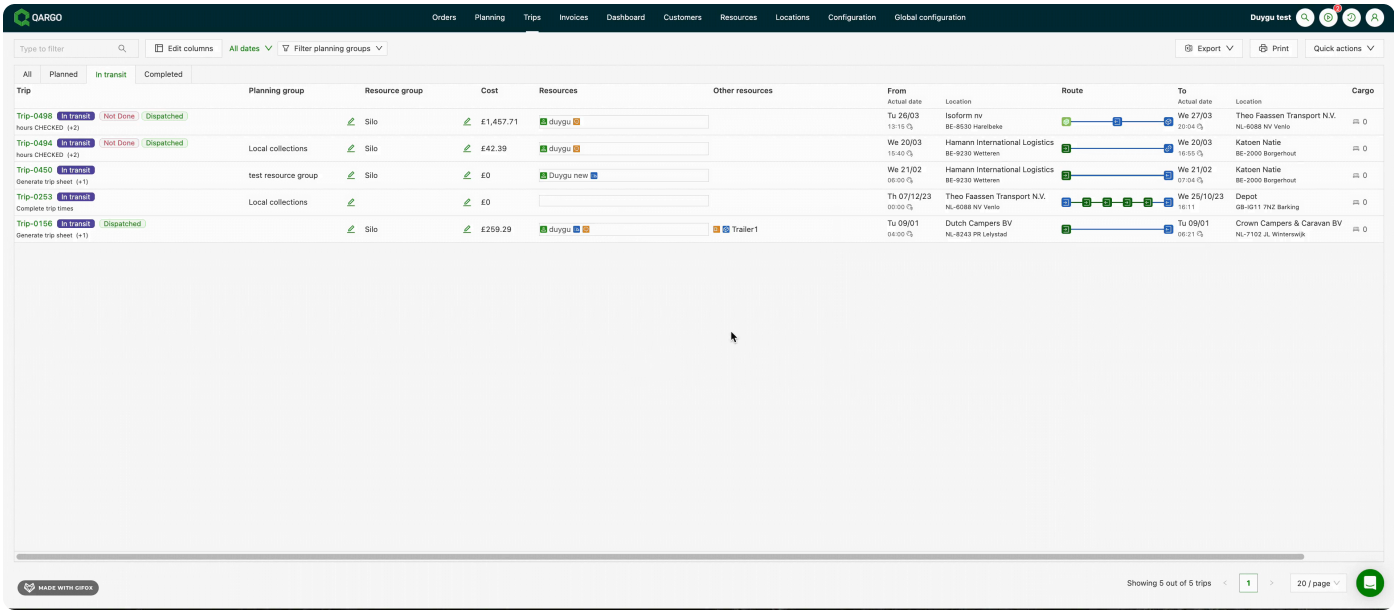
Complete load times

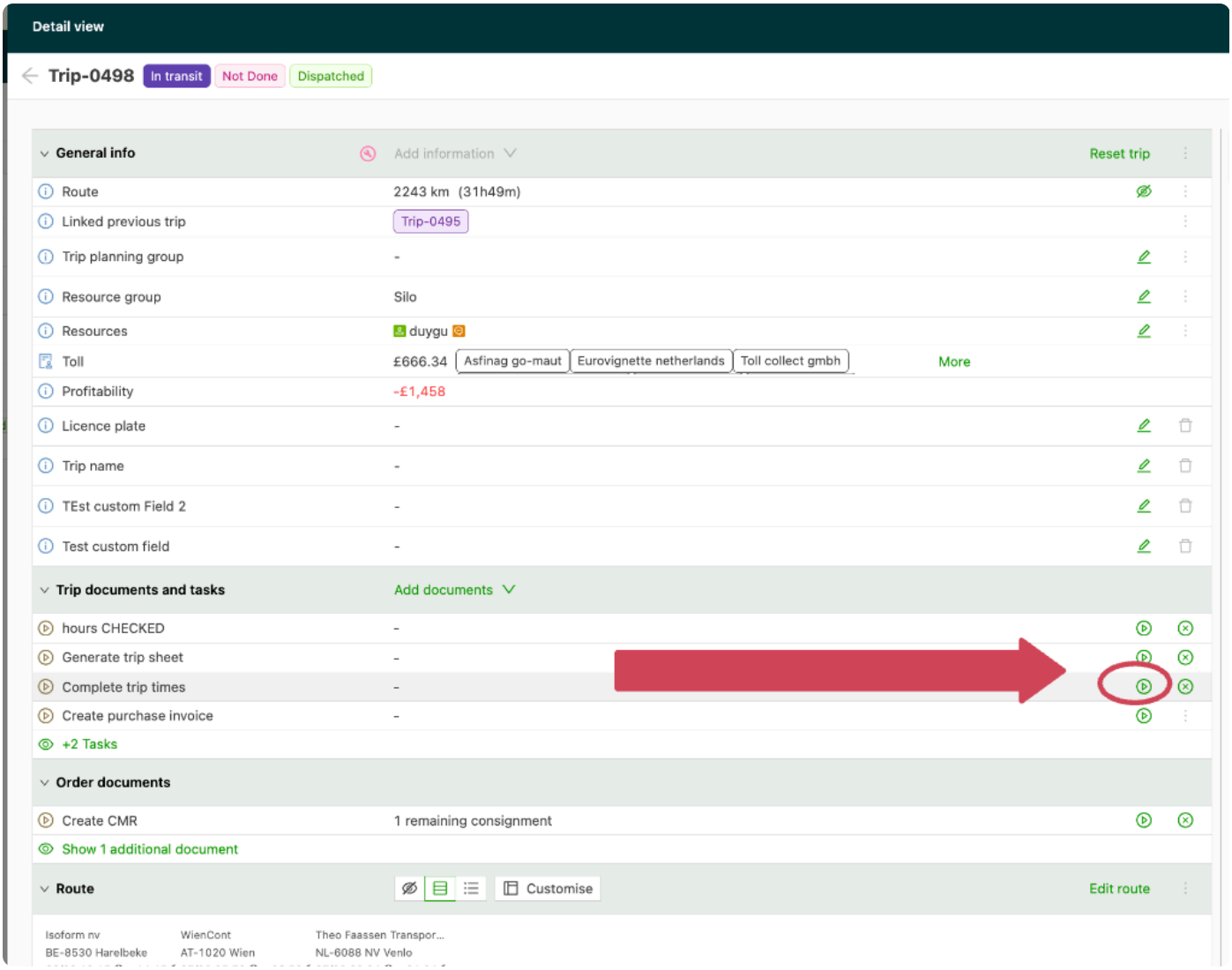
Updated December 15, 2025

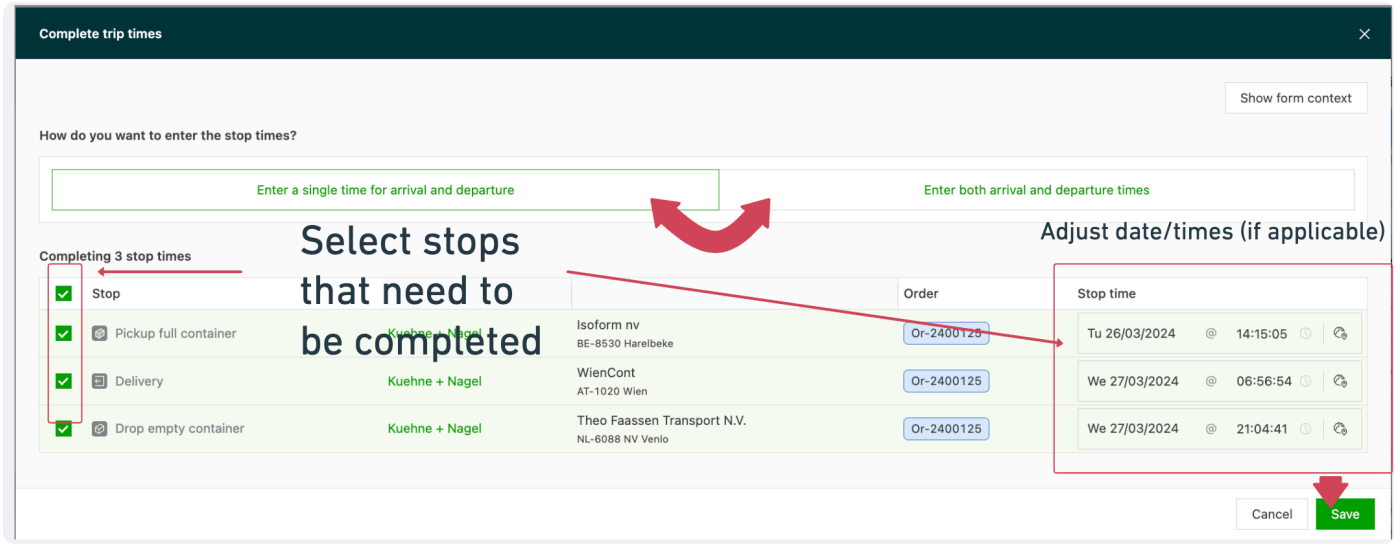
Complete load times on the load page
Complete load times from the planning board
Complete load times in bulk
Adjust the load times of a completed load with the “Complete load times” option

Complete load times on the load page

If the times of a load with the status **“Planned”** or **“In transit”** need to be completed manually, this can be done from the load page. Click the **“Complete load times”** option and set the correct dates and times for each stop that needs to be completed.

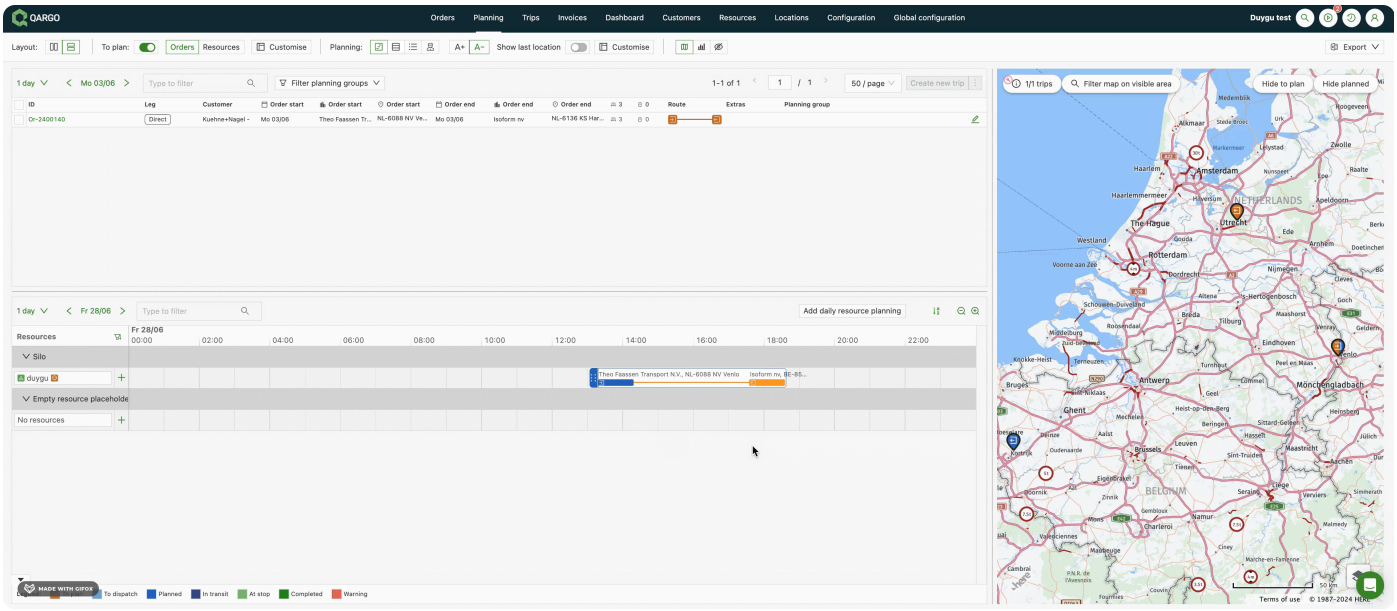



Detail view
Trip-0498
In transit
Not Done
Dispatched
General info
Add information
Reset trip
Route
2243 km (31h49m)
Linked previous trip
Trip-0495
Trip planning group
Resource group
Silo
Resources
duygu
Toll
£666.34
Asfinag go-maut
Eurovignette netherlands
Toll collect gmbh
More
Profitability
-£1,458
Licence plate
Trip name
TEst custom Field 2
Test custom field
Trip documents and tasks
Add documents
hours CHECKED
Generate trip sheet
Complete trip times
Create purchase invoice
+2 Tasks
Order documents
Create CMR
1 remaining consignment
Show 1 additional document
Route
Customise
Edit route
Isoform nv
BE-8530 Harelbeke
WienCont
AT-1020 Wien
Theo Faassen Transpor...
NL-6088 NV Venlo

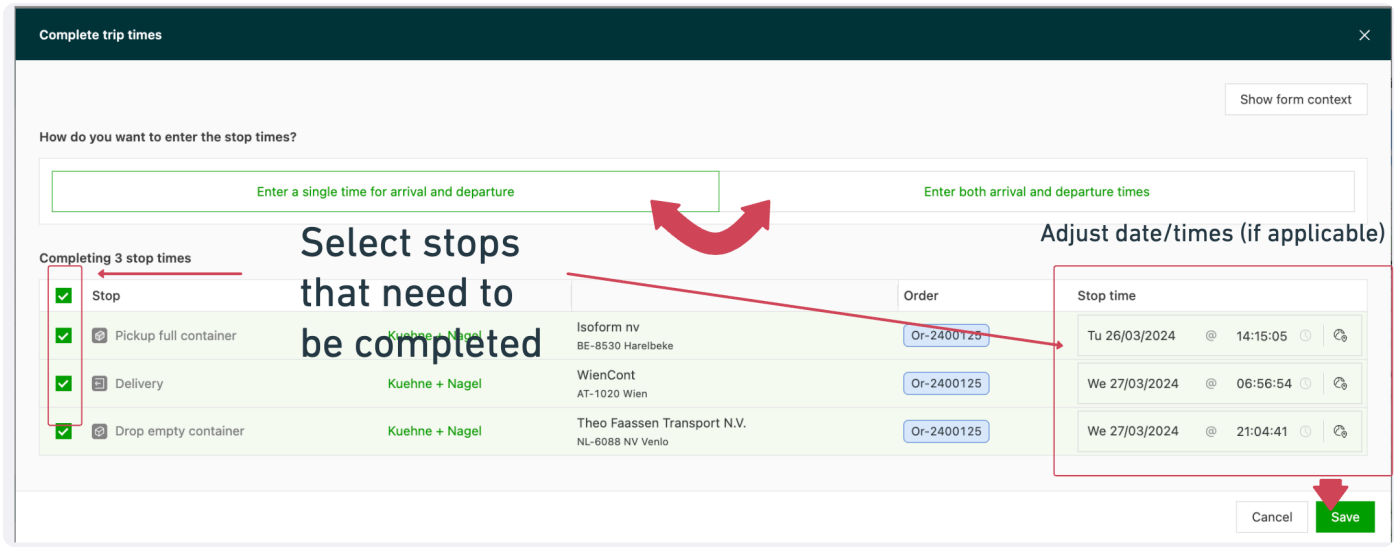

Complete trip times
Show form context
How do you want to enter the stop times?
Enter a single time for arrival and departure
Enter both arrival and departure times
Select stops that need to be completed
Adjust date/times (if applicable)
Completing 3 stop times
Stop
Order
Stop time
Pickup full container
Kuehne + Nagel
Isoform nv
BE-8530 Harelbeke
Or-2400125
Tu 26/03/2024 @ 14:15:05
Delivery
Kuehne + Nagel
WienCont
AT-1020 Wien
Or-2400125
We 27/03/2024 @ 06:56:54
Drop empty container
Kuehne + Nagel
Theo Faassen Transport N.V.
NL-6088 NV Venlo
Or-2400125
We 27/03/2024 @ 21:04:41
Cancel
Save

Complete load times from the planning board

Locate the load on the planning board and find the **“Complete load times”** task by hovering over the colored area

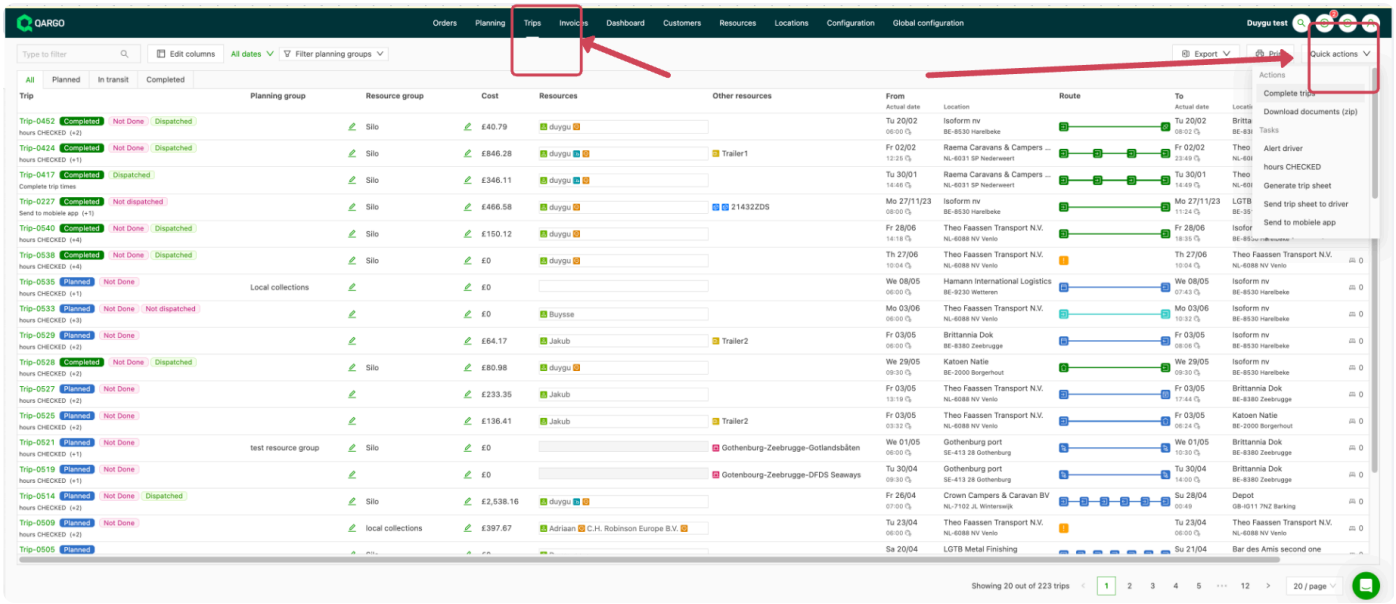


Set the correct dates and times for each stop that needs to be completed and save the changes:

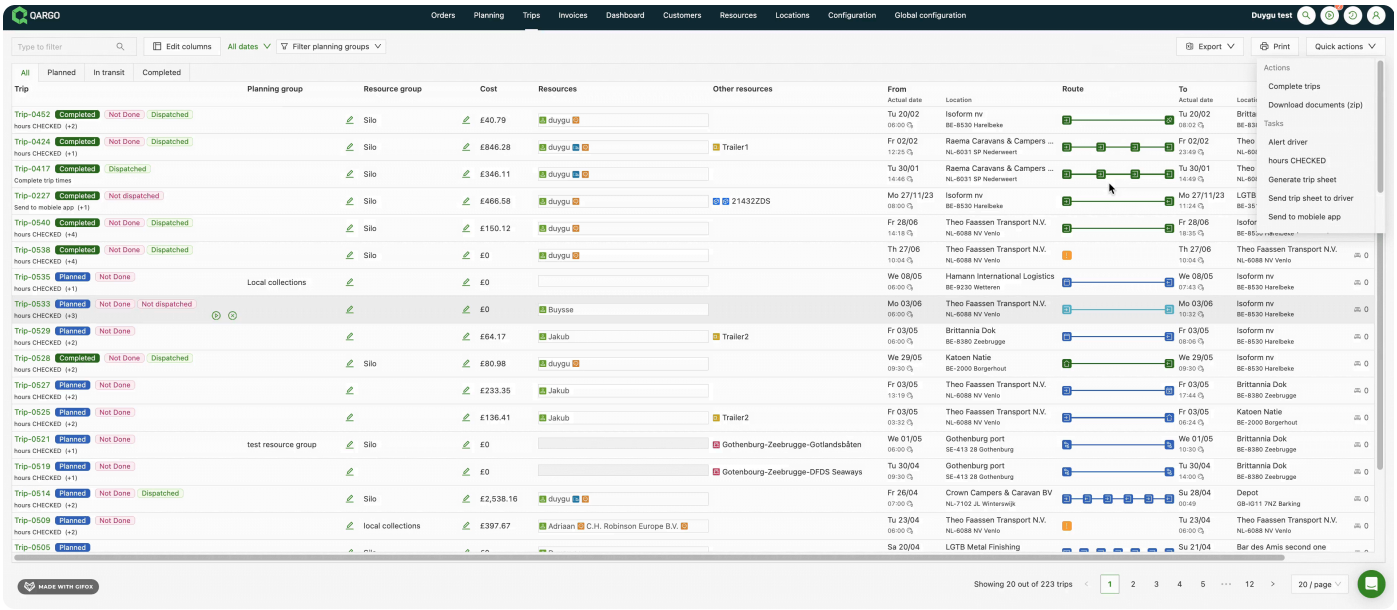


Complete load times in bulk

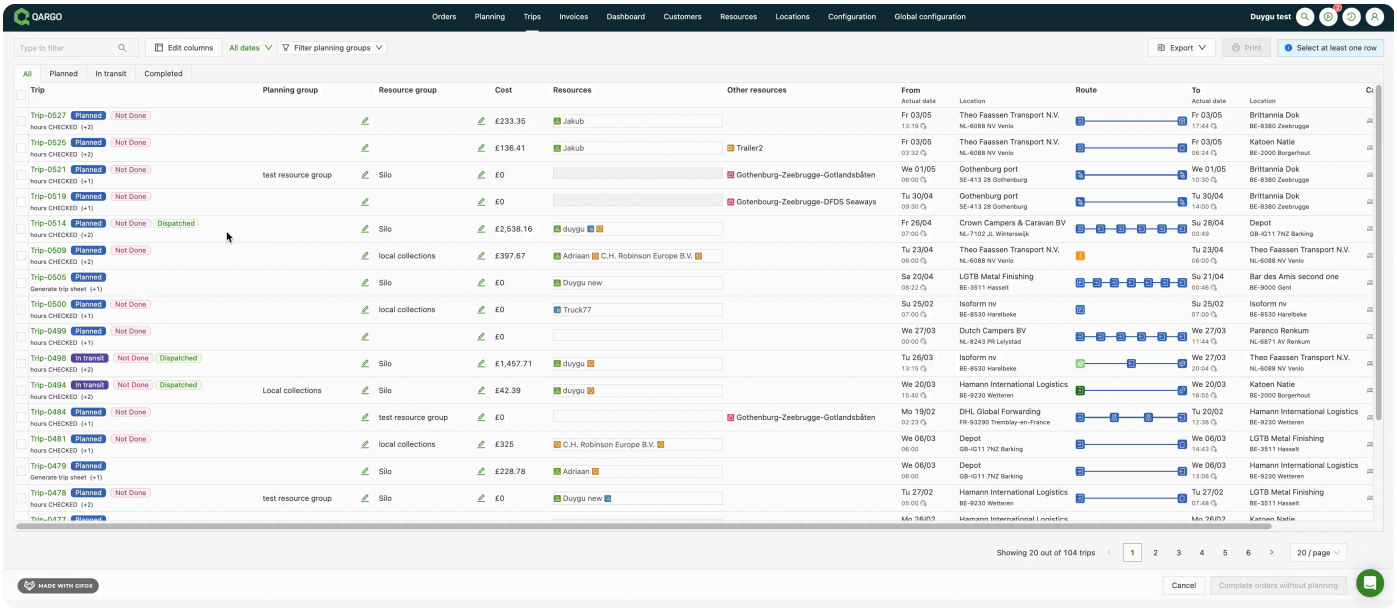
Navigate to the **Loads** tab and locate the **“Quick actions”** button

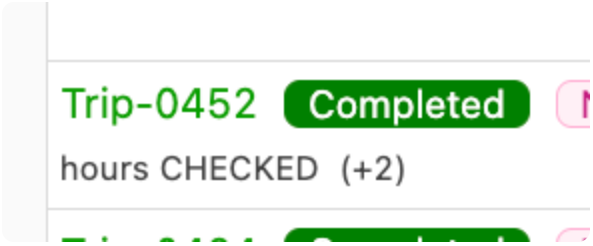


Click the **“Complete load times”** option and define the loads that need completion by applying filters or selecting loads:



After the selection, click the **Complete** button to set the status of the loads to **“Completed”**



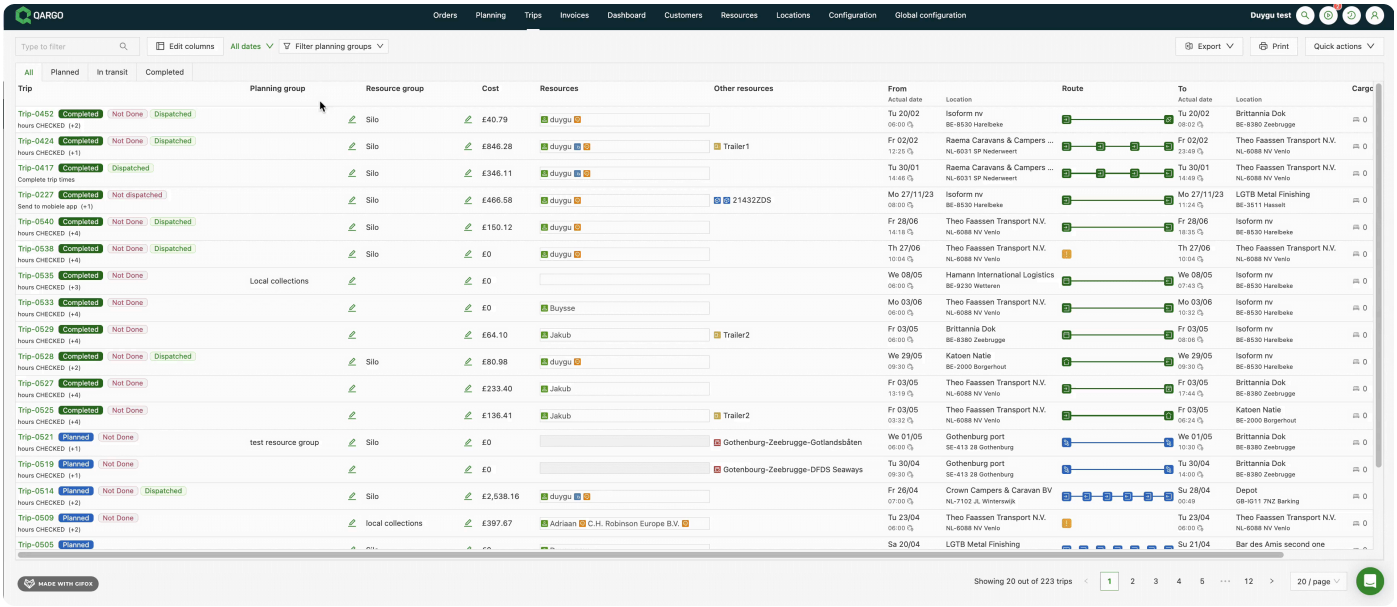


Adjust the load times of a completed load with the “Complete load times” option

If a load has already been completed and the arrival and departure times need to be adjusted, this can be done by opening the load page and clicking the edit button on the **“Complete load times”** task:

Correcting mistakes:

Although there is no automatic reversal for completed jobs, users can manually update timestamps or reset specific stops to correct errors effectively.



See more information on how to reset load times: **Unplan/reset load**