# Routing Reparto

# Loading and unloading goods

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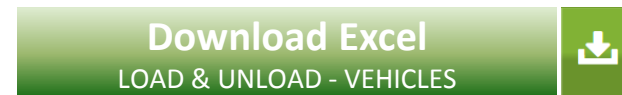
## The loading and unloading units in planning

Including the calculation of loading and unloading units in planning allows you to get routes adapted to detail to the specific needs of your business. The loading and unloading units are used in the vehicle and customer Excels.

**What are they referred to?** The loading and unloading units can refer both to the weight (kg, lb ...) and volume ($m^3$, l, $ft^3$). It is very important that once chosen a unit of measure (kg, $m^3$, etc.) you always use the same in the vehicle and customers Excel.

To start, you must download the last two special templates for "Load and unload" for vehicles and customers. We recommend using this new Excel (that is the same Excel that you were already using, but to which we added the columns "Load units1" and "Unload units1" for the clients Excel and "Capacity load" for the vehicles Excel). You can also add new columns to the former Excel. Always remember that it is very important to keep the formatting of cells and not to rename columns.

| Download Excel LOAD & UNLOAD - CLIENTS | Download Excel LOAD & UNLOAD - VEHICLES |
|---|---|

## 1.- Write down the loading and unloading in the clients Excel

In the clients Excel, the loading and unloading units are entered in the columns "Load units1" and "Unload units1".
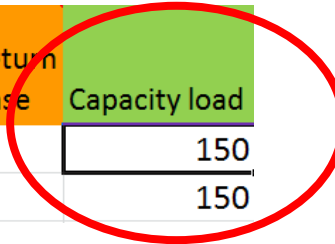
| Client ID | Name | Street | Number | City | Postal Code | Province | Country | Possible Visit From | Possible Visit Until | Visit Duration | LoadUnits1 | UnloadUnits1 |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | Hotel1 | Eaton Square | 112 | London | SW1W-9AQ | London | United Kingdom | 09:00 | 18:00 | 0:35 | 10 | 3 |
| 2 | Hotel2 | Piccadilly | 210 | London | W1J-0LF | London | United Kingdom | 09:00 | 18:00 | 0:20 | 15 | 0 |
| 3 | Hotel3 | Kensington Gore | 84 | London | SW7-2AW | London | United Kingdom | 09:00 | 18:00 | 0:15 | 10 | 2 |
| 4 | Hotel4 | Pall Mall East | 5 | London | SW1Y-5AU | London | United Kingdom | 09:00 | 18:00 | 0:25 | 10 | 0 |

In the column "Load units1" we write down the number of units delivered in the customer visit. That is, we empty (unload) the vehicle.

In the column "Unload units1", we write down the number of units that we collected from the customer's home. That is, we load the vehicle.

## 2.- Write down the loading and unloading in the vehicles Excel

In the vehicles Excel, we write the maximum loading and unloading units is the vehicle carrying. They are entered in the "Capacity load" column and it is imperative that the same unit of measure that has been used in the Excel client is used in this vehicle Excel (kg., L, m$^3$ or others).

| Possible Break Until | Return Base | Capacity load |
|---|---|---|
| 15:00 | Y | 150 |
| 15:00 | Y | 150 |

If the vehicle needs to return to base to load again during the route, see the "Plan routes to load vehicle."

In addition, by using the cell "Comments", you can add additional information that will be available in the printable version of the planning and may be viewed by the driver on the mobile APP from Routing Reparto (if hired the Tracking Module). See the link below about how to add comments.