

4. Trip planning

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Planning desk

Opening the Planning View

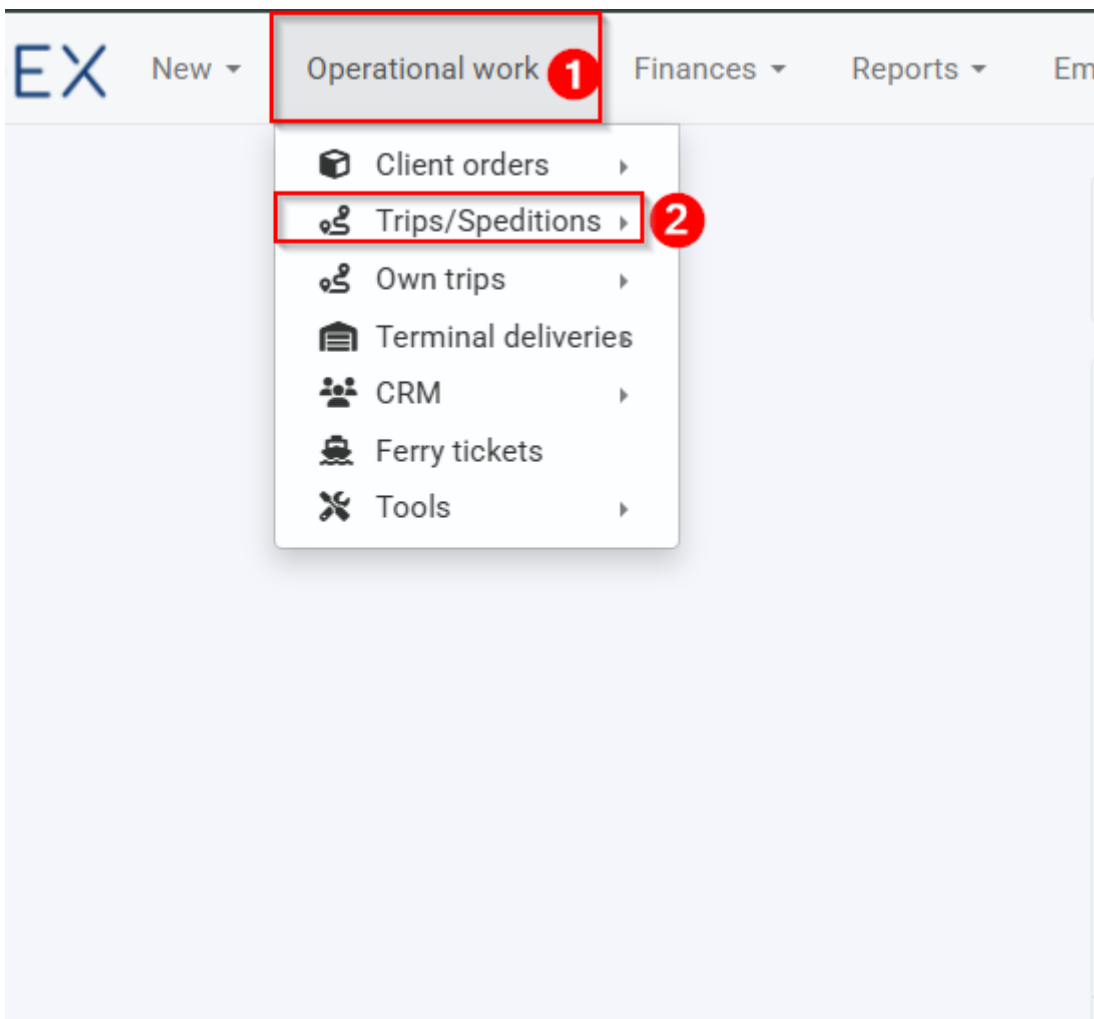
Current Trips View

Trip Tracking View

Current Unplanned Loads / Map View

Planning View

1. In the top navigation bar, click **“Operational Work”**
2. From the pop-up menu, select **“Trips/Expeditions”**



Current Trips View

1. Tabs for:
- Current Trips
 - Open Trips
 - Trip Archive
 - Vehicle Statuses
 - Dispatched Vehicles
 - Filters
2. List of current trips

CLOUDEX

NewOperational workFinancesReportsEmailsLists

Active trips6Unclosed tripAll tripsExpedited trucks

1

Search..

Selected all

Selected all

Selected all

Selected all

Date from

☐	Start	Trip No.	Next action	Truck/Trailer No	Carrier	LDM	Temp.contr	Transport	Trip end c
☒	8.05	TW288	4	EA789/E777 Atis Vāgners	Dachser SE Nurn	119.6	39.80ldm	Jānis Veldre	25.05.2026
☐	15.05	TS332	2	TEST 7 WAYS LOGISTICS	7 WAYS LOGISTIK Juris7 Uzars	2	2.00ldm	Jānis Veldre	16.05.2026
☐	12.05	TS331	2	aaaaaaa AMMEGA ITALIA SPA	AMMEGA ITALIA	13.2	13.20ldm	Jānis Veldre	14.05.2026
☐	19.05	TS333	1	SIA AĻBATRANS	SIA AĻBATRANS	0.4	0.40ldm	Jānis Veldre	22.05.2026
☐	24.03	TW325	1	EA789/E777 Dāvis Labais	Demo	55.8	16.20ldm	Jānis Veldre	30.04.2026
☐	03.04	TW327	-	EL9666/B228U	Demo	26		Jānis Veldre	

Trip Tracking / Map View

1. Tracking of Trip No. #
2. Trip Tracking
3. Map
4. Chat

Trip No. TW288

RouteMapChat

Search..

↑↓↺✉🖨+👤⌵⋮

⌲⚙

Current Unplanned Loads List

- 1. Filters for unplanned loads
- 2. List of unplanned loads

Not planned cargos

Not planned cargos view 2

Map

Q

Search

📍

Loading regions

📅

Pickup earliest

📅

Pickup latest

📅

Delivery earliest

📅

Delivery latest

👤

Selected all

🗑️

🔍

+

🔍

⋮

Search...

☐

Show only Terminal(in) cargos

40

⌂

⚙️

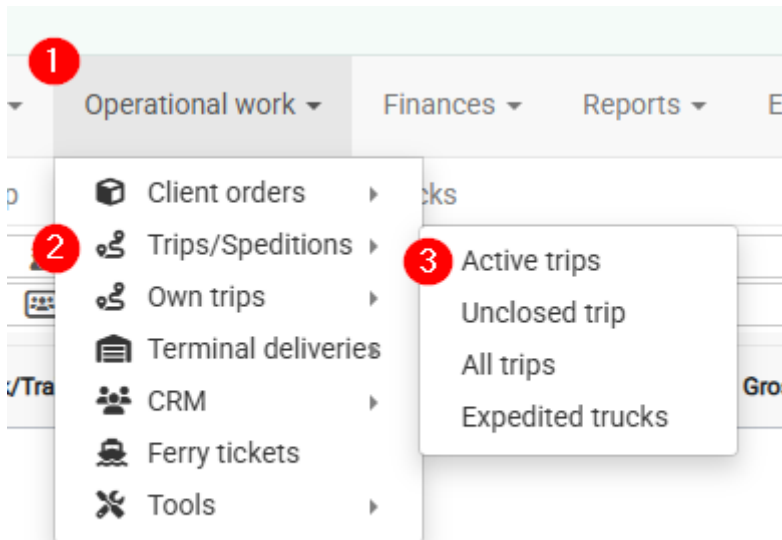
Active trips

Current trips view

1. Opening the current trips view

1. Operational work
2. Trips / Speditions

Required navigation sequence: **Operational work** → **Trips / Dispatches**. This opens the planning view.



2. Current trips view

1. Information about current / open / trip archive / vehicle statuses / dispatched vehicles
2. List of currently available trips

Active trips 6 Unclosed trip All trips Expedited trucks



1

Search..

Selected all

Selected all

Date from

Selected all

Selected all

Selected all

2 Start 1 Nex Truck/Trailer No Workir Fuel Free l Traffic lin Gross w Carrier Spedition cor Temp.contr Transport

☐		TS339		BTG.LV		0		0	BTG.LV		Jānis Ve
☐		TS338		ARTVIKA		0		0	ARTVIKA		Jānis Ve
☐	04.06	TA336		AA123/AA123 Demo		0		115	Demo	0.00ldm	Jānis Ve
☐		TS335		MN2222/NM223 DHL Latvia 1		0		105000	DHL Latvia 1	0.90ldm	Jānis Ve
☐		TS334		PP1234/T123 DHL Latvia 1		0		0	DHL Latvia 1		Jānis Ve
☐	24.03	TW325		EA789/E777 Dāvis Labais		0.8		23998	Demo	16.20ldm	Jānis Ve

New Unplanned Cargo Map Window Page

Opening the Unplanned Cargo Map/Window

1. Click **"New"** in the top navigation bar
2. From the pop-up menu, select **"Trips/Expeditions"**

Required workflow: **Operational work → Trips/Expeditions**.
You will open the **Trips/Expeditions** window.

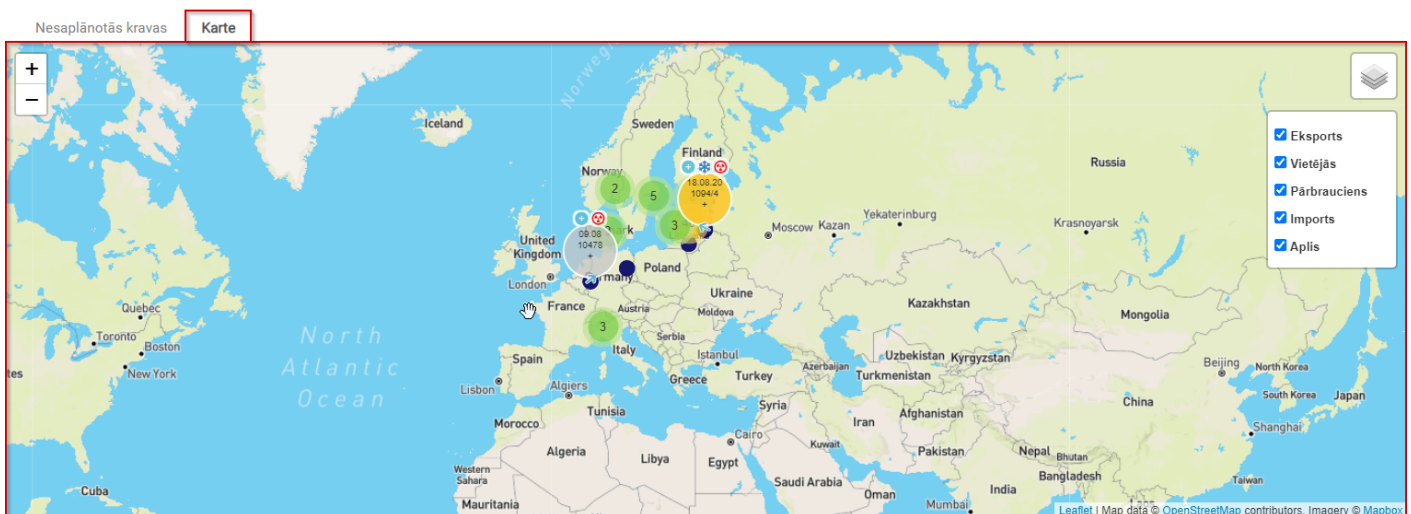
Current Unplanned Cargo Map

The current unplanned cargo map displays cargo in a visually clear way, making it easier to search for shipments.

For cargo to be properly displayed on the map, loading and unloading coordinates are important. See the image below.

LV	x	2167	Mārupe	E	x	08040	Barcelona
			📍 56.91925 / 24.00975				📍 41.3258 / 2.14169

Cargo can be filtered by the following attributes: **Export, Local, Transit, Import, Round trip**.



Trip Tracking – Map – Chat

Opening Trip Tracking / Map / Chat

1. Open **Trip Tracking / Map / Chat**.

CLOUDEX New ▾ Operational work ▾ Finances ▾ Reports ▾ Emails ▾ Lists ▾

Active trips **6** | Unclosed trip | All trips | [Icons]

Search.. | Selected all ▾ | Date from | Selected all ▾ | Selected all ▾

Start ▾ | 1 ▾ | Nex ▾ | Truck/Trailer No ▾ | Workir ▾ | Fuel ▾ | Free ▾

☐	TS339	BTG.LV	0
☐	TS338	ARTVIKA	0
☒	04.06 TA336	AA123/AA123 Demo	0
☐	04.06 TS335	MN2222/NM223 DHL Latvia 1	0
☐	TS334	PP1234/T123 DHL Latvia 1	0
☐	24.03 TW325	EA789/E777 Dāvis Labais	0.8

Trip No. TA336 | Route | Map | Chat

Search..

☐	Number ▾	Loading address ▾	Delivery address ▾
☐	10833/1	LV-3414, LIEPAJA; INTERSPIRO... 18.05	DE-21129, HAMBURG; Krohn und Schröder LCL 28.05

2. Trip Tracking / Map / Chat

1 Trip No. TW94 2 Trip tracking 3 Map 4 Chat

	Number	Loading address	Delivery address	Cargo description	Client	POD	Income	Cargo manager
☐	10458	1 LV-1012, Rīga; 06.06	11 D-21129, Hamburg; Vollhöfner ... 10.06	5EPLL; 5.00LDM; 5 Kg;	DHL Latvia Mike Dikstroj +3712020202		800.00	Veldre Janis
☐	10276/3	2 LV-1015, Rīga; Rīga Nordic termi... 05.06	10 LV-3400, Tadaiku pagasts; Balt... 06.06	2PLL; 3.00LDM; 344 Kg; ADR t* -20°/-18°;	MG Trade SIA Uldis			Demo
☐	10029	3 LV-1024, Rīga; YourShoes 01.11	12 LV-2114, Olaine; LIEPAS 03.11	200oversize; 5000 Kg; ADR t* 1°;	YourShoes Arthur Newland +91 15155155		250.00	Demo
☐	1116	4 LV Liepāja; Klients X 05.10	13 LT ; Klients X 05.10	24; 24000 Kg;	Klients X Gurkis Jansi		192.00	Demo
☐	10454	5 LV-2164, Ādaži; Airport 13.07 +16	14 D-90475, Nürnberg, Mittelfr; D... 01.07	5EPLL; 1.20LDM; 8 Kg; t* -10°/-4°;	Starpsiena Zostija Sandra		2103.00	Veldre Janis

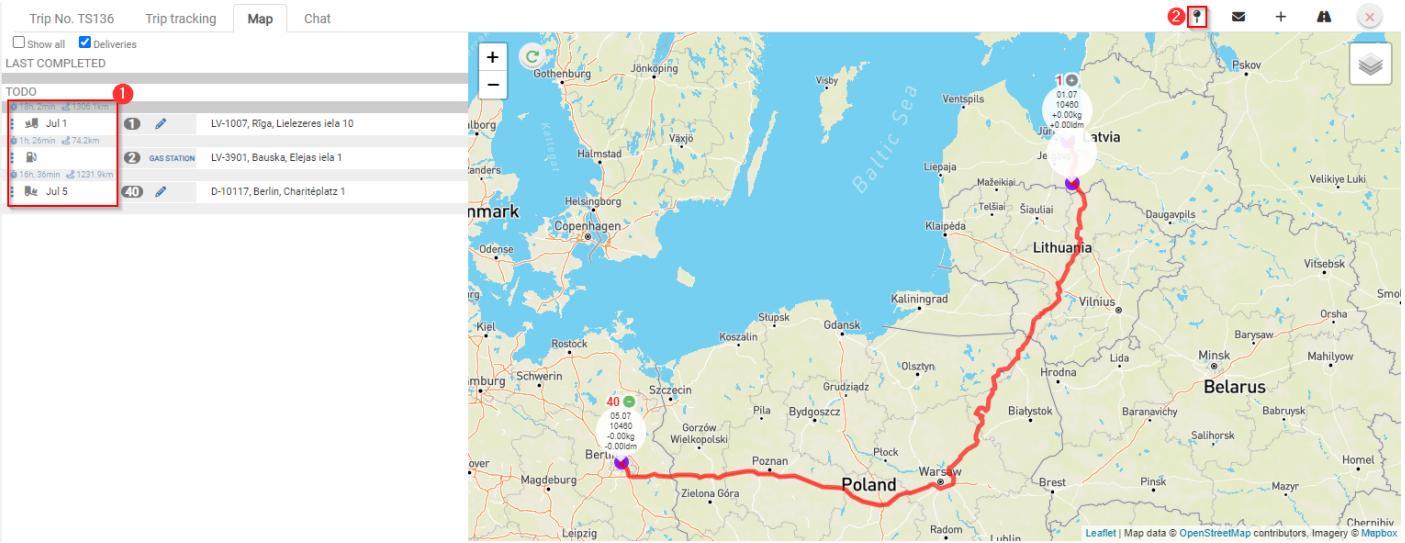
3. Trip Tracking

Trip No. TW94 | Trip tracking | Map | Chat

Number	Status	Location	Cargo description	Client	Free Idm	Sender/Receiver
10458	Cargo loaded 06.06.2024	1 LV-1012, Rīga > Hamburg, ...	5EPLL; 5.00LDM; 5 Kg;	DHL Latvia #NG985858	8	- Vollhofner Weiden 16, 21129 Hamburg, Vacija
10276/3	Cargo loaded 05.06.2024	2 Rīga Nordic terminal LV-1015, Rīga > Tadaiku pa...	2PLL; 3.00LDM; 344 Kg; ADR t* -20°/-18°;	MG Trade SIA	5	- Balticagrar
10029	Cargo loaded 01.11.2020	3 YourShoes LV-1024, Rīga > Olaine, LV-...	200oversize; 5000 Kg; ADR t* 1°;	YourShoes #20-7777	5	- LIEPAS
1116	Cargo loaded 05.10.2020	4 Klients X LV, Liepāja > (Klients X)	24; 24000 Kg;	Klients X	5	- Klients X
10454	Cargo loaded 13.07.2024 09:50:00	5 Airport LV-2164, Ādaži > Nürnberg...	5EPLL; 1.20LDM; 8 Kg; t* -10°/-4°;	Starpsiena	3.8	- Dachser SE Numburg
10276/3	Cargo delivered 06.06.2024	10 Balticagrar LV-3400, Tadaiku pagasts	2PLL; 3.00LDM; 344 Kg; ADR t* -20°/-18°;	MG Trade SIA	6.8	+ Riga Nordic terminal
10458	Cargo delivered 10.06.2024	11 Vollhofner Weiden D-21129, Hamburg	5EPLL; 5.00LDM; 5 Kg;	DHL Latvia #NG985858	11.8	
10029	Cargo delivered 03.11.2020	12 LIEPAS LV-2114, Olaine	200oversize; 5000 Kg; ADR t* 1°;	YourShoes #20-7777	11.8	+ YourShoes
1116	Cargo delivered 05.10.2020	13 Klients X LT	24; 24000 Kg;	Klients X	11.8	+ Klients X
10454	Planned delivery 01.07.2024	14 Dachser SE Numb... D-90475, Nürnberg, Mittelfr...	5EPLL; 1.20LDM; 8 Kg; t* -10°/-4°;	Starpsiena	13	+ Karavelia Demo
	Planned arrival 07.06.2024	17 LT-93239, Klaipėda			13	
	Planned arrival 05.06.2024	18 S-181 62, Stockhol...			13	

4. Map

- 5. Distance in kilometers between stops.
- 6. Add additional stops by clicking the + symbol.

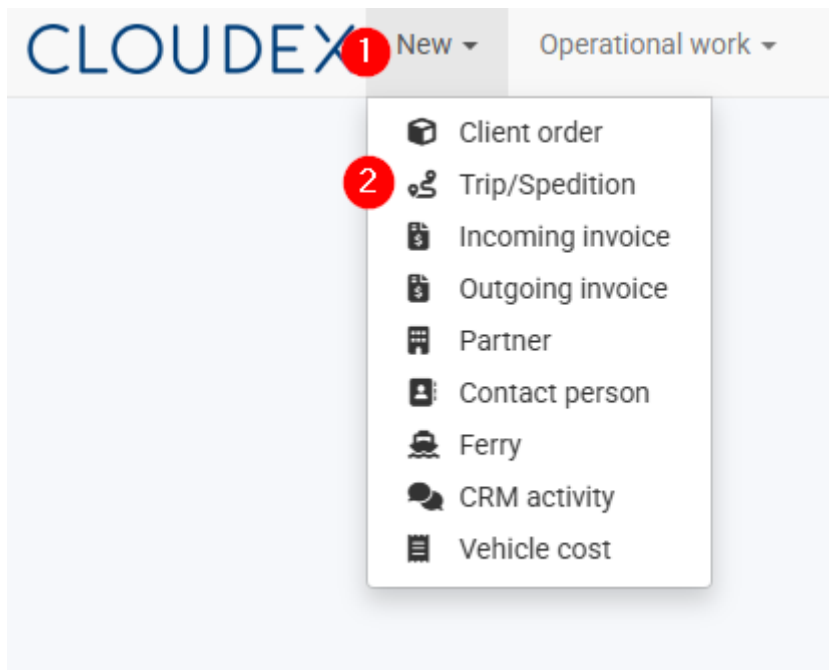


Creating a New Trip

Trip/Expedition Types

1. Adding a New Trip

1. Click the **“New”** button in the toolbar.
2. From the menu that opens, select **“Trip/Expedition”**.



2. Trip/Expedition Types

- **Agreement** – Select this option when a subcontractor operates under your management and you are forwarding the vehicle for a full or partial route. Payment is usually calculated based on the kilometers driven.
- **Domestic** – Local transportation.
- **Monthly** – Monthly trip.
- **Other** – Other types of trips.
- **Own Trip** – Select this option when the trip is performed with your own vehicle. This enables the completion of the driver's report.
- **Spedition** – Freight forwarding and cargo transportation.

To ensure accurate trip reporting, it is important to select the correct trip type.

Trip details

Attachments

Price calculations

Finances

Route

Map

Chat

Type

Order date

Truck/Trailer

Trailer type

Carrier price

Send document

Spedition

Agreement

Domestic

Internal profit

Monthly - Own Trip

Other

Own Trip

Spedition

Trailer trip

Transport mana...

Demo

Transport type

Road

Carrier

Carrier

Expeditor

Carrier's expeditor

EUR

Tax type

Term

Term

Search..

Number

Loading address

Delivery address

Cargo description

Client

Income

Costs

No rows to show

Carrier notes

Carrier notes

Internal notes

Internal notes

Planner

Planner