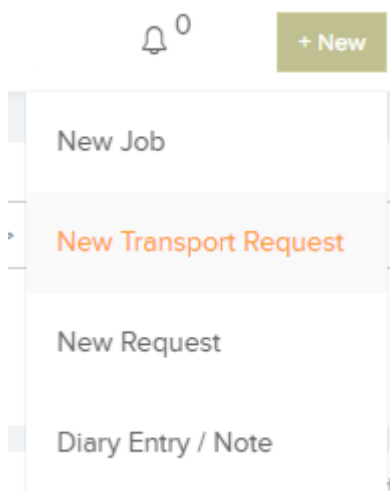


Transport Jobs

For any Client looking more information on this feature contact us at support@trackplanfm.com

The Transport Module in Trackplan is only relevant to clients who Transport people or items from A to B.

1. It starts by clicking on New Transport Request.



2. From here you can create a new Transport request.

Create a New Transport Request

New Transport Request:

[▶ Next Step](#)

Job Type

(please select)



Reported By Name

Reported By Email

Main Contact Details:

[Lookup Existing Contact](#)

Contact Name

Address 1

Address 2

Town

Postcode

Region

(please select)



Telephone

Email

Priority

(please select)



Assign to Team

(please select)

[▶ Next Step](#)

3. You can then choose your Pick-up point and Destination as

well as other information like, time and vehicle type.

Journey 1 - Task Number 30-001

Back

Save

Pick Up	Lookup Existing Address	Destination	Use Main Contact	Lookup Existing Address
Address 1	<input type="text" value="Knockanean"/>	Address 1	<input type="text"/>	
Address 2	<input type="text"/>	Address 2	<input type="text"/>	
Town	<input type="text"/>	Town	<input type="text"/>	
Postcode	<input type="text"/>	Postcode	<input type="text"/>	
Pickup Time	<input type="text" value="07/12/2021 12:23"/>	Arrive Time	<input type="text" value="07/12/2021 13:23"/>	
Pickup Window (hours)	<input type="text" value="1.00"/>			

Vehicle Type

Other Information

The above section will then appear on the Job Details page where you can choose the Crew/Transport Company and assign them the Job.