# TRIPS - Unplan/Reset trip

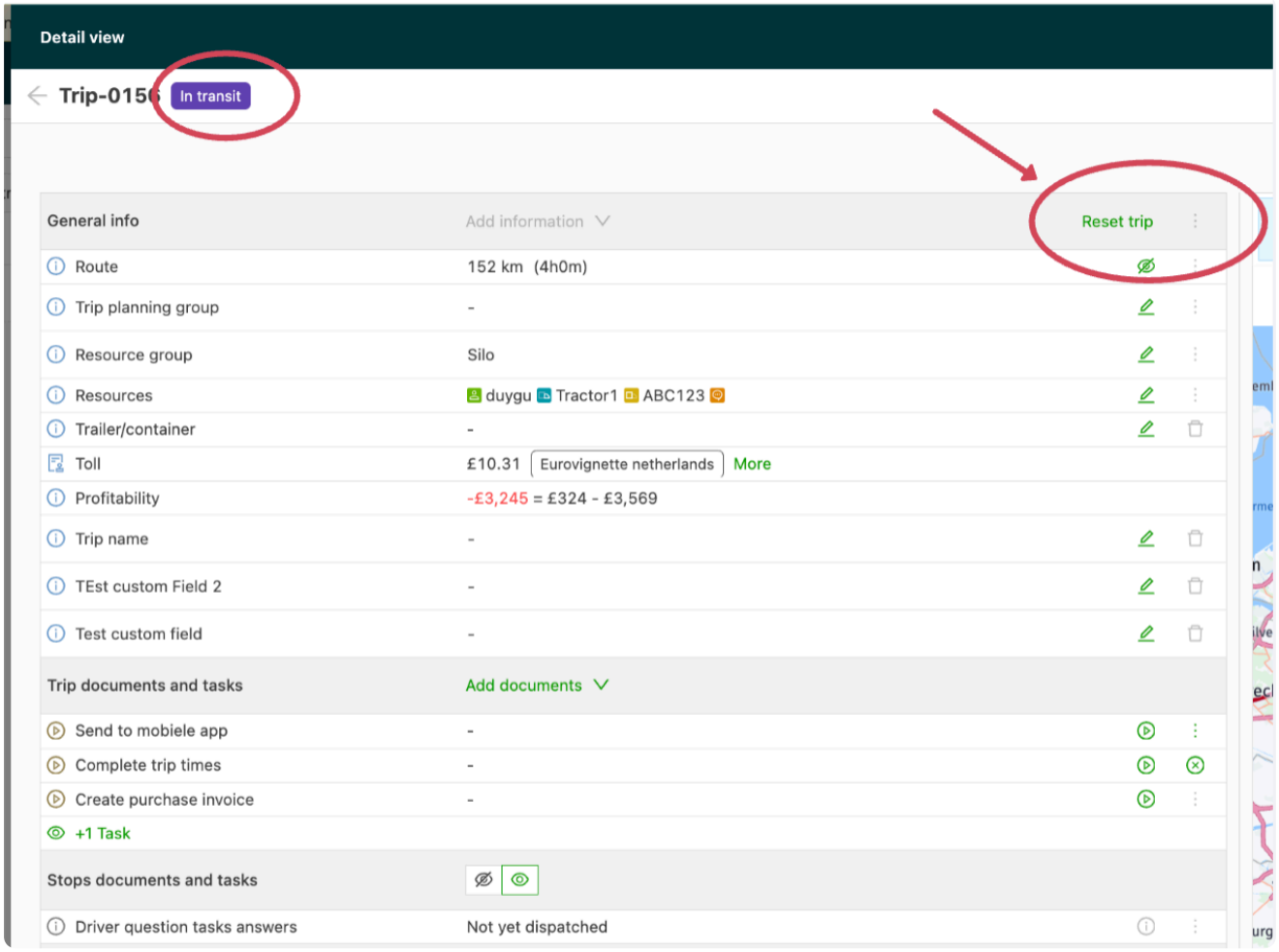
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- **Resetting a Trip**
- **Unplanning a Trip**
- ***Unplanning an entire trip on planboard***
- ***Removing the resources from an order/trip***

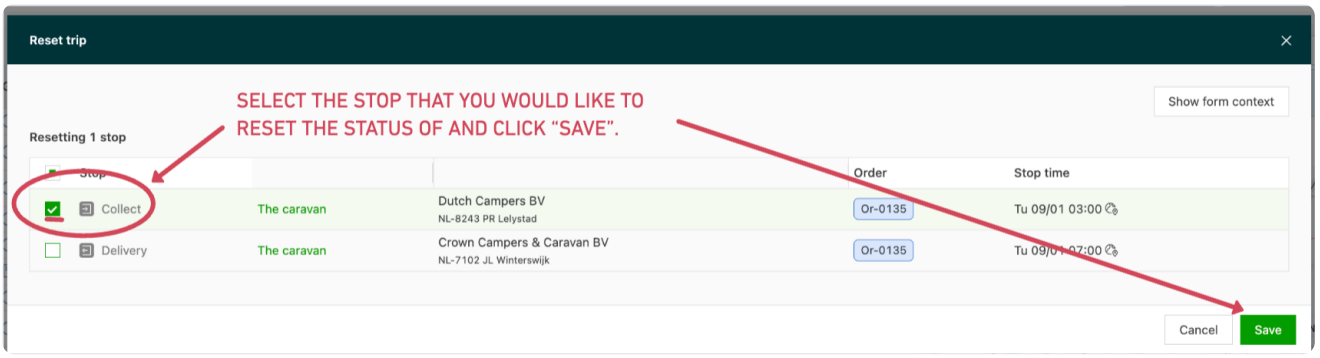

## Resetting a Trip

- **Purpose**: Resetting a trip does not mean deleting a trip.
  This action is intended for changing the status /hours of trips that have already been partially or completely executed within the system. For example, If the trip is marked as completed and the status needs to be adjusted to (in transit or planned), executing this action will revert the status to either a “planned” or “in transit” status.
  **Q: I set my trip to “delivered” by accident. How do I revert it?**
  ***A: Use Reset Trip. A completed trip can go back to planned or in transit.*** The steps are below.
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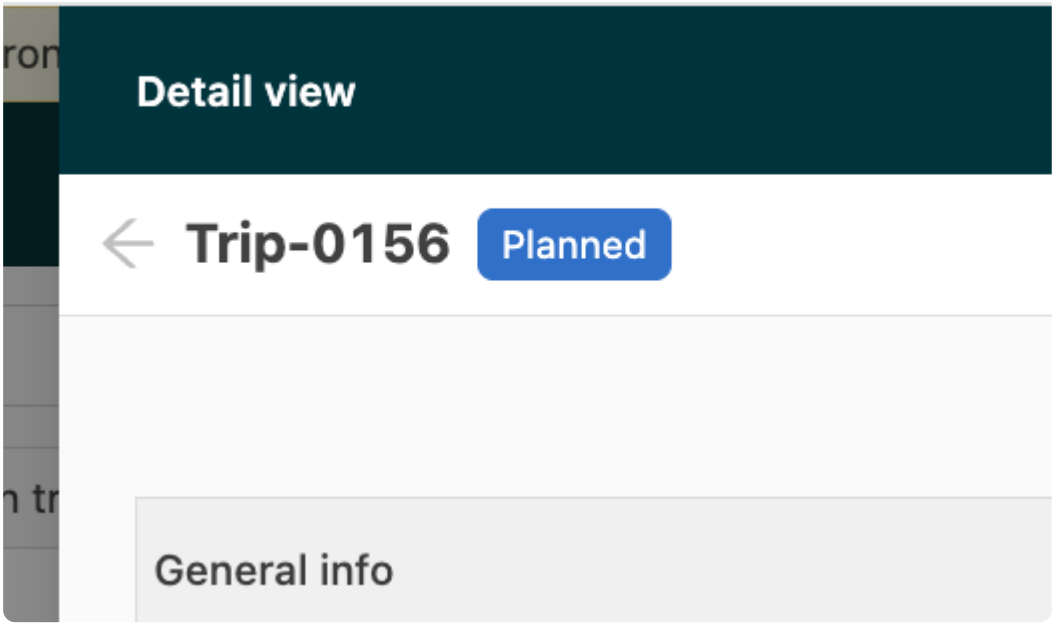
- **Location**: To access the “Reset Trip” functionality, you can open the page view of the trip and click on the “Reset Trip” button to alter the trip’s status.




After clicking the reset trip option, select the related stop you would like to reset the status of and click on save:




If the trip is marked as in transit and you execute the above example with all the stops selected, this action will revert it to either a "planned".




## Unplanning a Trip

- **Definition**: Unplanning a trip essentially involves removing the trip from the planning entirely.
  You can also use this option to remove a specific order from an existing trip that has multiple orders in it.

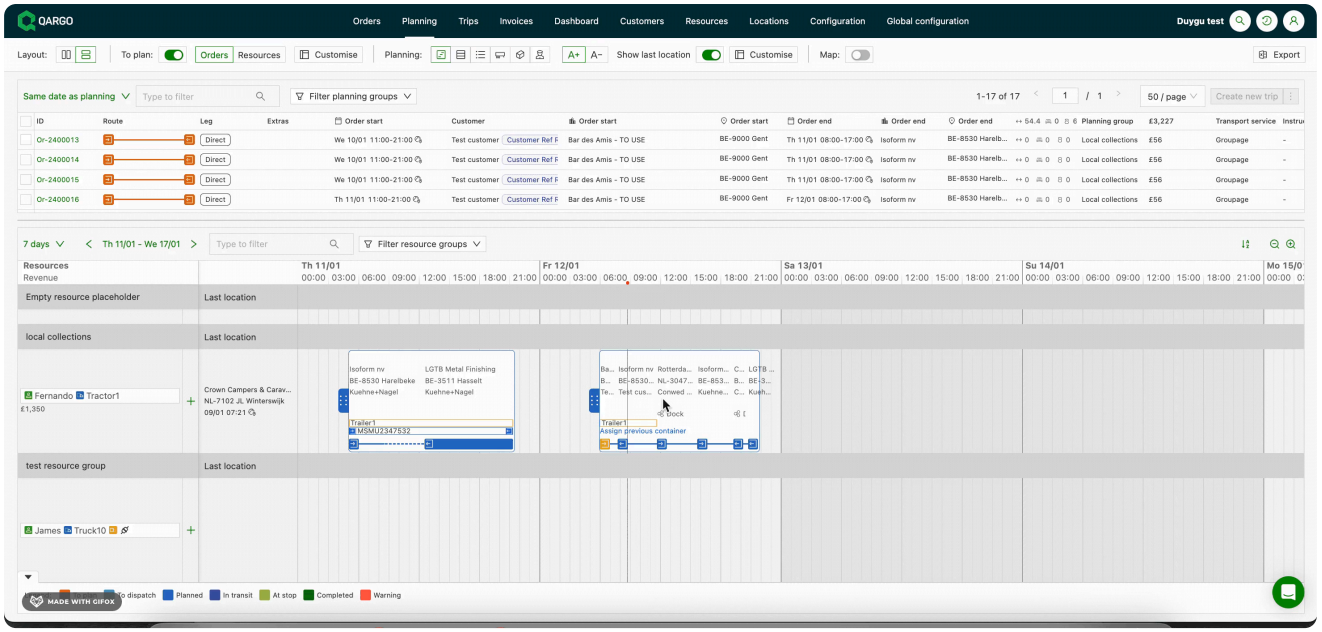
- **Verification**: Verify whether any orders have been planned for transportation, i.e., if any resources have been assigned to this trip.

- **Execution**:

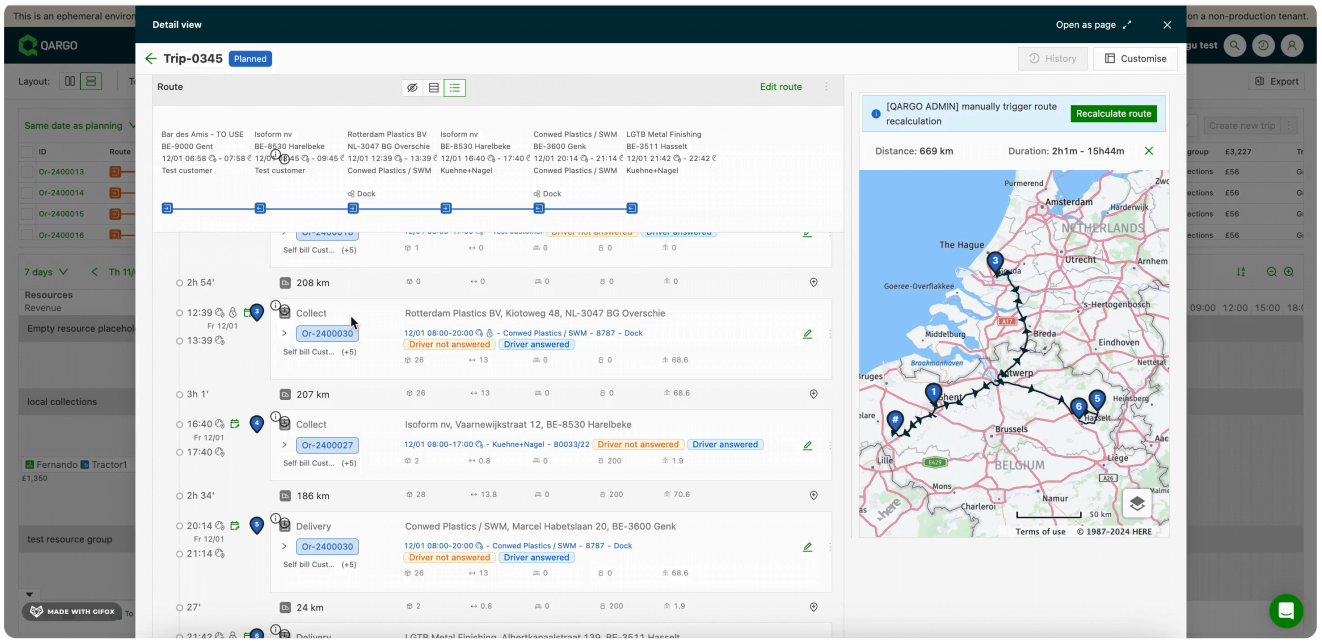
  ➡️ ***Unlinking an order from a trip that has multiple orders in it(groupage):***

  Unplanning a trip or unlinking a specific order from a trip is possible by navigating to the trip or order page.

  **Removing via trip page:** Open your trip page, locate the order(s) that you would like to remove from the trip and click on "unplan order" option:




**Removing via the order page:** Open the related order page, view the route details, and with the 3 dots located on top of the route details, select to unplan the trip:




## ➡️ Unplanning an entire trip on planboard:

- If you would like to remove a trip fully, it is also possible by dragging the entire trip to the “orders to plan” list located on the planboard to initiate the unplan action.

▶ https://www.loom.com/embed/5fac15bfc03c4ce0ae6ef90d6de54132

## ➡️ Removing the resources from an order/trip

- Another alternative for removing or deleting a trip would be executed by removing **all** the resources/resource groups from your order or trip:

▶ https://www.loom.com/embed/14fc4c27c66f4f329fbb48e542896152