



# VELOCITI

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# Depot Allocation

## Release Guide to version 1.0.23

**Including minor versions 1.0.22.1 & 1.0.22.2**

Prepared for	All Depot Allocation users
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## 1. Introduction

This document is intended to update all users on the features and functions that have been added to Depot Allocation in version 1.0.23 and minor updates 1.0.22.1 & 1.0.22.2. This release includes enhancements to the user interface, particularly the Forward Allocation page that will enhance functionality for all users as well as some customer specific updates.

## 2. Allocation

### 2.1. Spare Duty type identifier (Early/mid/late)

In Rotas (OmniROTA) there is a function to add a code to spare days in the rota. This is free text and is a visual indicator of the type of shift. For example, where the roster has mainly early duties, where a spare day is put in to the rota, a code of "E" is added to indicate that this driver should be allocated an early duty where possible.

	Sun	Mon	Tue	Wed	Thu	Fri	Sat	R-CLICK for Routes
<b>507</b> RD=3 36:49	<b>501</b> 0537 1340 7:53	<b>507</b> 0810 1950 11:30	RD	RD	<b>502</b> 0547 1550 9:53	RD	<b>503</b> 0557 1300 6:53	<b>36:09</b>
<b>508</b> RD=3 36:00	SP E 8:00	RD	SP E 8:00	SP E 8:00	SP E 8:00	RD	RD	<b>32:00</b>
<b>509</b>	RD	<b>513</b>	<b>511</b>	<b>511</b>	RD	RD	<b>507</b>	<b>36:24</b>

The Spare Duty Type will now be passed through DAS and shown as a visual indicator in the following places:

- Daily Allocation
- Forward Allocation
- Rota Line screen
- Show Work

Example in Daily Allocation screen, where the spare type is appended in the Type column.

#### Drivers

Search

☒ Spares ☐ Checked In ☐ Resters ☐ Working ☐ Work Rest ☐ Voluntary ☐ Holiday ☐ Not A

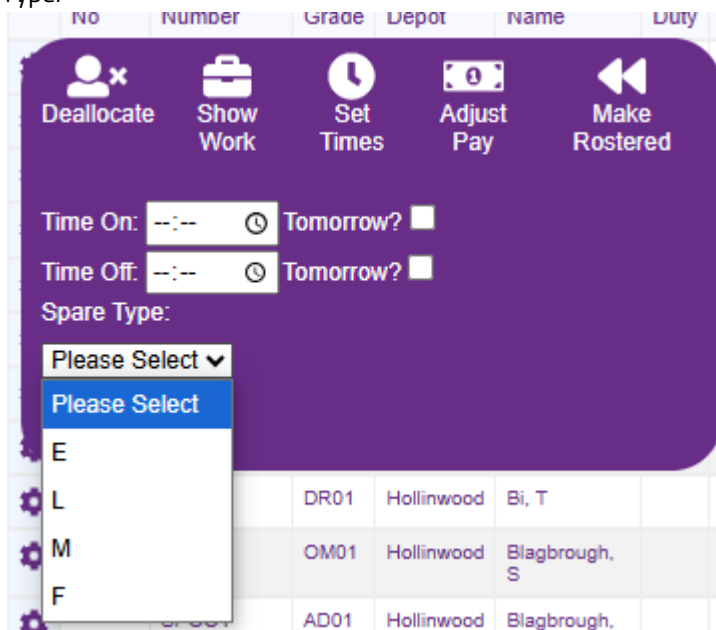
☐ Include Allocated ☐ Spells

	Pay No	Number	Grade	Depot	Name	Duty	Type	Atten	Prev Day	Prev Off	From	To	Next On	Next Day	Vol	Duty Value
	AHM	4026	EN01	Hollinwood	Ahmed, I		SP E	SP	0				0605	3		

Example in the Forward Allocation screen, where the spare type is also appended to the attendance type.

Employee	Sun, 8 Jun 2025	Mon, 9 Jun 2025	Tue, 10 Jun 2025	Wed, 11 Jun 2025	Thu, 12 Jun 2025	Fri, 13 Jun 2025	Sat, 14 Jun 2025	Weekly Total
Ahmed, I Duty Code: Times: Familiarity:	RD - -	SP - -	SP E - -	DU 5h 23m 0820H1 0605 - 1128	DU 5h 23m 0820H1 0605 - 1128	DU 5h 23m 0820H1 0605 - 1128	RD - -	16h 9m

Spare Duty Type can be changed in Daily Allocation (for spare drivers only) by clicking the cog and using the 'Set Times' option. When deallocating to make a driver spare you can also change or set the Spare Duty Type.



The Spare Types available in the system are administered via **Maintenance > General Lookups > Spare Types**. When a Rota XML import is done to DAS, if there are any Spare Types codes that do not exist in the Spare Types list, they are created in the list.

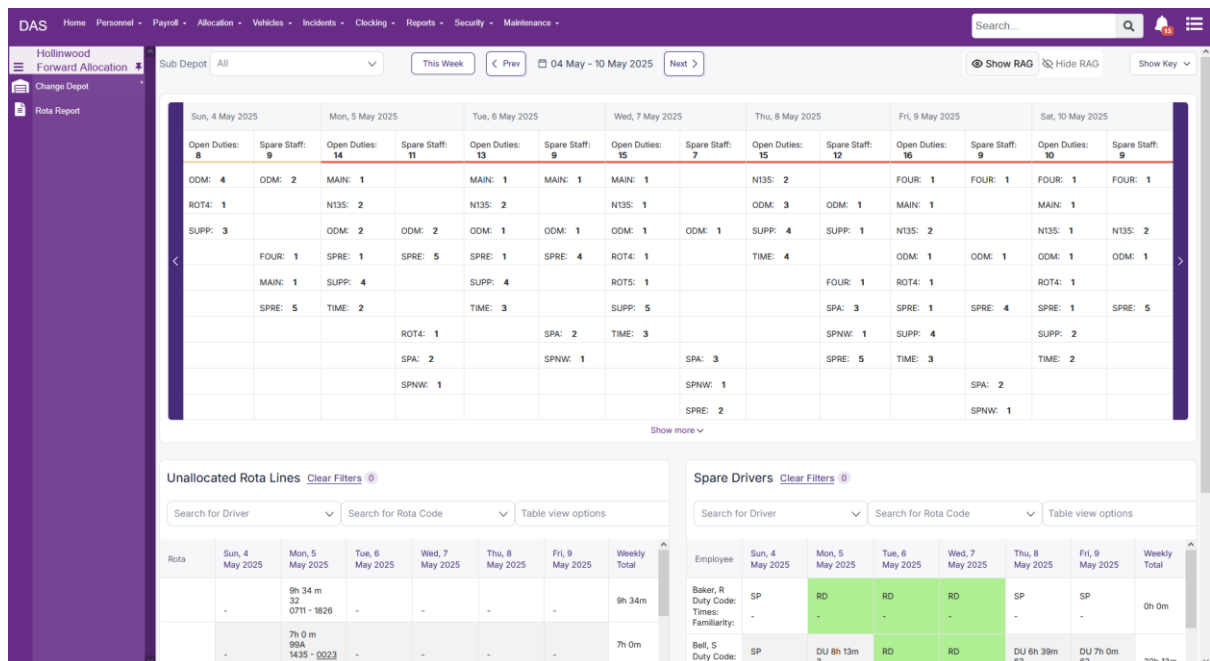
## 2.2. Make a previously allocated driver spare automatically

When an allocated duty is reallocated to another driver in Daily Allocation, the driver that is deallocated from the duty is automatically given the default spare code so that Daily Allocation users can see that the driver is available for work.

## 3. Forward Allocation

### 3.1. Forward Allocation screen user interface updates

- The Unallocated Rota Lines grid and Spare Drivers grid are now displayed side by side.
- Filter and search options have been added.
  - It is possible to filter duties and/or staff by rota
- Improvements to RAG line and added ability to expand or collapse the RAG view.
  - Expanding the RAG line will display the breakdown of duties and staff by rota.
- The sub depot selection has been changed from a radio button to a drop down menu.
  - Multiple sub depots can, therefore, be selected.
- Infinite scrolling has been added to both grids to improve load speed where there are large volumes of data (this type of scrolling has also been added to Daily Allocation).



### 3.2. Forward allocation route filter: Must know all routes

Currently in forward allocation, the "Must Know Route" option will filter out any employee who doesn't know any route on the selected duty. This has been changed so that now, when 'Must Know Routes' is set to true, the driver needs to know all of the routes on the duty. Where a driver does not know all of the routes they are filtered out.

E.g. where Must Know Routes is set to true, then where a Duty is for routes 76, 45, & 135, a driver who is only familiar with routes 76 and 45 would be filtered out as they are not familiar with route 135.

## 4. Imports

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### 4.1.Import non-attendance and holidays

A new screen (Data Import) has been added in order for Admin DAS users to upload a data file of attendance information. Users can upload a CSV file which needs to contain the attendance type, start and end dates of the absence and the employee ID.

The number of successfully updated records and failures are communicated to the user via a popup window once the process has completed. A log of any failed updates is kept in the DAS database (not accessible to the user).

### 4.2.Import new starters personnel records

DAS admin users with access to the new Data Import screen can use a separate upload box for a csv file of personal data. If the Employee Number in the import file matches an employee number on an existing personnel record, their record will be updated with the data in the file. Any update failures are logged.

The number of successfully imported records and failures are communicated to the user via a popup window once the process has completed. A log of any failed updates is kept in the DAS database (not accessible to the user).

An API is also now available to pass this data into DAS automatically in the prescribed format.

## 5. Miscellaneous

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### 5.1.Licence/Training expiry warning

In any of the allocation screens, if a user tries to allocate a duty to a driver and that driver's licence has expired (i.e. the driver's license expiry date or driver training expiry is less than the date of the duty being allocated) then a warning appears. This is a validation warning, so the user is alerted but they have the option to proceed with the allocation if they wish.

### 5.2.Set Future Rotas: Retain selected rota when changing date

At present, when using the Set Future Rotas screen a user can select a rota and a start date from the drop down menu. However, when the user changes the date drop down, the rota drop down always resets to the first rota in the list. This has been changed so that when a user is viewing a rota and they change the date or start date of the week, the rota they are viewing remains in view.

## 6. Mutual Exchange Screen

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Improvements have been made to the loading speed of the Mutual Exchange screen. Plus, to minimise the number of clicks needed in the Mutual Exchange screen, a function to select all of the days in a given week has been added.

## 7. Reports

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### 7.1.Allow Rota Report to be output to CSV

The Rota report has been standardised in line with all of the other allocation reports. There is now the option to output to CSV.

### 7.2.Attendance Report

A new report- 'Attendance Report' has been added to the reports available in Depot Allocation. The report returns employees (by number) and attendance codes for a specified date or pay group pay period.

### 7.3.Simplified Rota Report

A new simplified Rota report has been added. The report returns employees (by number) and their rota codes for a specified date.

## 8. Customer specific items

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- Some customer specific driving time rules
- Some customer specific pay rules
- Some customer specific pay file updates
- Fixed a customer specific bug relating to calculation of holiday end dates

## 9. Bugs & minor enhancements

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- Fixed a bug that prevented users seeing employee holiday records unless they were an admin user.
- Fixed a bug for calculating holiday end dates when added based on start dates and units.
- Fixed a bug that caused daily/weekly rest requirements to be ignored under certain circumstances.
- Fixed a bug related to importing large XML schedule files.
- Fixed a bug that could allow a daily rest rule breach when swapping duties via the Show Work screen
- Updated the Work Profile auto-deallocation process so that it occurs when instantiating new days
- Fixed a bug relating to Work Profile deallocation on duties ending after midnight
- Fixed another Work Profiles bug where deallocation code was not applied correctly if a custom spare code was in place.
- Fixed a further Work Profiles bug to ensure the auto-deallocation process worked correctly.
- Fixed a bug that occurred when a depot code had been changed.
- Increased the length of the sub-depot field in the rota screen within the Scheduling section

## 10. Appendix – List of work items

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### DAS version 1.0.23

ID	Title
59342	HK Rota Report
59348	Early/mid/late spares identifiers
59517	HK Driving Time Rules 2: Cumulative Break, -1 min off layover before live trips
59536	[HK] Error message incorrect - zero working time before the break
59565	The driving hours in the duties and in the error when HK rules are enabled are different.
59707	Forward Allocation UI Update Phase 1: Move grids side by side
59708	Forward Allocation UI update phase 1: RAG line improvements
59737	HK driving rule: One 24hr rest period in a 13 day period.
59738	Forward Allocation UI Update Phase 1: Sub depot control change
59753	HK XML import is too large - DAS times out
59754	Set Future Rotas: Retain selected rota when changing date
59755	Allow Rota Report to be output to CSV
59766	Forward allocation: Route filter: must know all routes
59770	Licence/Training expiry warning
59777	Import non-attendance and holidays
59779	Import new starters personnel records
59790	Improve speed of MX screen
59797	MX Screen: Multi select days in a single action
59872	Attendance Report for LRS import
59947	Reallocating an allocated duty should make the previously allocated driver spare, not DU
60061	Attendance Report pay group filter
60399	API to add/update non-attendance and holiday
60411	Unable to view holidays – user permissions
60472	Forward Allocation UI: Infinite scrolling
60474	API to add/update Personnel records
60521	Daily Allocation infinite scroll
60695	Attendance Type back end mapping table

### DAS version 1.0.22.1

60303	No weekend uplift on WRD
60306	All drivers being treated as PTTT in the pay file output
60310	Pay week number format missing leading 0 when single digit
60319	Reading ADP - Increment Sequence Number



- 60368 Ignoring daily rest requirements
- 60381 Work Profiles – deallocation lookahead
- 60382 Work Profiles – times after midnight
- 60383 Work Profiles – applying wrong spare code
- 60384 Work Profiles Not Deallocating Correctly
- 60432 Reports > Depot multi-select not working where depot has Code changed
- 60434 Croydon holidays calculating incorrect end date
- 60452 Rota screen should allow more than 2 characters for the sub-depot

**DAS Version 1.0.22.2**

- 60285 TL Payfile: Sick Count should only be working days
- 60523 FTTT pay file rules
- 60528 Holiday count incorrect for advanced holiday days in the pay file
- 60561 Script to apply SO Pay calcs and updates to previously scheduled Duties