DISPATCH GUIDE

# Cloning Journeys

Cloning copies a journey – together with its driver and vehicle shifts – to another date in a couple of clicks, so you don't have to set up the same journey again.

| ROLE | WHERE | COVERS |
|---|---|---|
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**✓ Clone journeys if...**

You follow the same schedule consistently – the same drivers at the same times, day after day or week after week.

**× Don't clone journeys if...**

Your schedule changes from day to day, with different drivers or vehicles working different shifts depending on the date.

## 1. Clone a journey

First, find (or create) a journey that is set up the way you want to repeat it. Then:

**Step 1.** In the **Dispatch** role, go to the **Journeys** screen. Click the ▼ arrow next to the journey's number and select **Clone Journey**.

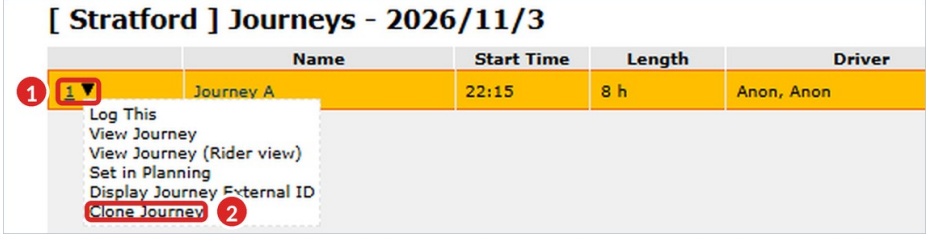



**Figure 1:** *Open the drop-down arrow (1), then select Clone Journey (2)*

**Step 2.** In the **Clone Journey** window, select the date you want to copy the journey to, then click **Ok**.

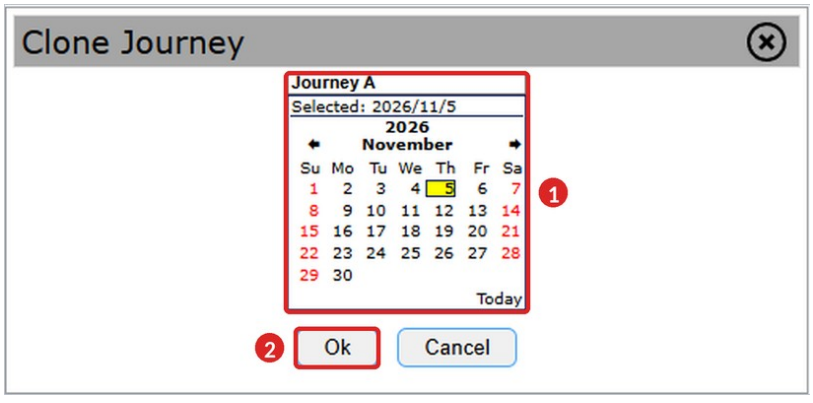



**Figure 2:** *Select the new date (1), then click Ok (2)*

**Step 3.** Go to the new date (select it on the calendar in the left-side menu) and check the cloned journey's details. When everything is correct, click **Ready** so the journey is available to the driver in the app.

> IMPORTANT **Ready journeys in the order they run.** Journeys become available to the driver in the order they are readied, not the order they are scheduled. The first journey readied becomes ready and the next is set to pending, so ready the earliest journey first.

## 2. Good to know

- **Any date to today or later:** a journey can be cloned from any date, to today or any future date.
- **Shifts come too:** cloned journeys bring their driver and vehicle shifts with them, even if those shifts start or end at different times or places from the journey.
- **Not ready yet:** a cloned journey is always added as unreadied, whatever the original's status. Everything else is kept, including service type and whether it is in planning.
- **Conflicts:** if cloning would cause a conflict, such as a driver or vehicle booked twice, an error message names the conflicting shift(s). Resolve the conflict, then try again.

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