

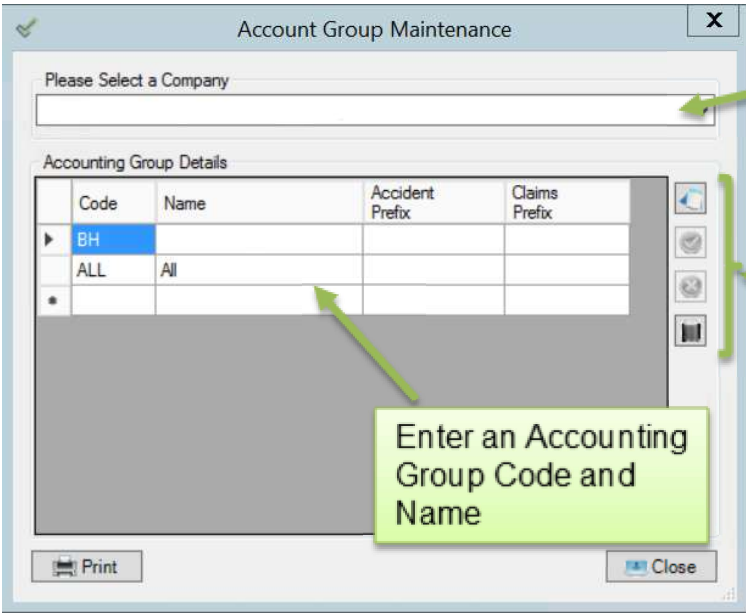
How to Setup a New Depot

This guide explains how to setup a new depot and how to use this depot across various modules within Depot Performance Systems.

The below steps explain how to configure a new depot/location.

Before creating a new location, an Accounting and Location Group must be configured

Go to Configuration > Global > System > Accounting Groups



The screenshot shows the 'Account Group Maintenance' window. At the top is a dropdown menu labeled 'Please Select a Company'. Below it is a table titled 'Accounting Group Details' with columns: Code, Name, Accident Prefix, and Claims Prefix. The first row has 'BH' in the Code column and 'All' in the Name column. To the right of the table are four buttons: New, Save, Cancel, and Delete. At the bottom are 'Print' and 'Close' buttons.

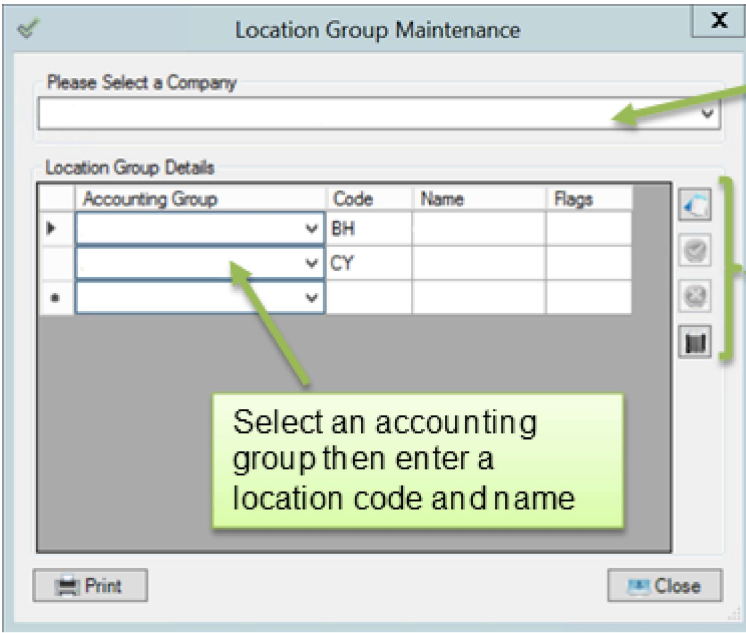
Select the relevant company

Use New, Save, Cancel and Delete buttons to create and save new records

Enter an Accounting Group Code and Name

Once the Accounting Group has been created, the Location Group can be configured

Go to Configuration > Global > System > Location / Depot Groups



The screenshot shows the 'Location Group Maintenance' window. At the top is a dropdown menu labeled 'Please Select a Company'. Below it is a table titled 'Location Group Details' with columns: Accounting Group, Code, Name, and Flags. The first row has a dropdown arrow in the Accounting Group column, 'BH' in the Code column, and an empty Name field. The second row has a dropdown arrow in the Accounting Group column, 'CY' in the Code column, and an empty Name field. To the right of the table are four buttons: New, Save, Cancel, and Delete. At the bottom are 'Print' and 'Close' buttons.

Select the relevant company

Use New, Save, Cancel and Delete buttons to create and save new records

Select an accounting group then enter a location code and name

To create a new location, go to Configuration > Global > System > Locations / Depots

Please Select A Company :
Highlands

Code	Name
HIGH	Highlands (HIGH) (HIGH)

Enter a unique location code, a location name and link this location to an accounting and location group along with any additional information

Click New to create a new record

Select the relevant company

If this location will be used for Engineering, select the correct distance unit

Make sure this is an active location

Click Save when finished

Location Details :
Details Location Types Engineering GMPTE DRRS

Code : HIGH

Name : Highlands (HIGH) (HIGH)

Loc. Group : Highlands

Acc. Group : Highlands

Address 1 :

Address 2 :

Address 3 :

Address 4 :

Town :

County :

Post Code :

Telephone :

Fax :

Email :

Product Issue Import Code :

Realtime Depot Code :

TransX Garage Ref :

Comm. Contact :

Eng. Contact :

Finan Contact :

Op. Contact :

Distance Unit : Miles

Vehicle Compliance Start : 00:00:00

Export Depot ID : 1

LBSL No : 0

Bus Board Prefix :

Schedule Depot Name :

Location Image :

☒ Active Location?

Notes :

New Edit Delete

Print

Save Cancel Close

To specify what this location will be used for, click Edit on the newly created location

Firstly, select the Location Types tab

This section determines which module each location is used for

Please Select A Company :
Highlands

Code	Name
HIGH	Highlands (HIGH) (HIGH)

Tick the relevant modules which the location is to be used for

Location Details :
Details Location Types Engineering GMPTE DRRS

The Location Type

☐ DRRS Driver Accountable Location

☒ ETM Location

☐ Engineering Location

☐ Fueling External Location

☐ Fueling Internal Location

☐ Off Bus Revenue Location

☐ OPM Location

☐ Other Location

☐ Scheduled Location

☐ Uplift Passenger Calculation

Click Save when finished

If this depot is to be used for a scheduled location, DRRS location or an Engineering location, additional configuration maybe required. To find out how to set this up, the relevant crib sheets are available in the knowledge database.