planned routes, ensuring efficient resource allocation.
- **Real-time Tracking (Reports):** Access reports like the "Live Trip Location Report" to monitor Scheduled Time of Arrival (STA) and Adjusted Time of Arrival (ATA), which considers real-time traffic.
- **Trip History & Reporting:** Generate various reports, including "Dispatch Trip History," "Pickup Point Report," "Trip Manifest Report," "Trip Activity Report," "Trip Assigned Versus Completed Report," and "Trip Versus Pickup Count Report" for in-depth analysis.
- **Search and Filter:** Quickly find specific trips or stops using various filters like trip name, driver name, vehicle name, contact number, date, distance, and pickup point codes.
- **Export Data:** Download trip and stop details, as well as reports, in PDF or Excel format for external review or record-keeping.
- **Edit & Delete:** Easily modify existing trip and stop details or remove them from the system when no longer needed.
- **Share Trip Details:** Generate shareable links that allow others to view trip progress and details (like pickup/drop locations and map overview) without needing to log in.
- **Repeat Trips:** Quickly replicate a completed trip to create a new one with similar details, saving time on repetitive data entry.

Common Scenarios

- **Planning a Future Delivery Route:** You need to set up a new delivery route for next week. You'll use **" + New Trip "**, select the **"Scheduled"** category, input the start/end locations, dates, times, and add all necessary stops with their details.
- **Dispatching an Urgent Order:** A customer places an urgent order. You'll use **" + New Trip "**, select **"Instant"** or **"Dispatch"**, assign an available vehicle and driver, and ensure the trip quickly appears in their app.
- **Monitoring a Live Delivery:** You want to see if a vehicle is on schedule. You'll go to the **"Trip"** tab, find the ongoing trip, select **"View"**, and check the **"Map Overview"** and **"Stop List"** to see its real-time location and Estimated Time of Arrival (ETA) for each stop.
- **Adjusting a Stop on an Active Trip:** A customer calls to change a pickup point. You'll navigate to the **"Stop"** tab, find the relevant stop, click **"Edit"**, update the location on the map or change "Add To Point Of Interest", and **"Save"** the changes.
- **Sharing Trip Progress with a Customer:** A customer asks for an update. You'll go to the **"Trip"** tab, find the trip, click the **three dots (...)**, select **"Share"**, and copy the link to send directly to them. They can view the map and progress without logging in.
- **Analyzing Monthly Fleet Performance:** You need to review last month's trip activities. You'll go to the **Reports Module**, access reports like "Trip Activity Report" or "Trip Assigned Versus Completed Report", apply date filters, and **Export** the data to Excel for further analysis.
- **Replicating a Successful Route:** A trip ran perfectly, and you want to use the same route for a new trip. You'll find the completed trip in the **"Completed"** section of the **"Trip"** tab, click the **three dots (...)**, and select **"Repeat"** to quickly set up a new trip with similar details.

What to Expect

- **Trip Creation:** A new Dispatch Trip will be successfully created after submitting all required details, and the system will create and update trip details without delay.
- **Trip Assignment:** Once a trip is assigned to a route, its status will clearly show as "Assigned" under the Routes tab. When a vehicle is linked to a route, it will be visible in the trip route details, and you'll receive a confirmation message.
- **Real-time Updates:** New trips will appear immediately in the "Trip Activity Report" as they are recorded. Adjusted Time of Arrival (ATA) values will update dynamically based on real-time traffic data.
- **Editing Trips/Stops:** When you edit a trip or stop, the selected fields (e.g., Trip Name, Start Location, "Add To Point Of Interest" checkbox) will be editable and pre-filled with existing data. Changes will be saved correctly and reflected in trip details immediately. The vehicle details (ID, Type, Location, Status) and vehicle assistant's name will be displayed accurately during editing.
- **Viewing Trip Details:** After clicking "View" for a trip, you will be redirected to a page displaying all relevant information, including a map overview, order summary (with trip activity, merchant details), stop list (with names, merchant, order number, code, duration, ETA), vehicle details, and driver/vehicle assistant information.
- **Filtering & Search:** Searching for a trip name, driver name, contact number, or using vehicle/date filters will instantly display relevant results within 2 seconds.
- **Exporting Data:** When you click the "Export" button, options for PDF and Excel will appear. Selecting either will successfully download a file containing all displayed report data. If no trip data is available for export, an error message "No data to export" will be displayed.
- **Calendar Functionality:** When opening report views, today's date will be highlighted. You will be able to select valid dates, but past dates will be disabled. If there are no trips for a selected date, no trip information will be shown.
- **Mobile Compatibility:** The "Export" button and Stop Name field will function correctly across various devices (mobile, tablet, desktop) and browsers.

Business Rules & Constraints

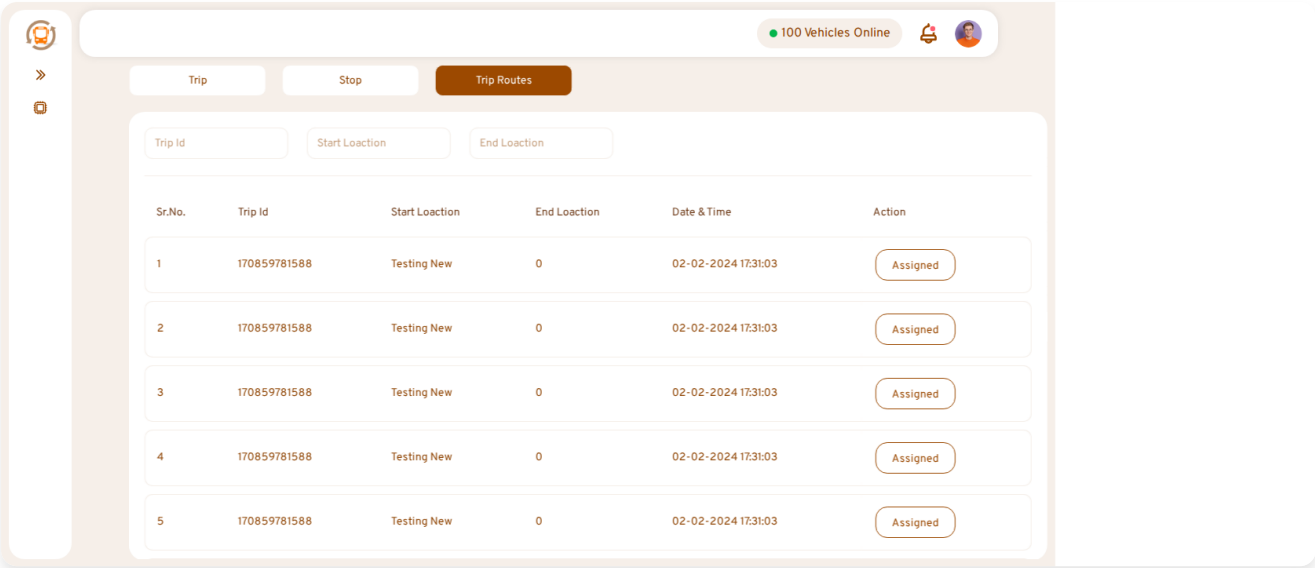
- **Vehicle Selection for Dispatch Trip History Report:** Currently, you can **only select one vehicle** at a time from the dropdown list when generating the Dispatch Trip History Report. If you need reports for multiple vehicles, you must generate them individually.
- **Adjusted Time of Arrival (ATA):** The system automatically adjusts the ATA for live trips. If a vehicle encounters traffic or roadblocks, the system will extend the ATA based on real-time traffic information to provide an accurate updated arrival time.
- **Invoice Uploads:** To ensure successful invoice uploads, always make sure the file format is correct, all required data is filled in, and the invoice is not a duplicate. The system will guide you with helpful messages if issues arise.
- **Supplier In/Out Time:** Supplier check-in and check-out times, recorded by the driver from the delivery app when they arrive for pickup and collect orders respectively, are visible in the Delivery Person Activity Report. Ensure logs are synced and refresh the app if times aren't visible.
- **Customer Visibility in Trips:** For orders with multiple suppliers but a single customer, the customer should be visible in the trip. If not, verify that the customer's address was correctly entered and exists on the map during order creation.
- **Vehicle Attendant Trip Visibility:** An assigned trip will only be visible in the vehicle attendant's account if the correct Vehicle Attendant is mapped during the "Create Order" or "Edit Order" process in the Dispatch Management → Orders module.
- **Past Dates in Calendar:** When selecting dates (e.g., for trip start/end), past dates are generally disabled or not selectable to prevent scheduling errors.
- **Response Time:** The system is designed for quick response times. Expect trip details to be created and updated within 0 seconds, report searches to return results within 2 seconds, and trip completion status to display within

5 seconds.

4. Visual Elements & Supporting Information

Trip Routes Details View

This page shows an overview of your trip routes, including key data for each. You can also filter the list to find specific routes.



Field Validation Table

Field Name	Mandatory	Field Type	Data Type	Field Size	Is Editable	Description
Start Location	No	Text (Search)	String	N/A	Yes	Filter routes by starting point.
End Location	No	Text (Search)	String	N/A	Yes	Filter routes by ending point.
Trip ID	No	Text (Search)	String	N/A	Yes	Filter routes by trip identifier.
Assign (Button)	N/A	Button	N/A	N/A	N/A	Assign a vehicle and date to a route.

Stop Tab Details View

Here, you can view all the stops associated with your trips. You can search for specific stops using various criteria and export the stop details.

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Stop Details

Stop Name

Kolhapur, Maharashtra

Stop Code

Kolhapur, Maharashtra

Distance from Customer (KM)

25Kms

Stop Priority

2

Stop Latitude

19.25450840049757

Stop Longitude

73.12744081020355

Field Validation Table

Field Name	Mandatory	Field Type	Data Type	Field Size	Is Editable	Description
Distance From Customer (Km)	No	Number (Search)	Number	N/A	Yes	Filter stops by distance from the customer.
Pick-Up Point Code	No	Text (Search)	String	N/A	Yes	Filter stops by their unique pickup point code.
Pick-Up Point Priority	No	Text (Search)	Number/Dropdown	N/A	Yes	Filter stops by their assigned priority level.
Pick-Up Point Trip	No	Text (Search)	String	N/A	Yes	Filter stops by the associated trip name/ID.
Export (Button)	N/A	Button (Dropdown)	N/A	N/A	N/A	Download stop details in PDF or Excel.

Update Stop Details - Edit Page

This page allows you to modify the details of an individual trip stop, including marking it as a point of interest and adjusting its location on the map.

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Edit Stop

Trip *

Select Trip...

Stop Name *

Select from existing stop locations...

OR

Stop Code *

Enter Bus Stop Code...

Add to Point of Interest ?

Yes ☐

No ☐

Set Geofence Area *

Select Trip...

Auto Optimize Priority

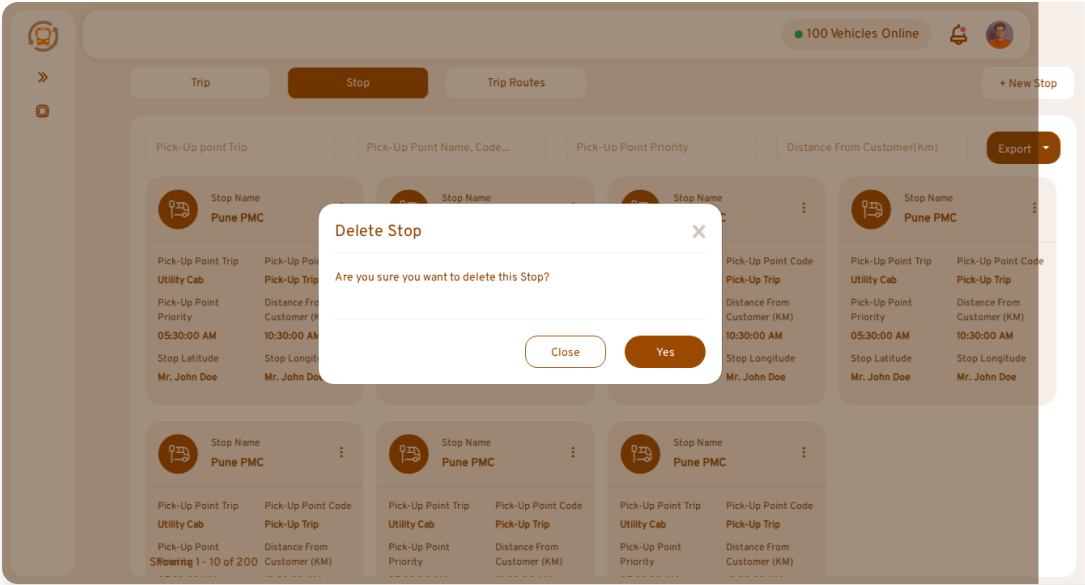
Note : Click on map for adding new stop.

Field Validation Table

Field Name	Mandatory	Field Type	Data Type	Field Size	Is Editable	Description
Add To Point Of Interest	No	Checkbox	Boolean	N/A	Yes	Mark this stop as a significant location.
Map (Editable)	No	Map	Geo-data	N/A	Yes	Adjust the geographical location of the stop.

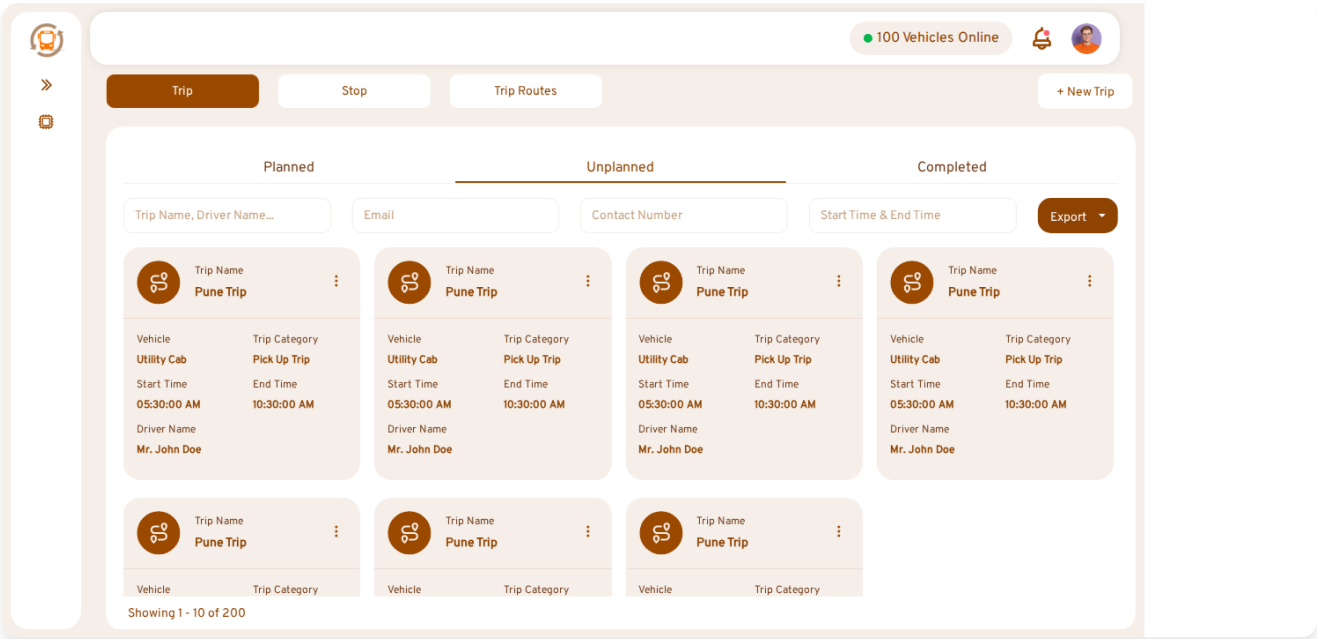
Remove Stop Confirmation

This is a confirmation dialog that appears when you choose to delete a trip stop, ensuring you intend to remove it permanently.



Trip Unplanned View

This section lists all your unplanned or instant trips. From here, you can view, edit, share, or delete these trips, and also export their details.



New Trip Creation Page

This is where you'll create new dispatch trips by filling in all the necessary information about the vehicle, driver, route, and stops.

»

100 Vehicles Online

Add Dispatch Trip

Trip Name *

Enter Trip Name

Trip Start Location *

Enter Trip Start Location

Trip Start Time *

Trip Start Time

Driver Name

Select Driver Name

Trip Start Date *

10/22/2025

Trip Category *

Select Trip Type

Trip End Location *

Enter Trip End Location

Trip End Time *

Trip End Time

Vehicle

Select Vehicle..

Trip End Date *

10/22/2025

Field Validation Table

vehicletracking.qa

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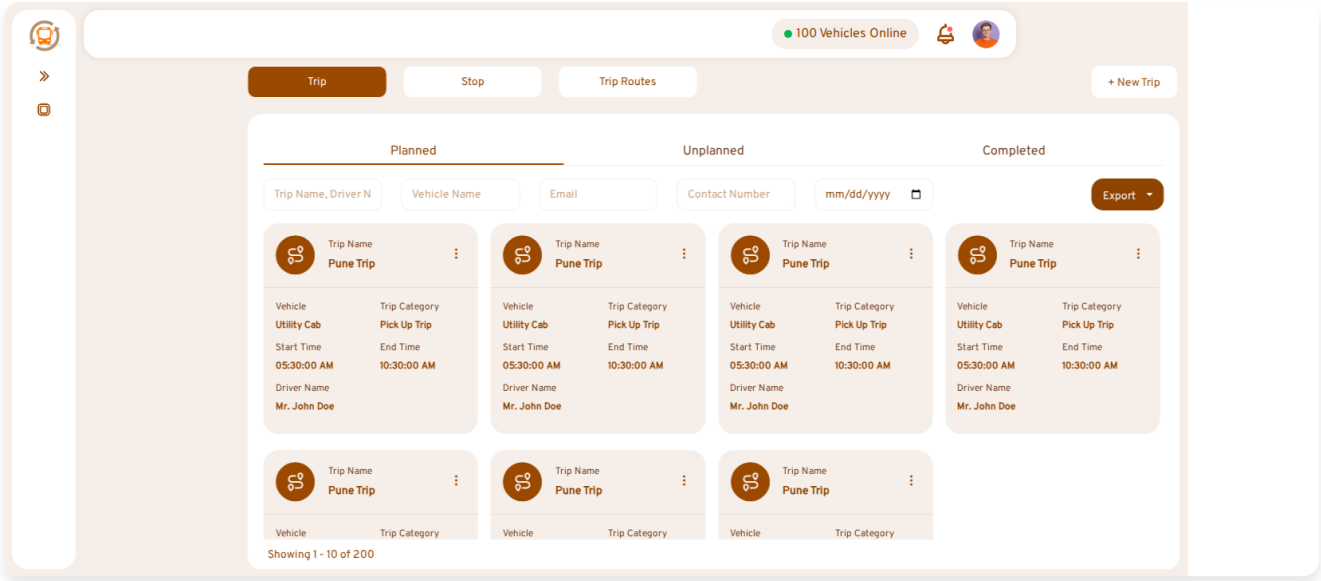
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Field Name	Mandatory	Field Type	Data Type	Field Size	Is Editable	Description
Trip Name	Yes	Text	String	N/A	Yes	Name of the journey.
Vehicle ID	Yes	Text (Dropdown)	String	N/A	Yes	Identifier for the assigned vehicle.
Vehicle Type	Yes	Dropdown	String	N/A	Yes	Type of vehicle (e.g., Truck, Van).
Driver Name	Yes	Text (Dropdown)	String	N/A	Yes	Name of the assigned driver.
Vehicle Assistant Name	No	Text (Dropdown)	String	N/A	Yes	Name of the assigned vehicle assistant (if any).
Start Location	Yes	Text	String	N/A	Yes	The starting point of the trip.
End Location	Yes	Text	String	N/A	Yes	The final destination of the trip.
Trip Start Date	Yes	Date Picker	Date	N/A	Yes	The scheduled start date for the trip.
Trip End Date	Yes	Date Picker	Date	N/A	Yes	The scheduled end date for the trip.
Start Time	Yes	Time Picker	Time	N/A	Yes	The scheduled start time for the trip.
End Time	Yes	Time Picker	Time	N/A	Yes	The scheduled end time for the trip.
Days	No	Checkbox (Multi-select)	String (List of days)	N/A	Yes	Specific days of the week for recurring trips.
Current Location	No	Text	String	N/A	No (Auto-filled)	Real-time current location of the vehicle.
Trip Status	No	Dropdown	String	N/A	No (System-set)	Current status of the trip.
Add To Point Of Interest	No	Checkbox	Boolean	N/A	Yes	Mark this stop as a point of interest.

Field Name	Mandatory	Field Type	Data Type	Field Size	Is Editable	Description
Pickup Point Name	Yes	Text	String	N/A	Yes	Name of the pickup location.
Pickup Point Code	No	Text	String	N/A	Yes	Unique code for the pickup point.
Pickup Point Priority	No	Dropdown/Number	Number	N/A	Yes	Priority level for the pickup point.
Distance From Customer (Km)	No	Number	Number	N/A	Yes	Distance from the customer's location in km.
Stop Latitude	No	Number	Number	N/A	Yes	Geographical latitude of the stop.
Stop Longitude	No	Number	Number	N/A	Yes	Geographical longitude of the stop.
Merchant Name	No	Text	String	N/A	Yes	Name of the merchant associated with a stop.
Order Number	No	Text	String	N/A	Yes	Order number associated with a stop.
Duration	No	Number	Number	N/A	Yes	Estimated duration for a stop.
ETA (Estimated Time of Arrival)	No	Time	Time	N/A	No (Auto-calculated)	Estimated Time of Arrival for a stop.

Trip Tab Details View

This is the main view for managing your trips, categorized into Planned, Unplanned, and Completed. It offers search, filter, and export options, along with actions for each trip.



Field Validation Table

Field Name	Mandatory	Field Type	Data Type	Field Size	Is Editable	Description
Trip Name	No	Text (Search)	String	N/A	Yes	Search trips by their assigned name.
Driver Name	No	Text (Search)	String	N/A	Yes	Search trips by the assigned driver's name.
Vehicle Name	No	Dropdown (Filter)	String	N/A	Yes	Filter the list of trips by vehicle.
Contact Number	No	Text (Search)	String	N/A	Yes	Filter trips based on a contact number.
Trip Date	No	Date Picker (Filter)	Date	N/A	Yes	Filter trips by a specific date or date range.
Export (Button)	N/A	Button (Dropdown)	N/A	N/A	N/A	Download trip details in PDF or Excel.

View Dispatch Trips

This page provides a detailed view of a dispatched trip, showcasing the map, order summary, stop list, and vehicle/driver information.

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Order Summary

8

Trip Activity

10

Trip End

Schedule ETA

14-01-2025 11:58:42 AM

Actual ETA:

14-01-2025 11:58:42 AM

14-01-2025 11:58:42 AM

14-01-2025 11:58:42 AM

14-01-2025 11:58:42 AM

14-01-2025 11:58:42 AM

Stop List

Sr.No.	Stop Name	Merchant Name	Order No	Stop Code	Duration	ETA
1	E.S.I.S. Hospital, naregaon main road, Chikalthana MIDC, Chhatrapati Sambhajinagar, Chhatrapati Sambhajinagar District, Maharashtra, 431006, India	esis hospital	1736513602752		11:58:42AM	14-01-2024 11:58:42 AM ETA

Remove Trip Confirmation

This dialog appears to confirm your intention to delete a trip, ensuring that you don't accidentally remove important trip data.

100 Vehicles Online

Trip

Stop

Trip Routes

+ New Trip

Planned

Unplanned

Completed

Trip Name, Driver Name...

Email

Contact Number

Start Time & End Time

Export

8

Trip Name

Pune Trip

Vehicle

Utility Cab

Trip Category

Pick Up Trip

Start Time

05:30:00 AM

End Time

10:30:00 AM

Driver Name

Mr. John Doe

8

Trip Name

Pune Trip

Vehicle

Utility Cab

Trip Category

Pick Up Trip

Start Time

05:30:00 AM

End Time

10:30:00 AM

Driver Name

Mr. John Doe

8

Trip Name

Pune Trip

Vehicle

Utility Cab

Trip Category

Pick Up Trip

Start Time

05:30:00 AM

End Time

10:30:00 AM

Driver Name

Mr. John Doe

Showing 1 - 10 of 200

Delete Trip

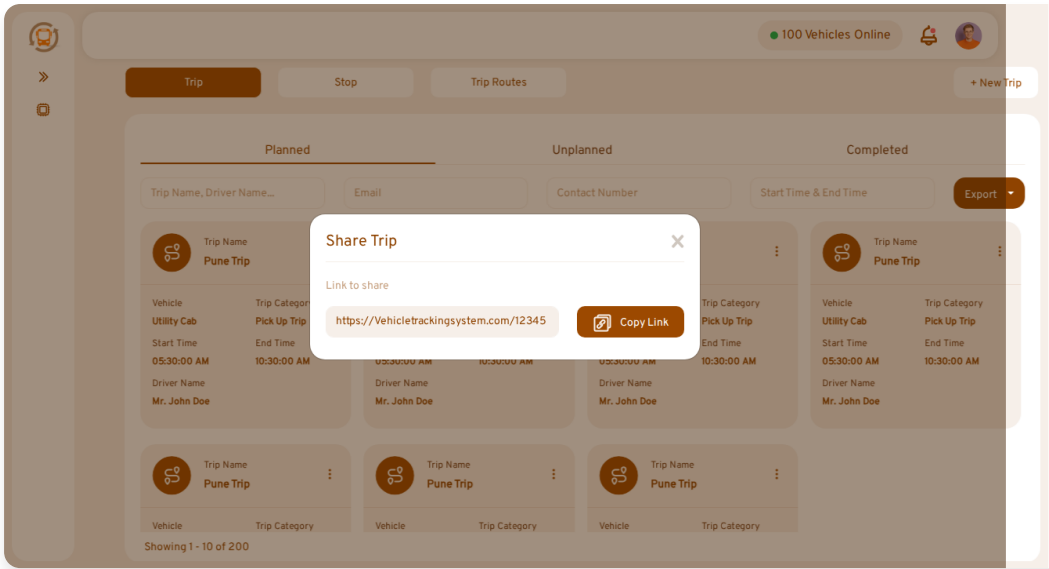
Are you sure you want to delete this Trip ?

Close

Yes

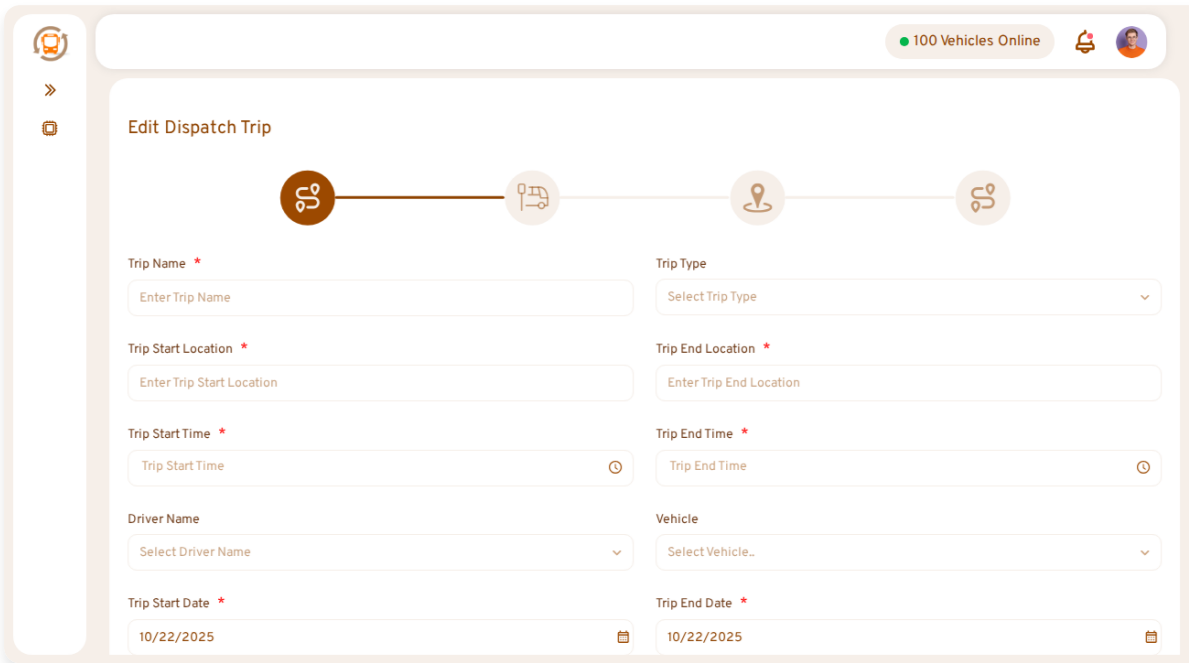
Trip Share Link

This feature allows you to generate and copy a unique link to share trip details with others, enabling them to track progress without logging in.



Trip Update - Edit Page

Use this page to make changes to an existing trip's details, such as locations, dates, times, vehicle, driver, and recurring days.

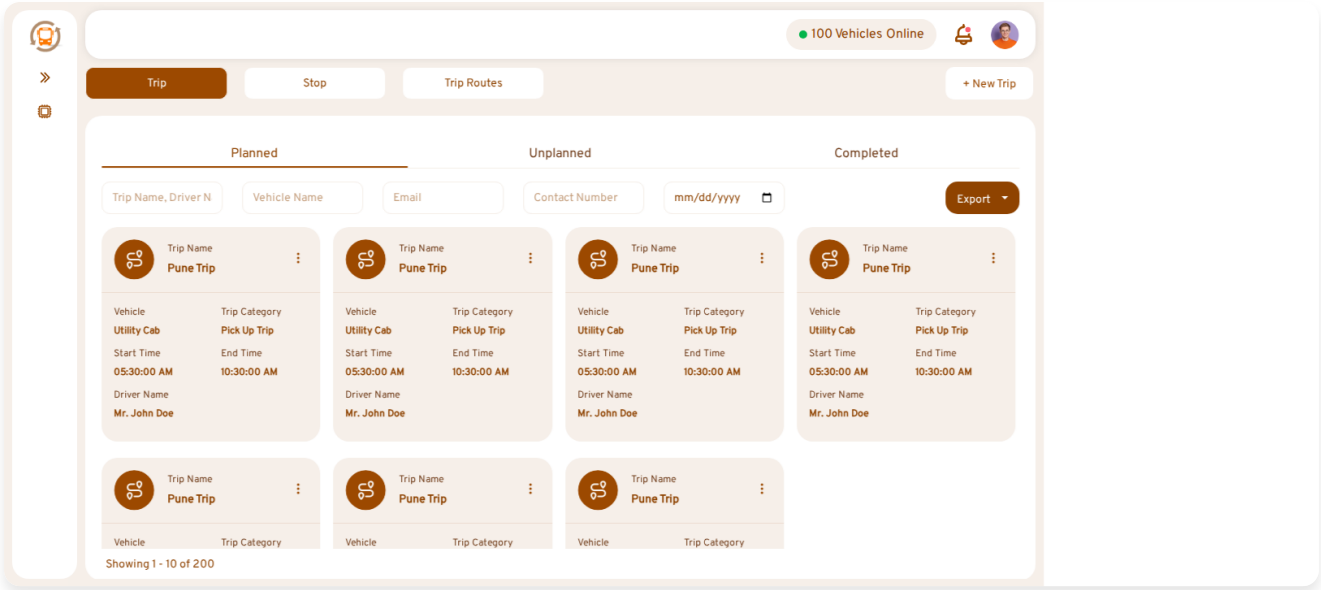


Field Validation Table

Field Name	Mandatory	Field Type	Data Type	Field Size	Is Editable	Description
Trip Name	Yes	Text	String	N/A	Yes	Name of the trip.
Start Location	Yes	Text	String	N/A	Yes	The beginning point of the trip.
End Location	Yes	Text	String	N/A	Yes	The final destination of the trip.
Trip Start Date	Yes	Date Picker	Date	N/A	Yes	The scheduled start date.
Trip End Date	Yes	Date Picker	Date	N/A	Yes	The scheduled end date.
Start Time	Yes	Time Picker	Time	N/A	Yes	The scheduled start time.
End Time	Yes	Time Picker	Time	N/A	Yes	The scheduled end time.
Days	No	Checkbox (Multi-select)	String (List of days)	N/A	Yes	Specific days for repeating trips.
Vehicle ID	Yes	Text (Dropdown)	String	N/A	Yes	Identifier for the assigned vehicle.
Vehicle Type	Yes	Dropdown	String	N/A	Yes	Type of vehicle.
Current Location	No	Text	String	N/A	No (Auto-filled)	Real-time location.
Trip Status	No	Dropdown	String	N/A	No (System-set)	Current status of the trip.
Driver Name	Yes	Text (Dropdown)	String	N/A	Yes	Name of the assigned driver.
Vehicle Assistant Name	No	Text (Dropdown)	String	N/A	Yes	Name of the assigned vehicle assistant.
Stop Name (Search in Step 2)	No	Text (Search field)	String	N/A	Yes	Search and select a stop name for the trip.

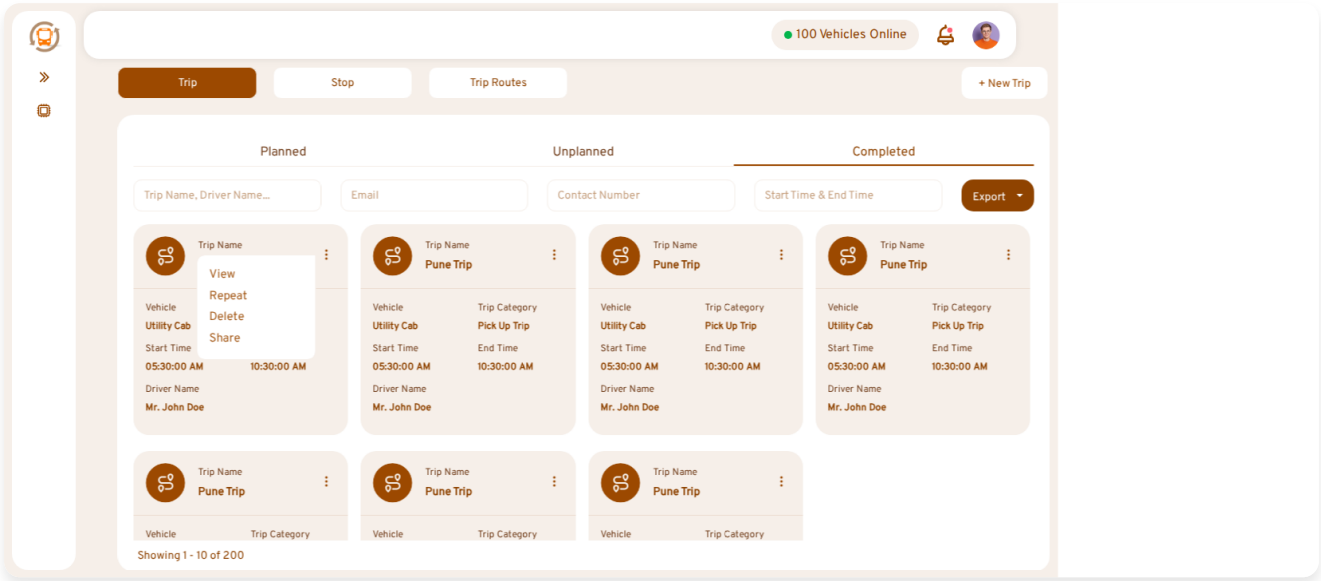
Trip Planned View

This section displays all trips that have been scheduled in advance, allowing you to manage and monitor them before they commence.



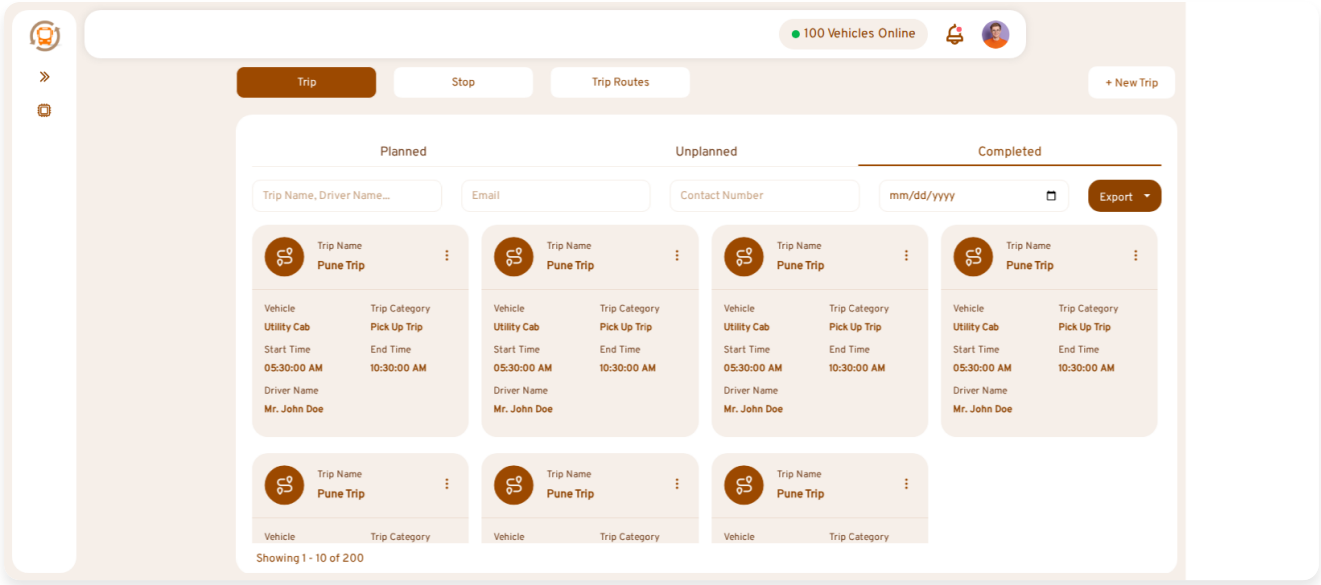
Repeat Trip Confirmation

This dialog helps you quickly create a new trip with identical details to a previously completed one, saving you time and effort.



Trip Completed View

Here, you can review all trips that have been successfully finished. You can view their details, repeat them for future use, or delete them if no longer needed.



5. Summary & Benefits

The Trip Management module is an indispensable tool for any organization looking to gain full control over its vehicle fleet operations. By providing intuitive features for planning, real-time tracking, and comprehensive reporting, it transforms complex logistics into a streamlined, transparent process.

Key Benefits Reinforced:

- **Operational Control:** You gain complete oversight from trip creation to completion, enabling proactive management and quick adjustments.
- **Efficiency Boost:** Reduced manual effort through features like trip repetition and easy data export, freeing up valuable time.
- **Enhanced Visibility:** Real-time updates and detailed reports mean you always know the status of your fleet and can provide accurate information to stakeholders.
- **Data-Driven Decisions:** Access to rich historical data and various reports empowers you to analyze performance, identify trends, and make informed improvements.
- **Improved Service Delivery:** With optimized routes and accurate ETAs, you can deliver a more reliable and satisfying experience for your customers.

Ultimately, the Trip Management module ensures that your fleet operates at its peak, providing you with the data, tools, and peace of mind necessary to drive success.