



Trips

The details of [trips](#) can be accessed from the **Trips** menu under the **Workforce** tab. Trip details can be added for service appointments.



Available in Editions: **All Editions**

Create Trips

- ① - **Permission Required:** [Trips](#)
- Find out the Edition-specific limits for [Trips](#).

To create trips:

1. Select **Trips** from the **Workforce** menu and click **Create**.
2. Perform the following actions, then click **Create**:
 - a. Select an **Appointment** for which you want to create a trip.
 - b. Select the **Service Resource** for whom you want to add the trip details.
All the service resources assigned to the appointment will be listed here.
 - c. A **Start Time** for the trip
 - d. An **End Time** for the trip
The duration of the trip will be displayed at the bottom of this field.
 - e. The **Distance Travelled** during this trip.
The unit used here will be the one that is set in the [Organization Profile](#) page.
 - f. A **Description** for the trip.

Create Trip ✕

Trip Information

Appointment ✕ ⊞

Service Resource ✕ ⊞

Start Time

End Time
ⓘ 1 Hr 9 min

Distance Travelled Miles

Description

Edit Trips

To edit a trip:

1. Select **Trips** from the **Workforce** menu.
2. Click on the trip you want to edit and click **Edit**.
3. Make the necessary changes and click **Save**.

You can also delete the trip.

Trips [Close]

Trip43
Edward Cormoran Dec 16, 2022, 01:24 PM - 01:28 PM

Overview | Timeline | Map view

Trip Information

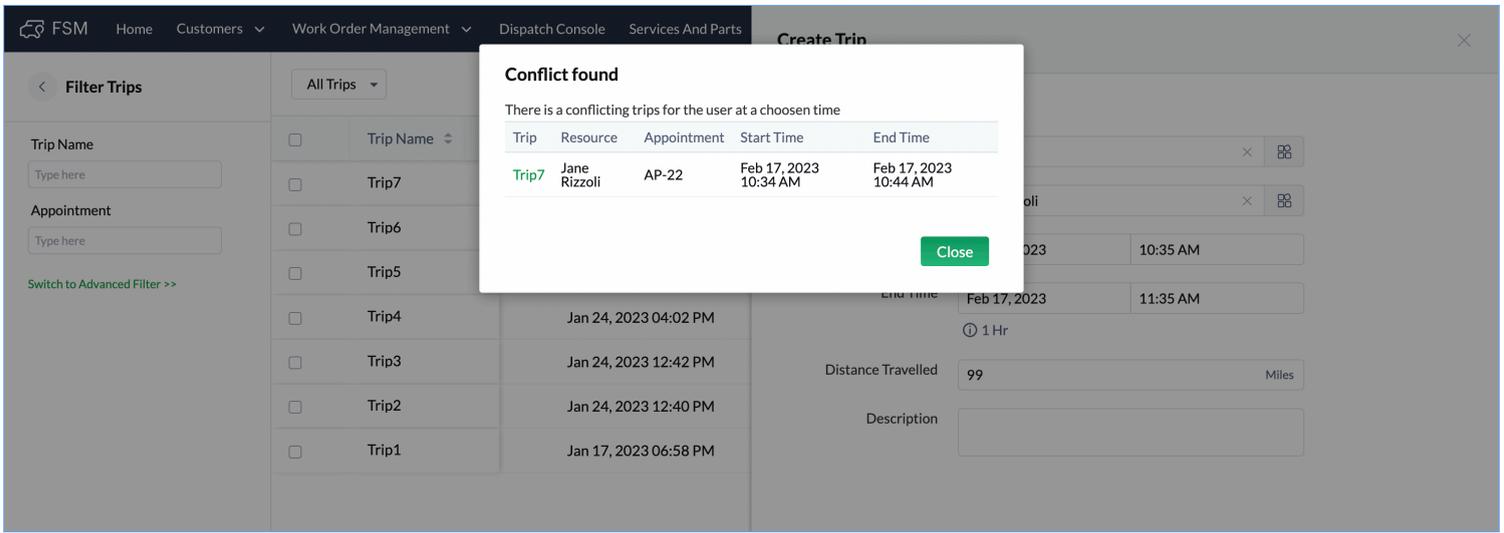
Trip Name	Trip43
Description	--
Appointment	AP-4
Service Resource	Edward Cormoran
Start Location	--
Start Time	Dec 16, 2022 01:24 PM
End Location	--
End Time	Dec 16, 2022 01:28 PM
Duration	3 min
Distance Travelled	0.00 Miles

Other Information

Trip Owner	Edward Cormoran edward.cormoran@zylker.com
Created By	Edward Cormoran edward.cormoran@zylker.com
Modified By	Edward Cormoran edward.cormoran@zylker.com

Note: If you edit a trip that was added from the mobile app, then the location data (Map view) in it will be lost.

While creating, or editing a trip of a service appointment that is assigned to a particular service resource, if its hours is in conflict with existing trips of the same service appointment assigned to the same service resource, an error message will be displayed, as shown in the below screenshot. Click on the trips mentioned in the message and resolve the conflicts.



View Trips

The following details about a trip will be displayed under the following sections:

Overview

The overview displays all the details about the trip.

Trips
×

Trip45

Travelled to customer location

Edward Cormoran
 Dec 08, 2022, 02:05 PM - 03:14 PM

Edit ▾

Overview
Timeline
Map view

Trip Information

Trip Name	Trip45
Description	Travelled to customer location
Appointment	AP-4
Service Resource	Edward Cormoran
Start Location	--
Start Time	Dec 08, 2022 02:05 PM
End Location	--
End Time	Dec 08, 2022 03:14 PM
Duration	1 Hr 9 min
Distance Travelled	3.30 Miles

Other Information

Trip Owner	Edward Cormoran edward.cormoran@zylker.com
Created By	Edward Cormoran edward.cormoran@zylker.com
Modified By	Edward Cormoran edward.cormoran@zylker.com

Timeline

The updates to the trip will be shown in the timeline.

Trips

Trip45
Travelled to customer location
Edward Cormoran Dec 08, 2022, 01:48 AM - 03:14 PM Edit

Overview **Timeline** Map view

All the actions and events related to this Trip are recorded in a chronological order. All Time

Today - Dec 20, 2022

- Trip details updated**
06:13 PM . Edward Cormoran
Start Time updated from Dec 08, 2022 02:05 PM to Dec 08, 2022 01:48 AM
- Trip details updated**
06:11 PM . Edward Cormoran
Distance Travelled updated from 5310.8351999999995 to 5632.704
- Trip created**
06:08 PM . Edward Cormoran

Map View

For a trip created from the mobile app, the route of the trip can be seen in the map view. For a trip created from the web app, the map view will not have any data.

Trips



Trip43

Edward Cormoran Dec 16, 2022, 01:24 PM - 01:28 PM

Edit

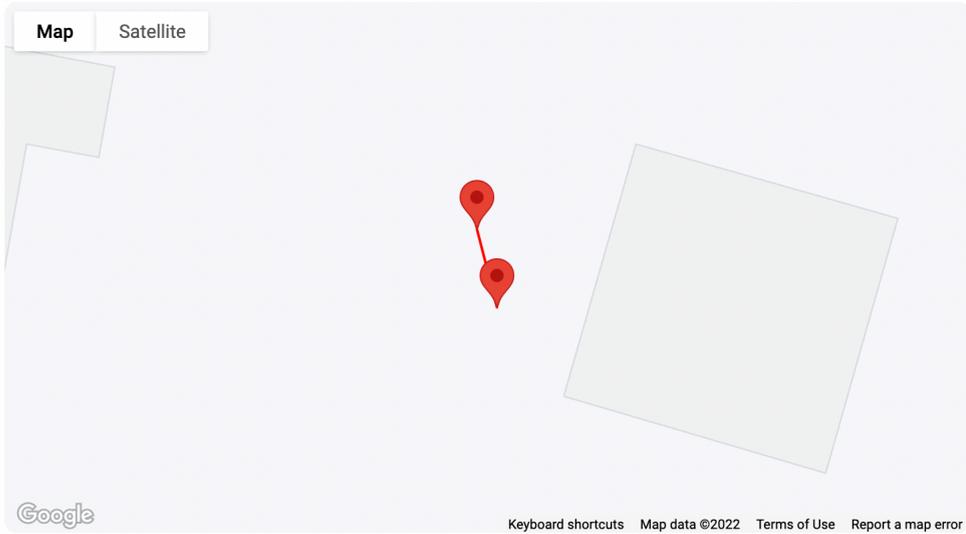
Overview

Timeline

Map view

Map

Satellite



Google

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