DISPATCH GUIDE

Standing Journeys

A standing journey is a journey template: its start and end locations, times and vehicle type are set once. You then choose which days of the week use it, and the system creates those journeys automatically – often 1–2 weeks ahead – so Dispatch doesn't have to build them every day.

ROLE	WHERE	COVERS
Dispatch	Standing Schedule	Template · Weekly schedule · Driver & vehicle

How it works:

1. Create the **standing journey** (the template).
2. Add it to a **day of the week** in the standing schedule.
3. The system creates the journey for each of those days. Dispatch adds the **driver and vehicle** and readies it.

> **NOTE** Journeys created from a template can be changed on the **Journeys** screen for a single day without changing the template itself.

1. Create a standing journey

Step 1. In the **Dispatch** role, click **Standing Schedule** in the left-side menu, then **Standing Journey**.



Figure 1: *Dispatch role (1), Standing Schedule (2), then Standing Journey (3)*

Step 2. Click **Add Journey** at the top right of the screen.



Figure 2: *The Add Journey button*

Step 3. Fill in the **Create Standing Journey** window and click **Ok**. These details are used every time the journey is created.

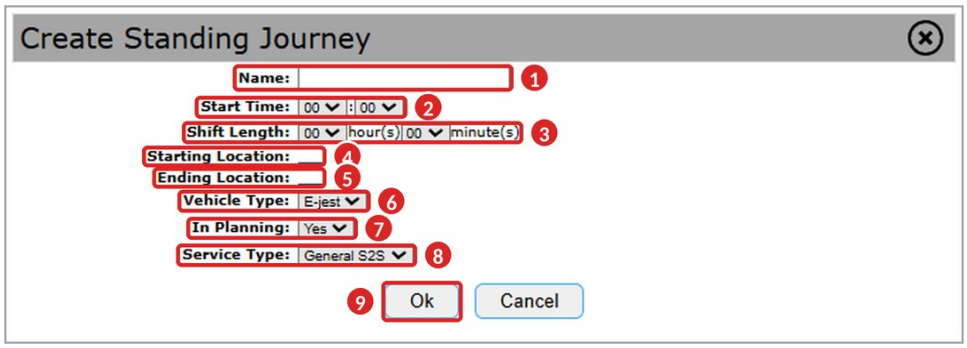


Figure 3: *The Create Standing Journey window*

#	Field	What to do
1	**Name**	A name for the template, so you can recognise it later.
2	**Start Time**	The time the journey starts.
3	**Shift Length**	How long the journey runs, in hours and minutes.
4	**Starting Location**	Where the journey starts.
5	**Ending Location**	Where the journey ends.
6	**Vehicle Type**	The type of vehicle the journey uses.
7	**In Planning**	Yes – the planner can assign trips to the journeys created from this template.
8	**Service Type**	The type of service, e.g. General S2S (Stop to Stop).
9	**Ok**	Click Ok to save the template.

2. Add the journey to a day of the week

Step 1. Click **Standing Schedule** › **Standing Regular Service** in the left-side menu. The screen lists each service day and how many standing journeys it already has.

Step 2. Click the underlined **number** next to the day you want to add the journey to.

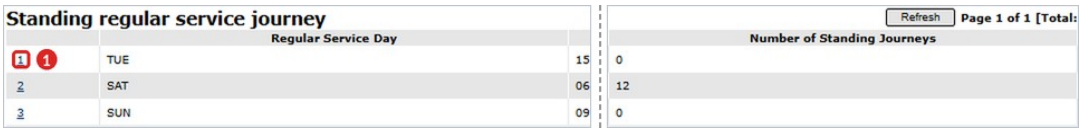


Figure 4: *Click the number next to the day (1)*

> **NOTE** Only the days set up under **Regular Services** in the Admin settings appear here. To use a standing journey on another day, that day must first be added to Regular Services by an Admin.

Step 3. Click **Add Standing Journey** at the top right of the screen.



Figure 5: *The Add Standing Journey button for the selected day*

Step 4. Select the template and the number of journeys, then click **Ok**.

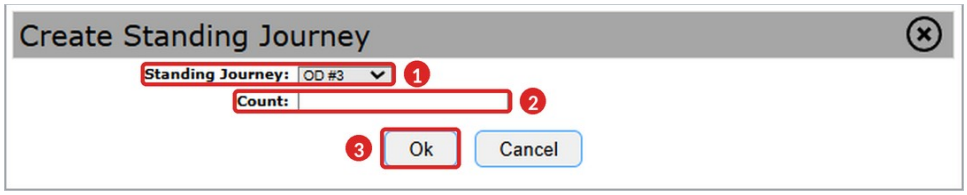


Figure 6: *Select the standing journey (1), enter the count (2), then click Ok (3)*

#	Field	What to do
1	**Standing Journey**	Select the template you created in Section 1.
2	**Count**	How many copies of this journey to create. Use more than 1 when several identical journeys start at the same time.
3	**Ok**	Click Ok to add it to the schedule.

> **TIP** From now on, the journey is created automatically for this day of the week once its operating day starts – usually 1–2 days before the service day.

3. Add a driver and vehicle

Journeys created from a standing journey have no driver or vehicle yet. Dispatch must add both for each journey – ahead of time or close to the day. This lets the driver sign in to the Driver app, keeps vehicle records accurate, and shows riders which vehicle is picking them up in the Rider app.

Step 1. Go to the **Journeys** screen for the service day. The new journeys show an empty **Driver** and **Vehicle**.

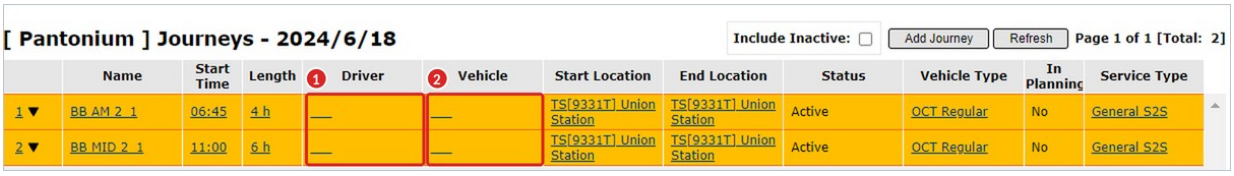


Figure 7: *New journeys with no Driver (1) or Vehicle (2) yet*

Step 2. If the journey is in planning, click the ▼ arrow next to its number and select **Out of Planning**. A journey must be out of planning before the driver and vehicle can be set.

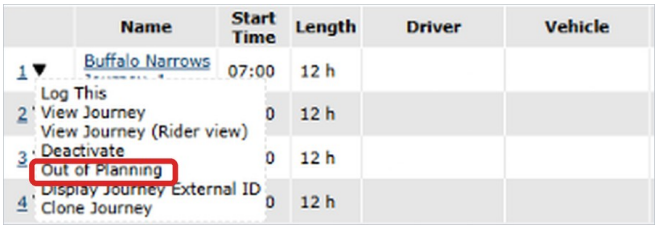


Figure 8: *Select Out of Planning from the journey's drop-down*

Step 3. Click the blank **Driver** field and start typing the driver's last name. Select the right name from the list and click the **green tick**.

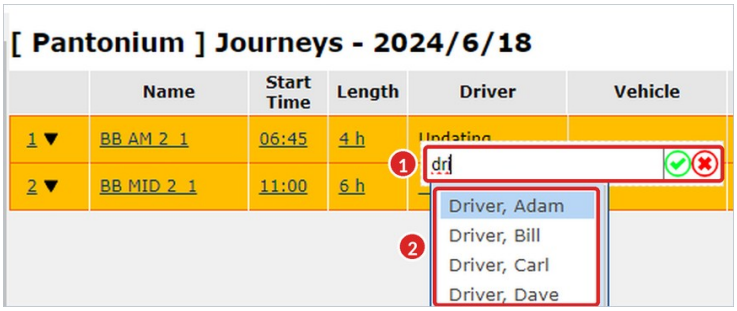


Figure 9: *Type the driver's last name (1) and choose from the list (2)*

Step 4. Repeat for the **Vehicle** field.

Step 5. Once the journey has both a driver and a vehicle, click **Ready** under Status.



Figure 10: *Click Ready once the driver and vehicle are set*

Step 6. Click the ▼ arrow and select **Set in Planning** to put the journey back in planning.

> **IMPORTANT** Journeys that are **In Planning = Yes** receive trips from the planner. New trips are always in planning unless they were taken out for **Manual Assignment**.