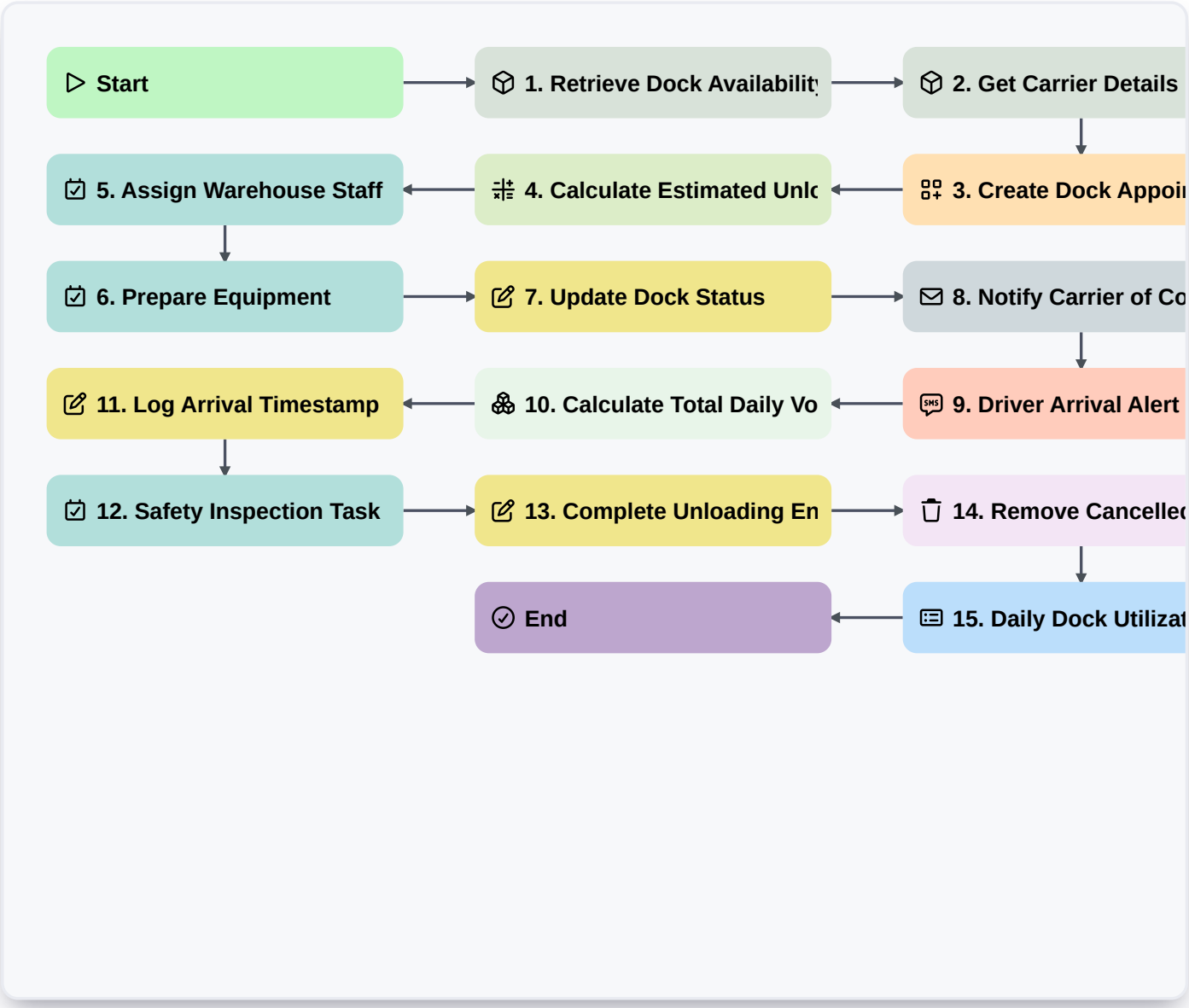
ChecklistGuro

Smart Dock Scheduling Process



Start
Start of the Workflow/Process.

1. Retrieve Dock Availability
Fetch all available dock slots from the Dock Schedule data model for the selected date.

2. Get Carrier Details
Retrieve contact information and carrier rating for the assigned transport company.

3. Create Dock Appointment
Generate a new entry in the Dock Schedule data model containing the arrival time, dock number, and cargo details.

4. Calculate Estimated Unloading Time
Calculate duration based on cargo volume and dock type (e.g., Volume / Processing Rate).

5. Assign Warehouse Staff
Create a task for the Warehouse Supervisor to assign a loading bay team to the scheduled arrival.

6. Prepare Equipment
Create a task for the Yard Operator to ensure forklifts and pallets are ready at the assigned dock.

7. Update Dock Status
Change the status of the dock slot from 'Reserved' to 'Occupied' once the truck arrives.

8. Notify Carrier of Confirmation
Send an automated email to the carrier with the confirmed dock number and arrival window.

9. Driver Arrival Alert
Send an SMS to the truck driver when their dock is ready for check-in.

10. Calculate Total Daily Volume
Sum the total weight/units of all scheduled appointments for the current day to manage capacity.

11. Log Arrival Timestamp
Update the Dock Appointment entry with the actual arrival time when the gate guard checks the truck in.

12. Safety Inspection Task
Create a task for the dock worker to perform a quick safety check of the trailer before unloading begins.

13. Complete Unloading Entry
Update the appointment record to 'Completed' and record the departure time.

14. Remove Cancelled Slot
Remove the appointment entry from the active schedule if the carrier cancels the shipment.

15. Daily Dock Utilization Report
Generate a report summarizing dock occupancy, average turnaround time, and any delays experienced.

End
End of the Workflow/Process.