Transportation Settings

Module Guide: Transportation Settings

Module Location

Settings > Shipping > Transportation Settings

Module Purpose

The **Transportation Settings** module serves as a master data hub for registering and managing all personnel involved in the shipping process, whether as internal drivers or as contacts from external transportation companies (vendors). Its main goal is to create a centralized directory of logistics personnel, complete with their contact and identity information, to simplify the assignment and communication process.?

1. Main View (List of Transportation Personnel)

The main page displays a list of all transportation personnel (drivers/contacts) who have been registered in the system.

View Explanation

- **Filter**: Allows for a quick search by **Transportation Code** and **Transportation Type** (All, Internal, External).
- **Transportation List Table**:

- **Transportation Code Number**: A unique identification number for each person.
- **Transportation Name**: The full name of the person.
- **Type**: Indicates the person's status, either **Internal** (company employee/driver) or **External** (driver or representative from a transportation vendor).

- **Action Buttons**:
  - **New**: Opens the form to register new personnel.
  - **Delete**: Deletes the data of the selected personnel.
  - **Add OFIDAS** and **View Parcel Installation**: Specific functions likely related to integration with other systems.

2. Add Transportation Page

This form is used to enter the detailed data of each new transportation person into the system.

View Explanation

- **Transportation Code**: A unique code for the person (e.g., employee ID for internal staff).
- **Transportation Type**: A choice between **Internal** or **External**.
- **Transportation Name**: The full name of the person.

- **Place of Birth** and **Date of Birth**: Demographic data of the person.
- **Address**: Domicile or contact address.
- **Phone Number** and **Phone Number**: Contact numbers that can be reached.
- **ID Number**: Official identification number (e.g., KTP or driver's license number).

3. Steps to Add Transportation Personnel

- Prepare the complete data of the person to be registered, including their ID and contact numbers.
- From the main page, click the **New** button.
- Fill in the **Transportation Code** and select the **Transportation Type**.
- Complete all personal information such as **Name**, **Address**, and **ID Number**.
- Click **Save** or **Save and add another** for the next data entry.

4. Integrated Workflow & Business Process

- **Driver Assignment**: Data from this module is used directly in the **Vehicle Settings** module. When registering or editing a vehicle, the list of available personnel from here will appear in the "Driver" dropdown.

- **Shipping Documents**: The name of the selected transportation person will be automatically printed on shipping documents like the Delivery Order, providing clarity on who is responsible for the goods during transport.

- **Operational Communication**: This list serves as a centralized phone book for the logistics team. If there is a problem on the road or a need to confirm delivery status, the team can quickly find the relevant person's contact number.

- **Vendor Management**: By separating between **Internal** and **External** personnel, the company can easily manage the contact list from various transportation vendors it works with.

5. Tips & Important Notes

- This module is essentially a master data for "human resources" in the logistics field. Ensure that the data entered, especially the **Phone Number** and **ID Number**, is accurate and always kept up-to-date.

- It is recommended to create a standard naming policy for the **Transportation Code**, for example, using the Employee ID Number (NIK) for internal personnel.

- The management of this data should be the responsibility of the HR department (for internal data) and the Logistics/Procurement department (for external/vendor data).

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