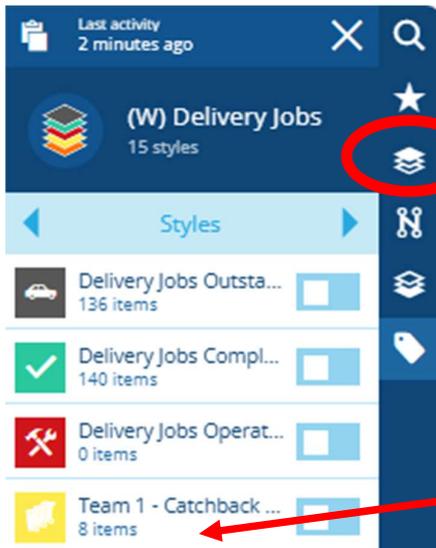


Reallocating Delivery Jobs

Step 1 – Identifying the jobs



In the layer tab (red circle) search for the 'Delivery' layer and select the (W) Delivery Jobs layer, as pictured.

In this layer, you can see the outstanding and completed jobs for each team.

Anything in the Catchback layer will need to be reallocated. In this example, we can see Team 1 have 8 items to be reallocated.

To view these items, click into the layer.

Step 2 – Viewing the Jobs

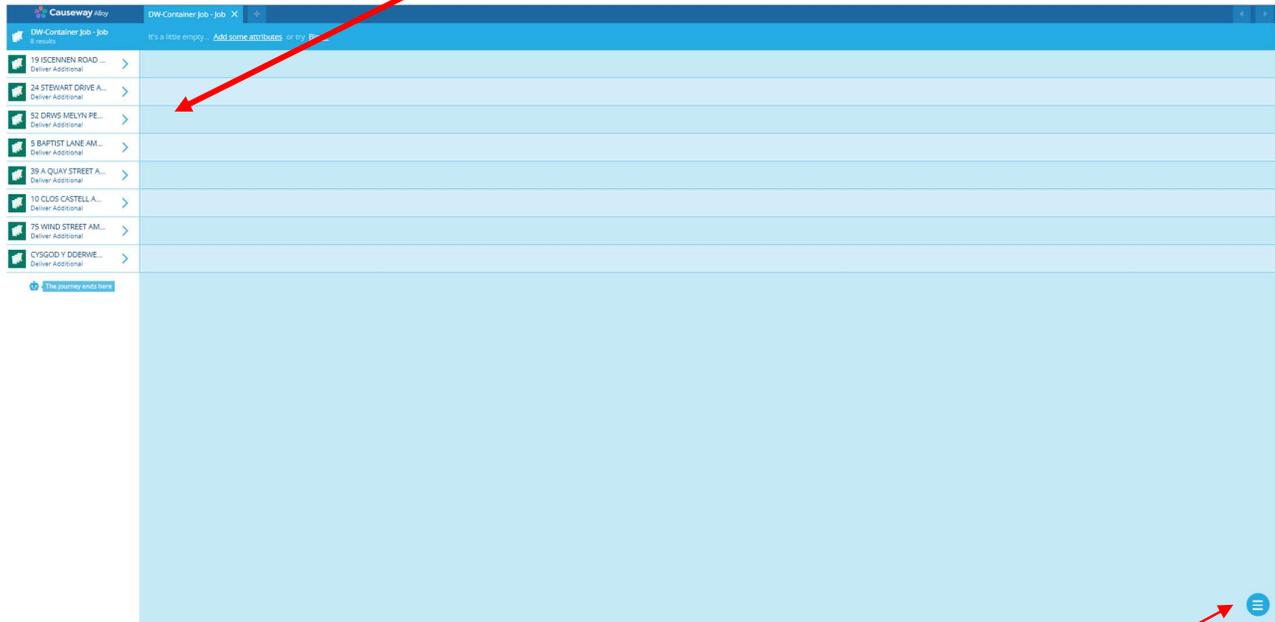


The layer will open, as pictured.

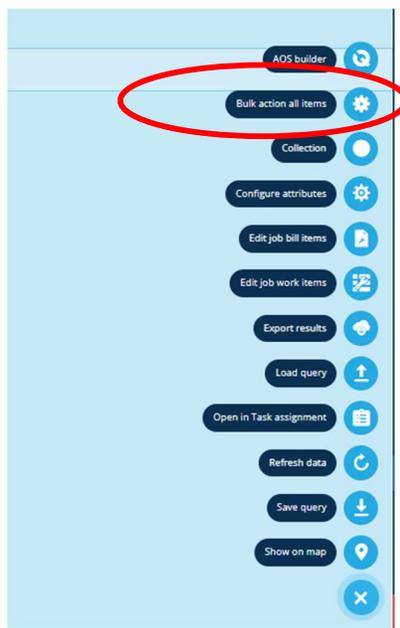
To view the jobs, click Open Data Explorer

Step 3 – Understanding Data Explorer

Here we have a list view of the jobs that need to be reallocated



Here we have the hamburger button. When you click this, you can see the following options.



The only one you will need will be 'Bulk Action All Items'

Step 4 – Reallocating the Jobs



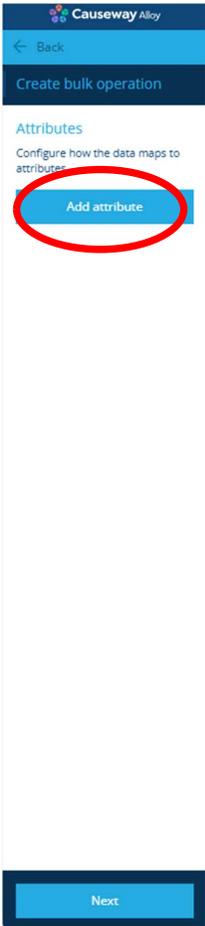
When you select the bulk action button, the following window pops up. You need to select the Edit button.

That will send you to the next window.



Here you click 2. Enter Item Details and Submit

Next we will need to add the attributes.



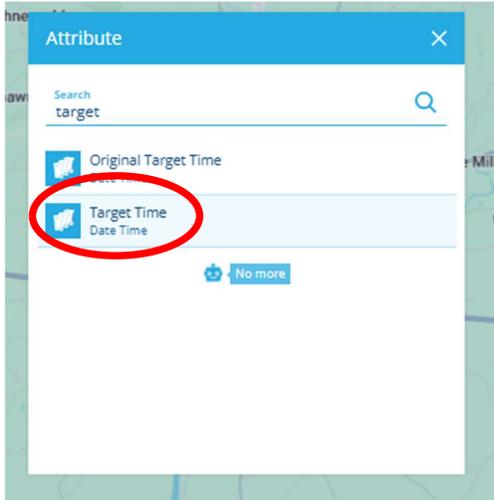
Attributes are the fields within the job that we want to change.

In the case for delivery jobs, this will be

- Target time – the delivery day
- Team – delivery crew
- Reassign Project – the delivery project specifically for that crew and day

So firstly, lets reassign the target time...

Select the Add Attribute and the following window will pop up.



Type in the search bar 'Target'

And select 'Target Time'

Create bulk operation

Target Time

Configure value for attribute

Unset

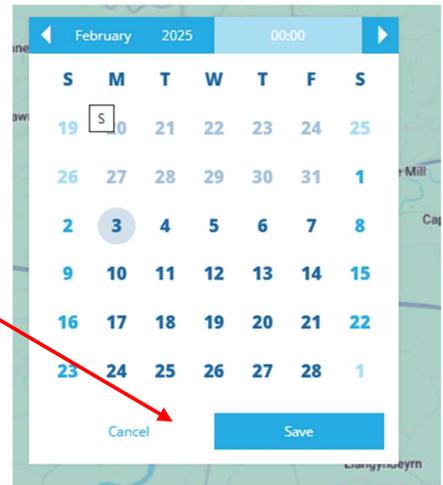


Click 'Target Time'

Target Time

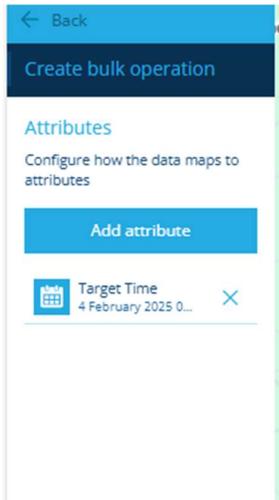


Then pick the date you want to change to and click save



Then click the save button

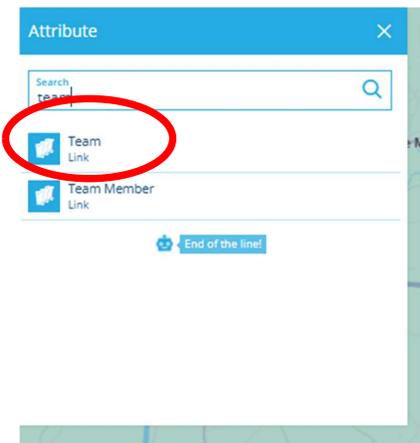




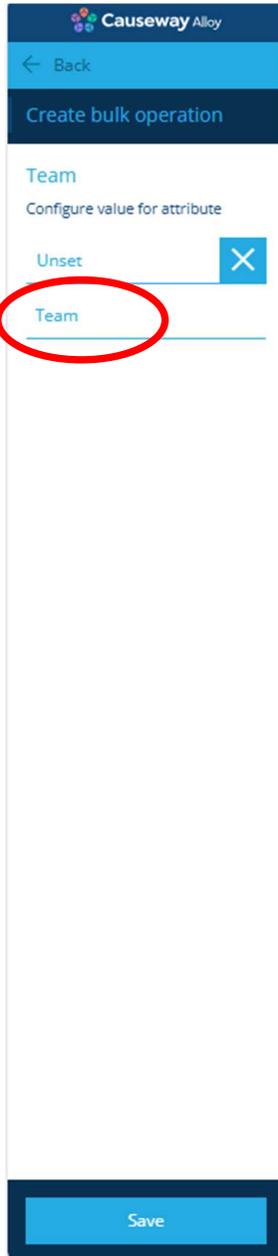
It will then take you back to the 'Add Attribute' page.

Next we want to change the team.

So, click Add Attribute and search 'Team'



And select the Team Attribute.



Click on the Team button and search for 'Deliver' and select the team you wish to change to.

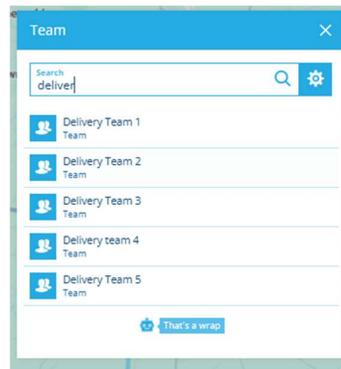
Team 1 – Trostre

Team 2- Glanamman

Team 3 – Cillefwr

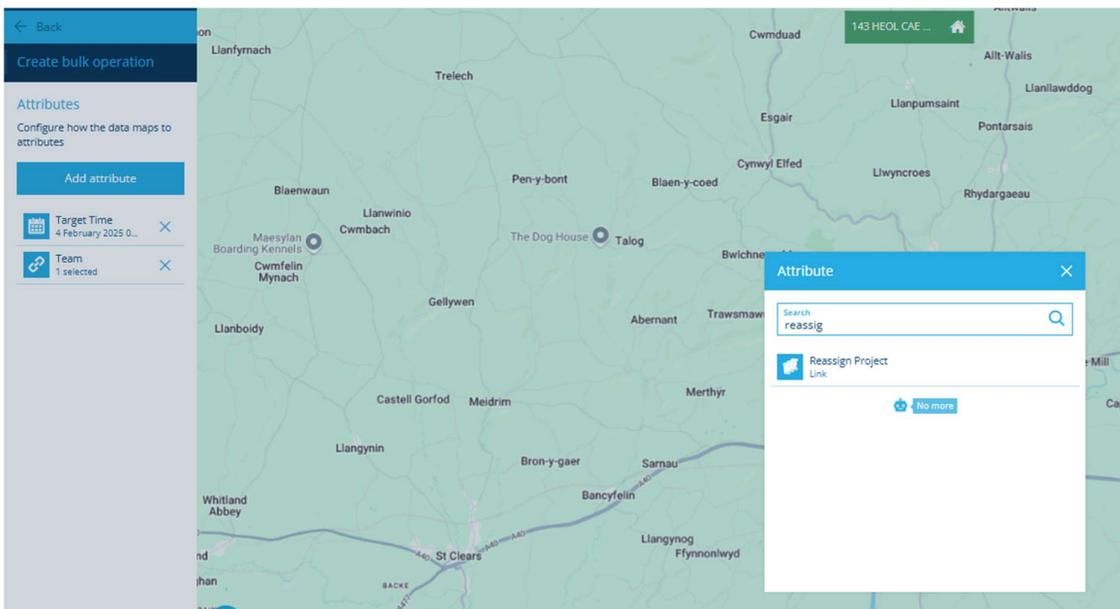
Team 4 – Catchback from Cross Hands

Team 5 – Not yet set up, do not select this one.



Next, we will reassign the project. This put the job in the right collection project ready for the crew.

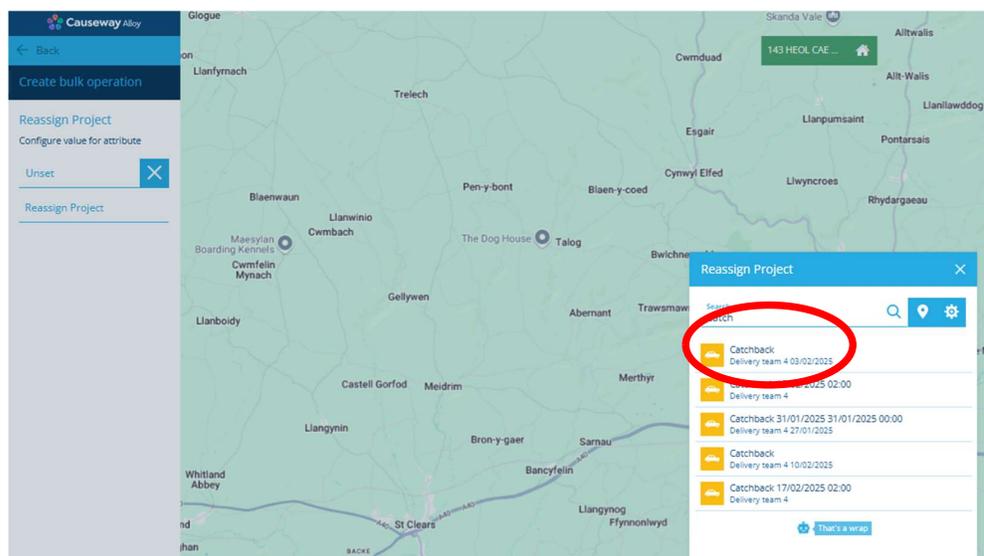
Click 'Add Attribute' and Search 'Reassign Project' the select the attribute.



Click on the Reassign Project field and search for the project. When searching for the correct project, make sure you are selecting the correct date and the correct team.

NOTE: Catchback rounds are triggered weekly, select the date for that covers the week. Normal projects are triggered daily, make sure you select the date and team that match the earlier choices on the attributes.

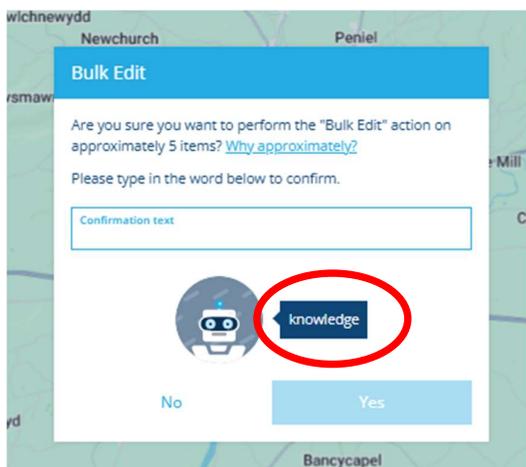
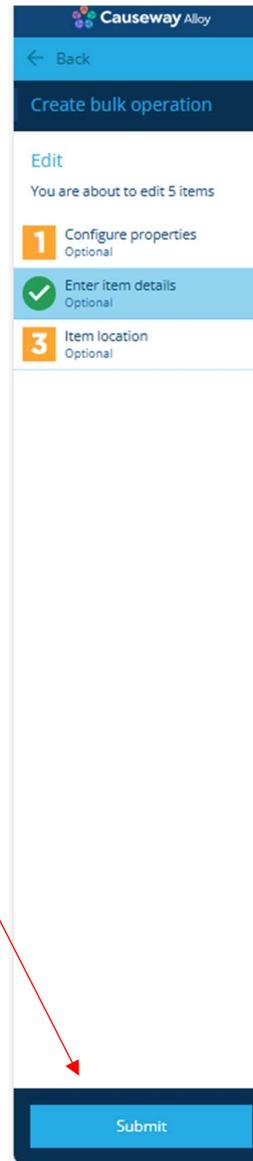
Earlier we picked team 4 and changed the date to February 4th so we need to select the project that matches, which is the first option.





Once we have all 3 attributes ready to change, we can click Next

That will bring up to the next window where we click Submit



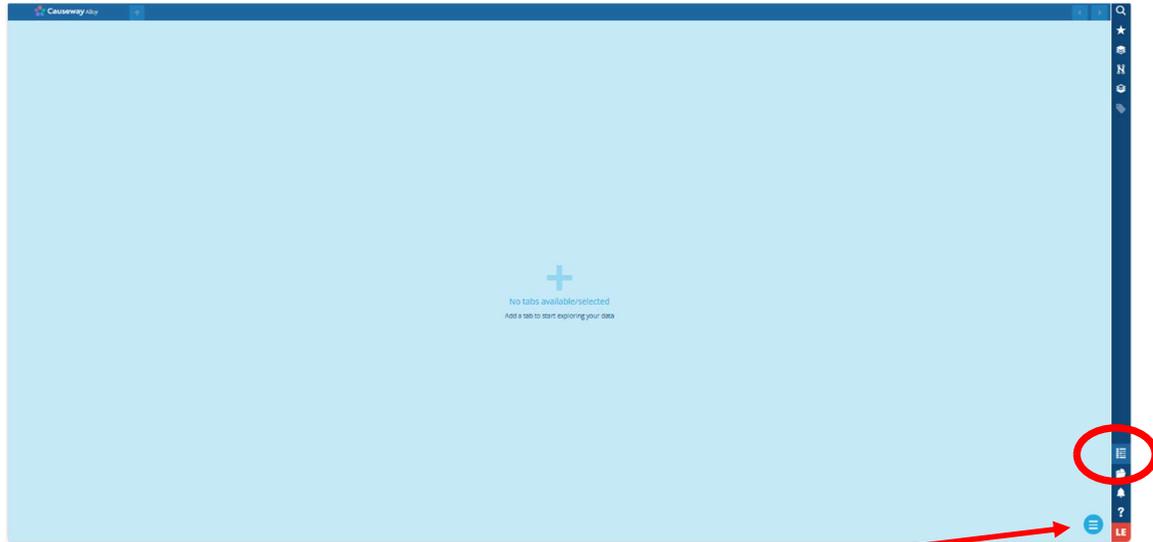
That will bring up the following pane that confirms everything we have done and asks us if we are sure we want to proceed.

Type the word into the Text field and click Yes

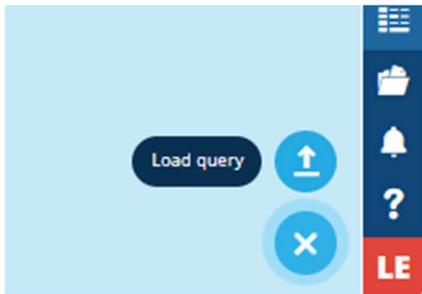
And those jobs have now been reallocated!

Searching for Queries

Queries are a way of searching for data in Alloy. We have saved queries for deliveries to make it easier to reallocate.

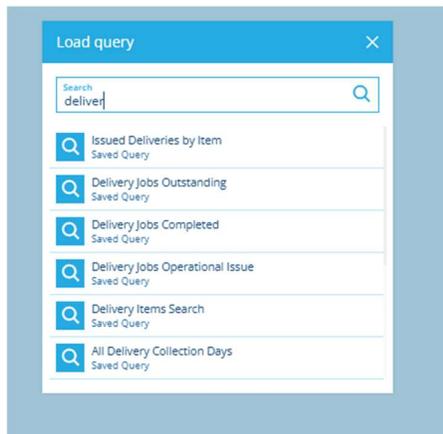


To view queries, click on the data explorer tab (circled) and then the hamburger menu.



The click Load Query

The window below will then pop up...



Here you can search for the queries, search Deliver and all the saved queries relating to the deliveries will pop up.

Aqs parameters

Delivery Team

Delivery Date From

Delivery Date To

Save

To view the jobs related to a specific team on a specific day. Use the Query Delivery Jobs Search.

You will then see this box pop up to narrow down your search by day and team.

Delivery Team

Delivery Team 0 selected

Search deli

Delivery Team 1 Team

Delivery Team 2 Team

Delivery Team 3 Team

Delivery team 4 Team

Delivery Team 5 Team

The journey ends here

Cancel Save

In the first field, search for the delivery team you want and press save.

Delivery Date FROM

Delivery Date From

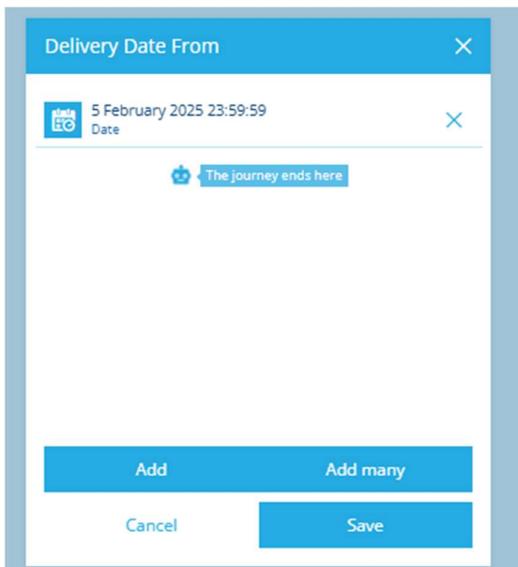
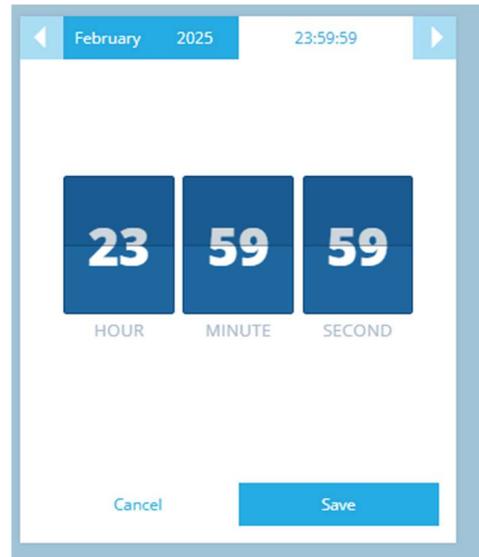
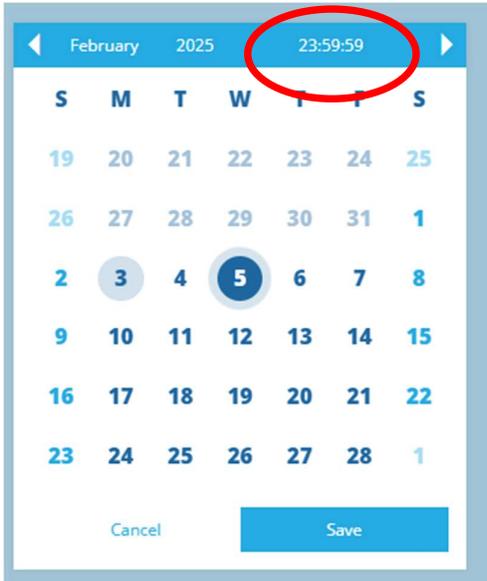
No results found

Add Add many

Cancel Save

Step 1 – Click ADD

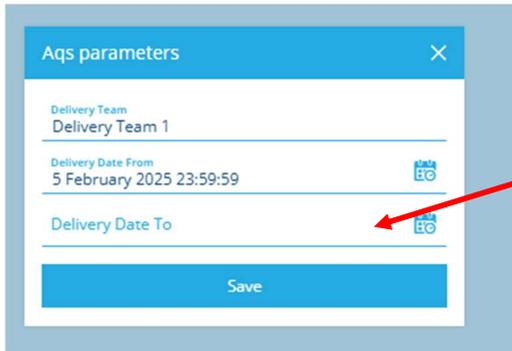
Step 2 – Select the date to the day BEFORE the date you want to view. For example, I was to look at the delivery jobs for February 6th so I select the 5th. I now must change the time (circled) by clicking on the time and entering 23:59:59 in the time and clicking SAVE.



The Delivery Date From should now look like this.

Click Save

Delivery Date To



Aqs parameters

Delivery Team
Delivery Team 1

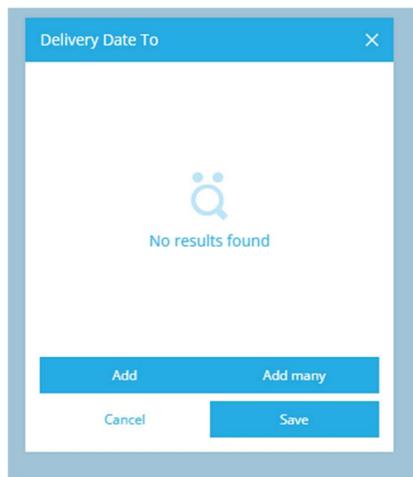
Delivery Date From
5 February 2025 23:59:59

Delivery Date To

Save

Next I want to add the Delivery Date To.

Click on the field



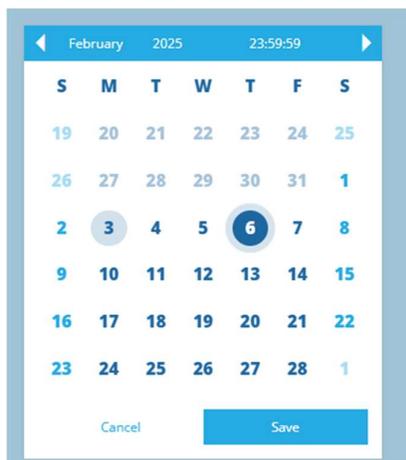
Delivery Date To

No results found

Add Add many

Cancel Save

Click the Add to add the date.



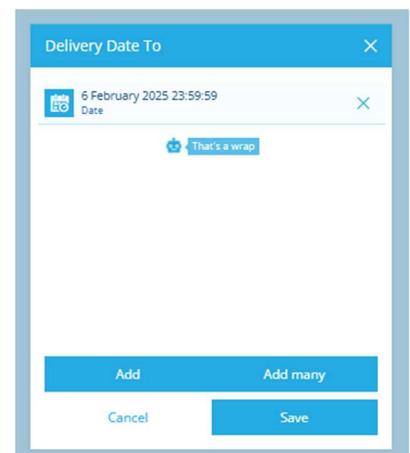
February 2025 23:59:59

S	M	T	W	T	F	S
19	20	21	22	23	24	25
26	27	28	29	30	31	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	1

Cancel Save

For this example, I want all the jobs for February 6th so I select that date and change the time again to 23:59:59 and click SAVE.

The Delivery Date To should now look like this, Click SAVE



Delivery Date To

6 February 2025 23:59:59
Date

That's a wrap

Add Add many

Cancel Save

Aqs parameters
✕

Delivery Team
Delivery Team 1

Delivery Date From
5 February 2025 23:59:59

Delivery Date To
6 February 2025 23:59:59

Save

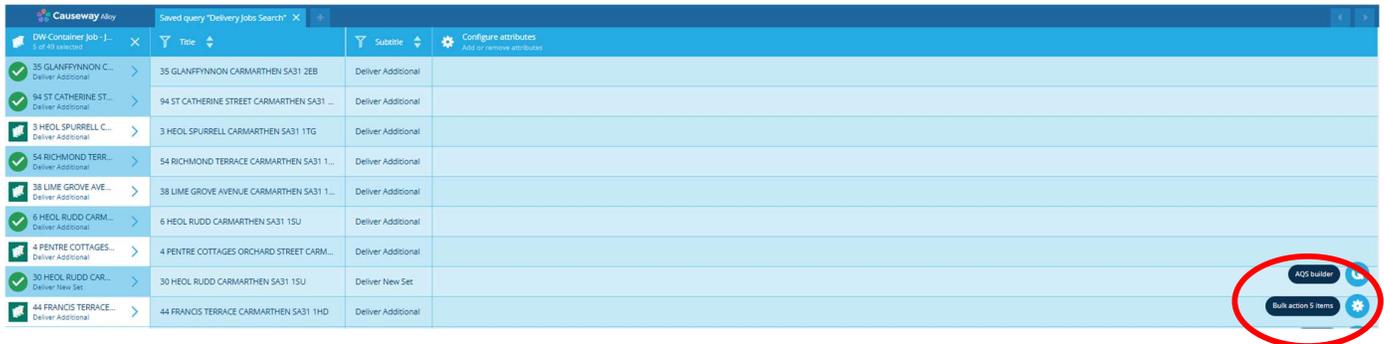
Our parameters for viewing the jobs for Team 1 on February 6th should now look like this. Click Save.

Causeway Alloy		Saved query "Delivery Jobs Search" ✕	
DW-Container Job - Jobs 49 results		Title	Subtitle
 35 GLANFFYNNON C...	35 GLANFFYNNON CARMARTHEN SA31 2EB	Deliver Additional	
 94 ST CATHERINE ST...	94 ST CATHERINE STREET CARMARTHEN SA31 ...	Deliver Additional	
 3 HEOL SPURRELL C...	3 HEOL SPURRELL CARMARTHEN SA31 1TG	Deliver Additional	
 54 RICHMOND TERR...	54 RICHMOND TERRACE CARMARTHEN SA31 1...	Deliver Additional	
 38 LIME GROVE AVE...	38 LIME GROVE AVENUE CARMARTHEN SA31 1...	Deliver Additional	
 6 HEOL RUDD CARM...	6 HEOL RUDD CARMARTHEN SA31 15U	Deliver Additional	
 4 PENTRE COTTAGES...	4 PENTRE COTTAGES ORCHARD STREET CARM...	Deliver Additional	
 30 HEOL RUDD CAR...	30 HEOL RUDD CARMARTHEN SA31 15U	Deliver New Set	
 44 FRANCIS TERRACE...	44 FRANCIS TERRACE CARMARTHEN SA31 1HD	Deliver Additional	
 6 THE ESPLANADE C...	6 THE ESPLANADE CARMARTHEN SA31 1NG	Deliver Additional	
 GWYLFA LLANGUNN...	GWYLFA LLANGUNNOR ROAD CARMARTHEN S...	Deliver New Set	
 9 RICHMOND COTTA...	9 RICHMOND COTTAGES RICHMOND TERRACE...	Deliver Additional	
 Y BWITHYN CASTELL ...	Y BWITHYN CASTELL PIGYN ROAD CARMARTHE...	Deliver Additional	
 FLAT 3 Y GARREG FIL...	FLAT 3 Y GARREG FILLTIR PRIORY CLOSE CARM...	Deliver Additional	
 13 FURNACE ROAD C...	13 FURNACE ROAD CARMARTHEN SA31 1EU	Deliver Additional	

All the results should populate. There at 49 jobs that fit those parameters, you can see this in the circle.

Reallocating Jobs

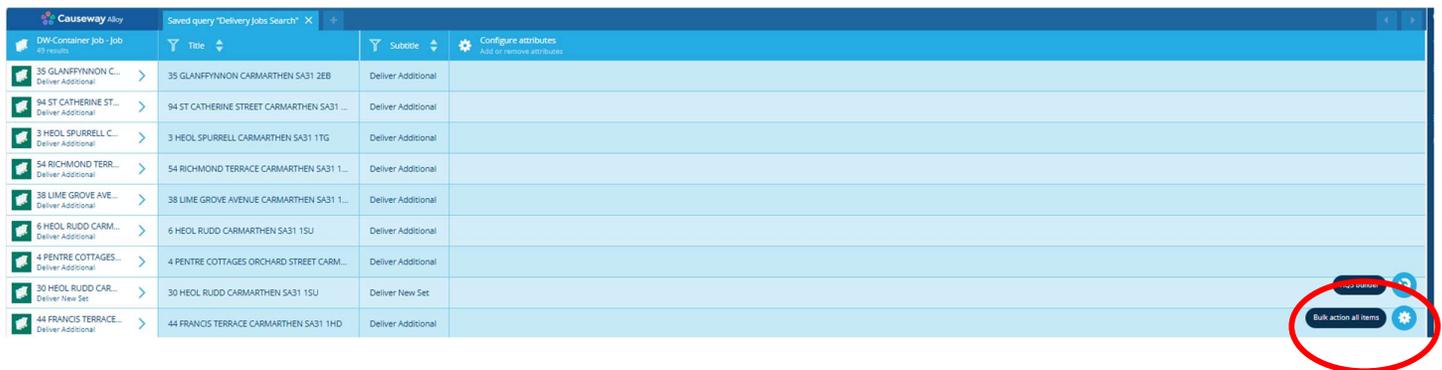
To reallocate **certain** jobs, click on the bin icon of the jobs you want to change so they now have a green tick. The click Hamburger button and then the Bulk Action button (circled) and because we have only selected 5 jobs, it says 'Bulk Action 5 Items.' Now follow the earlier steps for reallocation.



DW Container Job - Job	Title	Subsite	Configure attributes
35 GLANFFYNNON C... Deliver Additional	35 GLANFFYNNON CARMARTHEN SA31 2EB	Deliver Additional	
94 ST CATHERINE ST... Deliver Additional	94 ST CATHERINE STREET CARMARTHEN SA31 ...	Deliver Additional	
3 HEOL SPURRELL C... Deliver Additional	3 HEOL SPURRELL CARMARTHEN SA31 1TG	Deliver Additional	
54 RICHMOND TERR... Deliver Additional	54 RICHMOND TERRACE CARMARTHEN SA31 1...	Deliver Additional	
38 LIME GROVE AVE... Deliver Additional	38 LIME GROVE AVENUE CARMARTHEN SA31 1...	Deliver Additional	
6 HEOL RUDD CARM... Deliver Additional	6 HEOL RUDD CARMARTHEN SA31 1SU	Deliver Additional	
4 PENTRE COTTAGES... Deliver Additional	4 PENTRE COTTAGES ORCHARD STREET CARM...	Deliver Additional	
30 HEOL RUDD CAR... Deliver New Set	30 HEOL RUDD CARMARTHEN SA31 1SU	Deliver New Set	
44 FRANCIS TERRACE... Deliver Additional	44 FRANCIS TERRACE CARMARTHEN SA31 1HD	Deliver Additional	

To reallocate **all jobs**, you do not need to select them individually. Simply click Hamburger button and then the Bulk Action button, you can see it says here 'Bulk Action All Items'

Then follow the earlier steps to reallocate.



DW Container Job - Job	Title	Subsite	Configure attributes
35 GLANFFYNNON C... Deliver Additional	35 GLANFFYNNON CARMARTHEN SA31 2EB	Deliver Additional	
94 ST CATHERINE ST... Deliver Additional	94 ST CATHERINE STREET CARMARTHEN SA31 ...	Deliver Additional	
3 HEOL SPURRELL C... Deliver Additional	3 HEOL SPURRELL CARMARTHEN SA31 1TG	Deliver Additional	
54 RICHMOND TERR... Deliver Additional	54 RICHMOND TERRACE CARMARTHEN SA31 1...	Deliver Additional	
38 LIME GROVE AVE... Deliver Additional	38 LIME GROVE AVENUE CARMARTHEN SA31 1...	Deliver Additional	
6 HEOL RUDD CARM... Deliver Additional	6 HEOL RUDD CARMARTHEN SA31 1SU	Deliver Additional	
4 PENTRE COTTAGES... Deliver Additional	4 PENTRE COTTAGES ORCHARD STREET CARM...	Deliver Additional	
30 HEOL RUDD CAR... Deliver New Set	30 HEOL RUDD CARMARTHEN SA31 1SU	Deliver New Set	
44 FRANCIS TERRACE... Deliver Additional	44 FRANCIS TERRACE CARMARTHEN SA31 1HD	Deliver Additional	