FAQ: How are stops, especially terminal stops, managed in load sheet templates?

How stops and terminal stops are managed in load sheet templates, including activity type logic, template configuration tips, and how to avoid duplicate entries.

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Load sheets organize and display stop information for shipments. Understanding how stops, particularly terminal stops, are managed and displayed in these PDFs helps keep route documentation accurate and efficient.

Overview of stop handling in load sheet templates

How stops are displayed in load sheets depends on the activity type of each stop. The template used to generate the PDF determines which stops appear in specific sections, such as the “Pickup location” section.

How the pickup location logic works

The “Pickup location” section of the load sheet displays stops marked with a “Pickup” activity. If the first stop on the route is a terminal stop with a “Load” activity (not a “Pickup” activity), it does not appear in this section. Instead, the template skips to the next stop with the “Pickup” activity type. This keeps the section accurate for the intended activity type. No stops are removed from the route itself.

Steps to include terminal stops and avoid duplicates

To include terminal stops in the load sheet without duplicate entries, update the template configuration as follows:

1. **Designate a specific section for terminal stops:** Modify the template to include a dedicated cell or section for terminal stops. This ensures that terminal stops are always displayed, regardless of their activity type.
2. **Apply consolidation conditions:** Add a consolidation condition to the template to merge pickup locations. This prevents the terminal stop from being listed multiple times, even if several shipments are loaded at the same location.

Template configuration tips for managing stops effectively

- **Understand activity types:** Make sure each stop is marked with the correct activity type (for example, “Pickup” or “Load”) so that it matches the template logic.
- **Customize templates:** Adjust the template configuration to include or exclude specific stops based on operational needs.
- **Test changes:** After adjusting the template, test the output to verify that all stops are displayed as intended and that no duplicates occur.

These guidelines help manage how stops, including terminal stops, are displayed in load sheet templates, for clear and accurate documentation.