



VELOCITI

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Depot Allocation

Release Guide to version.

1.36

Prepared for	All Depot Allocation users
Date	02/07/2026
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Document Version	1.0

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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 1.36.

2. Job Types #63616

Introducing a new feature: Job Types. Job Types is a new mandatory field applied to all personnel records. Job Type is visible on the Main page of any Personnel record.

Job Type Configuration

The different types of job can be configured in Maintenance > General Lookups > Job Types. This screen is also used to set holiday limits by job type (see below) and job type swap restrictions.

Default Job Type

If Job Type is not populated a default value of "Driver" is applied. This will, therefore, be applied to all employees as part of this update.

Swaps

The ability to swap duties and holidays through Engage can be restricted based on job type configuration. Configuration is found in Maintenance > General Lookups > Job Types. For each job type, the swap restriction can either be "None" or "Same Type". This impacts how users see duty and holiday swaps in Engage.

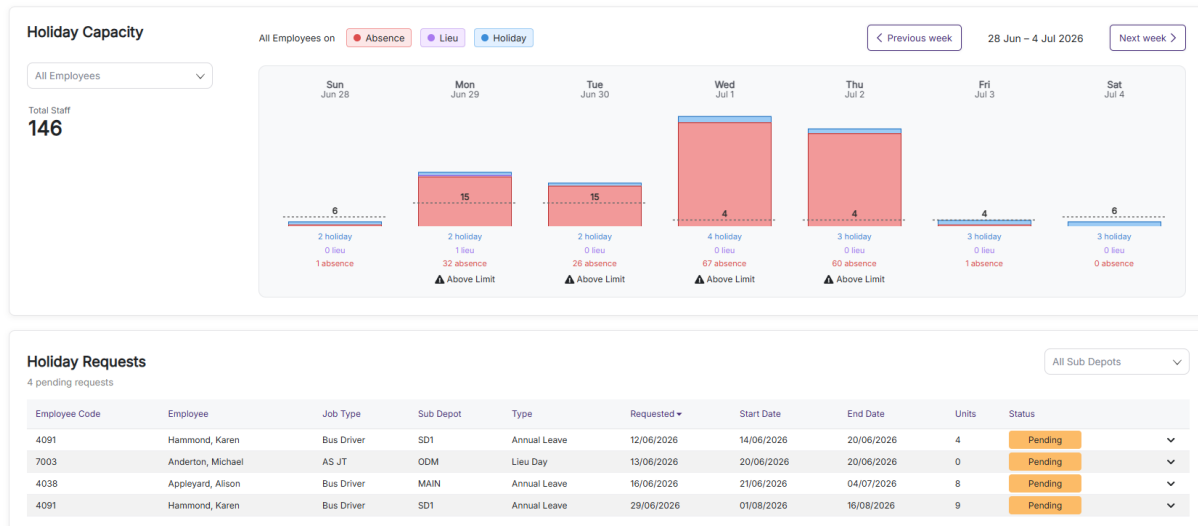
	Swap Restrictions = "None"	Swap Restrictions = "Same Type"
Engage	Employee able to see all employees in the depot and initiate a swap with any employee.	Employee can only see and initiate a swap with employees in the same depot with the same job type.

In all cases, existing legality and soft rule restrictions still apply.

Visibility of Job Type has been added to the approval pages so that DAS users can see employee job types when carrying out approvals. When approving swaps, if swap types mismatch a warning will be presented before completing the approval.

3. Holiday Dashboard #63748

The Holiday Dashboard has a significant overhaul.



Key Features

- Refreshed user interface
- Review holiday requests and current holiday and absence levels on the same page
- Scroll to future weeks and visualise total holidays and absence by day
- Click on a pending holiday request and the graph automatically updates to view the relevant week
- Set a daily maximum of total holidays for each day of the week
- Visualise the daily limit on the graph
- Filter and view by job type
- Audit logging improved to record holiday request decisions (i.e. approved or denied), comments and by which user actioned the request.
- When clicking on a bar in the bar chart a pop-up window shows all the requests (pending, approved and declined) on that day.
- When a request is actioned, it remains on the page until user leaves the page

Setting Daily Limits

Daily limits are set at depot level in the Depot Configuration screen. The daily limits can be broken down further by Job Type. These are set in Maintenance > General Lookups > Job Type. A "Capacity Threshold" can also be set for each job type. This feeds into the new request calendar in Engage (see below).

Engage

The next release of the Engage driver app will feature an improved holiday request calendar, linked to configuration above. The availability status is present to the employee based on the percentage of holidays booked against the maximum available.

A day has Good availability if the number of booked days is less than threshold.

A day has Limited availability if the number of booked days is equal to or more than the threshold but less than 100%

A day has High Demand if the number of booked days exceeds 100%.

Holiday requests are not blocked even if the daily limit has been reached or exceeded.

Pending holiday requests do not count towards the daily total until accepted.

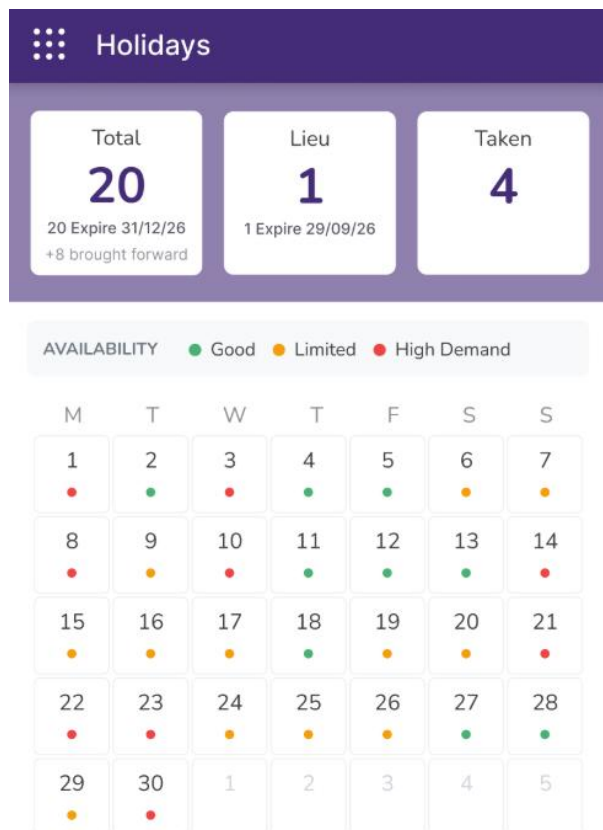
A worked example:

The Threshold is set at 70%, there is a limit set at 10 on a Sunday.

If 0, 1, 2, 3, 4, 5 or 6 holidays are already booked, the day will have Good (green) availability.

If 7, 8 or 9 holidays are already booked, the day will have a Limited (amber) availability.

If 10 or more holidays are already booked, the day will appear in High Demand (red).



Coming Soon

The ability to automatically accept holiday requests within threshold is coming soon.

4. Show Work – Routes Learnt #63379

The Routes Learnt information window accessed through the Show Work screen is now sortable by each column header. The Code column has also been added to replicate all the fields in the Routes Learnt page in Personnel.

Routes Learnt Vehicle Training Absence Calendar Working Time Direct				Route	Trained	Last Driven	Code	Type
Aiden Proctor - Home: - Mobile: - Email: aiden.p				135	08/08/23	02/08/25		
				20	16/12/21	04/10/24	1	BU
				42	06/07/23	04/08/25		
				46	23/03/23	10/12/25		
				57	02/01/22	28/08/26	1	
				76	23/03/23	10/12/25		
				77	06/07/23	04/08/25		
				98	16/12/21	04/08/25	1	A
				45h+	0h 0m	0h 0m	24h+	0h 0m
				0h 0m	0h 0m	0h 0m	0h 0m	0h 0m
				0h 0m	0h 0m	0h 0m	0h 0m	0h 0m
				Details	Edit	Details	Edit	Details
				Allocation	Print	Allocation	Print	Allocation

5. Daily Allocation Read-Only Permissions #63605

Where a user is assigned a role with Read Only access to Daily Allocation, the following permissions have been applied:

- User can see the Drivers Grid Cog
 - User can only access Show Work
- User can see the Duties Grid Cog
 - User can only access Duty Details
 - When accessing the Duty Details, the user does not see the Save button, so is unable to apply any changes
- When accessing the Show Work window from any screen, the user will not see the Edit button

6. Balancing rest days over a fortnight #63845

It is now possible to initiate rest day exchanges over a fortnight using the Mutual Exchange screen. Rest day balancing can be configured to be weekly or fortnightly by changing the configuration in Depot Configuration.

7. Depot driving rules #64072

Additional configuration has been added to the Depot Configuration regarding working rules. The page has also been rearranged to group all similar configuration under a single section titled "Fatigue Rules". This section includes:

- Minimum Daily Rest
- Mandatory Minimum Daily Rest
- Minimum Weekly Rest
- Maximum Daily Driving
- Maximum Driving Portion
- Maximum Spreadover
- Minimum Driving Break (NEW)
- Minimum 14 Day Rest (NEW)
- Maximum 7-Day Spreadover (NEW)

Appendix – Customer Specific Features

Number	Description
64094	Custom pay file
64096	Absence report for Cascade HR system
64158	Worked Days Template for Cascade HR system

Appendix – Small features & Fixes

Number	Description
62098	Small change to print icon to improve accessibility
63143 64224	Fix to the Attendance Report to correctly display only drivers from chosen pay group
63409	The soft rule setting for "warning if a driver hasn't driven a route for X days" has had the 255 day maximum removed i.e. this can now be set for 365 days or more.
64031	Vehicle details now showing correctly on the vehicle details screen.
64151	Unpaid Time for a pay code – for where employees are paid as variance to schedule
64360	Added a spinner when processing large reports
64460	Fixed an issue where auto-generated deallocation messages still exist after a bulk schedule renders them redundant.