

## Journal Definitions for Work Order

Trip End Type	Definitions
Warehouse - Main	<b>Primary location on file in which your parts and product are received.</b> For remote employees, this may include UPS or FedEx locations if you do not report directly to a warehouse. Examples would include: returning to the warehouse for parts, RMAs or receiving shipments
Warehouse - Secondary	Any alternate location that is used to ship and receive parts or product that is not your designated warehouse location. Examples include alternate warehouses within your service market or alternate shipping facilities such as USPS, UPS or FedEx. This can also be used when delivering parts or product to another FSR <b>-unless it is procurement related</b> ).
Break - Company (Paid)	Any mandated paid company break
Break - Personal (Unpaid)	Any break during the course of a normal business day used to conduct personal business that is not part of a required lunch or company paid break. ADP punches are required
Lunch	Required unpaid meal or rest period. ADP punches are required
Merch - Planned	<b>Routed</b> merchandising activities that are routed as designated stops in the route books. Each stop must be recorded individually and the kiosk ID recorded.
Merch - Unplanned	All <b>unplanned</b> merchandising activity which has not been routed by Route Ops and is not included in the route books. Each stop must be recorded individually and the kiosk ID recorded. Examples include: last minute emergencies requiring route coverage or routes that were not reported to the Route Op team as needed in a timely fashion to be included in the route books.
WA Procurement Or WA Procurement	This option is chosen when visiting retail locations to procure discs not provided through PTK or third party shipments. This also includes WA processing activities regardless of location. For example - processing your discs at the warehouse or at home would still be labeled as procurement. Another example would include delivering procured discs to another FSR for distribution. Procurement stops do not need to be logged individually. Time can be in aggregate unless an additional activity is performed in the middle of a procurement activity. Examples include activities such as required dispatches, breaks and lunches taken before procurement activities are completed.
Meeting	Mandatory gathering to exchange information. Examples include: team calls, one on one sessions, Teams sessions
Fleet Maintenance	Activities performed to maintain a company vehicle. Examples include: scheduled maintenance, repairs, car washes
Admin	This option is chosen when performing administrative activities. Examples would include checking email, entering time into ADP, meetings, checking the Work Order System and completing required Employee Central assignments. Please note that some Admin activities will pre-populate. Examples include while you are performing tasks at the warehouse (with the exception of procurement related activities), or immediately after a work order closes.
Home	This option is used for returning to your system indicated physical address. Please use the EOD option if once you have arrived if officially end your day.

Other Location	This option is chosen when ending your day at any other place than your physical address, but prior to officially ending your day. Please use the End of Day option to officially end your day. Another example would include going to a retail location to buy supplies.
Other	This is a beginning day option used to indicate that you are beginning your day at a location other than your system indicated address.
Public Transport to Service Other Area	This option is used when using a form of public transportation to a destination. Examples include: flights, Uber, taxi service