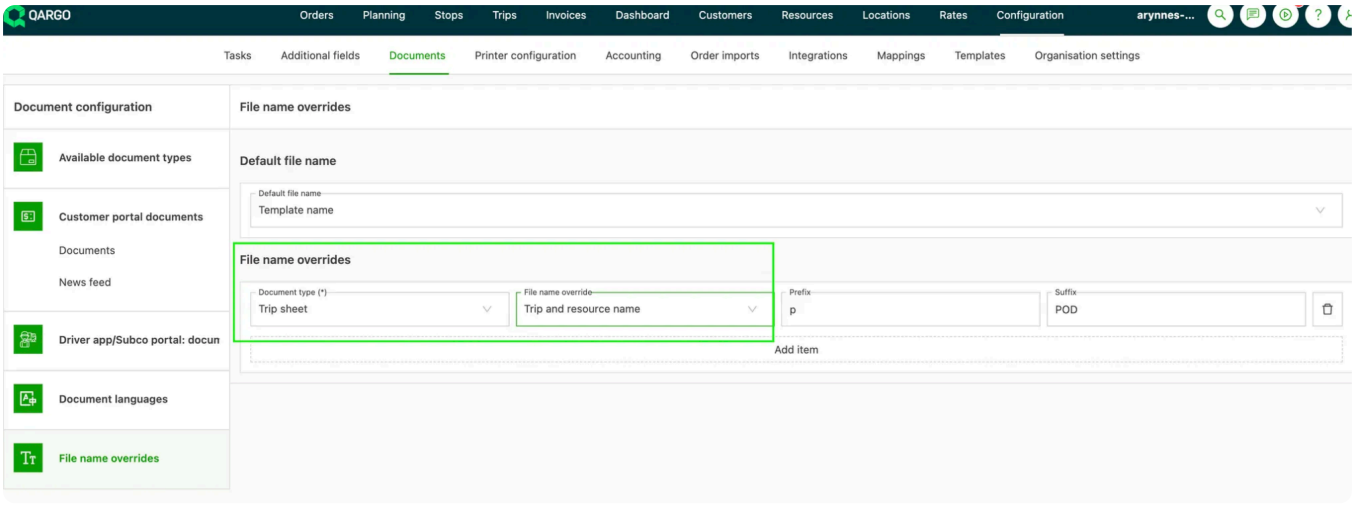
FAQ - Resource name in filename overrides for trip sheet documents

Updated 20 February 2026

Q: How do I ensure the subcontractor's company name is included in my trip sheet filenames when I download documents?

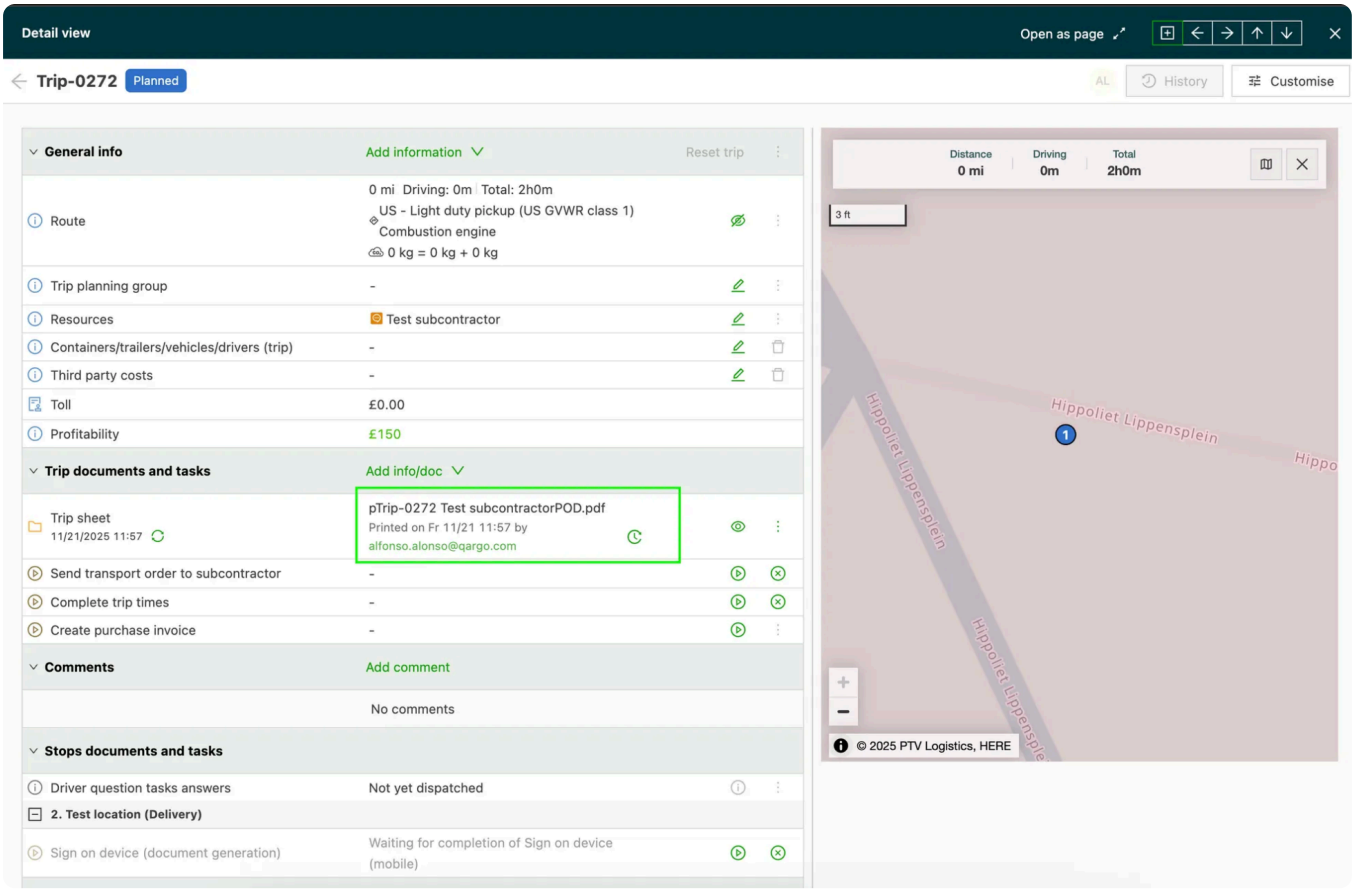
A: To include the subcontractor's name in the filename, an administrator or user with appropriate permissions needs to configure the **File Name Override** settings.

1. Navigate to the relevant **File Name Override configuration settings**.
2. Ensure **Trip Sheets** are selected as an available document type for the override.



3. When configuring the file name format, select the new option: **"Trip and Resource Name"** from the list of available fields.

Once configured, when a trip sheet is generated, the system will automatically use the **company name linked to the specific subcontractor (resource)** to populate that part of the filename, making it much easier to **distinguish and organise** documents when downloading multiple trip sheets for a single multi-stop trip.



📚 If you change the subcontractor's name after the trip sheet has already been created, you must **re-trigger the generation task** to update the filename.