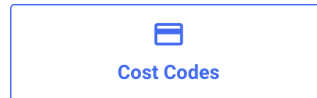
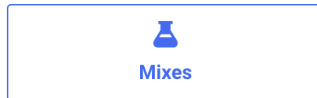
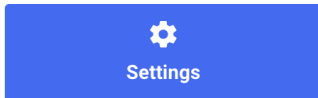


Overview

SOP's system settings can be used to configure SOP to meet your company's workflow and policies. Administrators can access the system settings from the drop-down menu in the top right corner.



Settings [Back to Dashboard](#)

Setting Name	Value	
Default Start Adjustment Time	<input type="text" value="5 minutes"/>	UPDATE
Default Delivery Adjustment Time	<input type="text" value="15 minutes"/>	UPDATE
Default Return Adjustment Time	<input type="text" value="15 minutes"/>	UPDATE
Customer Time Zone	<input type="text" value="Eastern Time"/>	UPDATE
Truck Sign Out Time (Return Route Percent)	<input type="text" value="Disabled"/>	UPDATE
Truck Sign Out Time (Specified Minutes)	<input type="text" value="Disabled"/>	UPDATE
Truck Sign Out Time Maximum	<input type="text" value="Disabled"/>	UPDATE
Scheduled Start Alert Threshold	<input type="text" value="15 minutes"/>	UPDATE

Default Start Adjustment Time

This setting configures the number of minutes to start a truck's work shift before their first load. For example, if a truck is first loaded at 8:00 AM for a job shift and the default start adjustment time is set to 15 minutes, that truck's sign in time will automatically default to 7:45 AM.

Default start adjustment can be changed for individual jobs, overriding the default start adjustment for that shift. Individual truck sign in times can also be adjusted from the truck time report or plant manager's dashboard.

If set to 0, no time will be added to the sign in time.

Default Delivery/Return Adjustment Times

SOP uses dynamic traffic routing to determine the travel time between truck loading and unloading locations. The default delivery and return adjustments add a set number of minutes to the travel time to allow for expected delays at each location.

For example, if a truck is loaded at 8:00 AM, the travel time is 45 minutes, and the default start adjustment is set to 15 minutes, the truck's ETA to the unload location will be 9:00 AM. Travel progress bars will show elapsed time based on 60 minutes.

The default delivery and return adjustments can be changed for individual jobs, overriding the default configuration for all loads added to that job.

If set to 0, no time will be added to the routing.

Truck Sign Out Time Settings

SOP allows you to set a default truck sign out time, based on the job shift's return travel time. The settings include a percentage of the return time, a fixed number of minutes, and a maximum time. These settings can be used in combination to customize how many minutes to add to a truck time card after it is unloaded for the last time.

For instance, you may want to pay a driver 50% of the return time, plus 15 minutes for clean out. You may also want to limit the time to 1 hour total in the case of longer trips.

Scheduled Start Alert Threshold

Use this setting to highlight truck start times on the time report when they exceed a certain number of minutes. For instance, if a truck isn't loaded for 40 minutes after their scheduled start time, and this setting is set to 30 minutes, the 40 minute start time will be highlighted red.

Mixes

New Mix Design names are automatically created in SOP from the scale system. Use the Mixes button at the top of the System Settings area to manage your mix designs. You can add new mix designs or edit an existing mix design name.

Note: Editing an existing mix design will change any job shifts with this mix design.

Cost Codes

News Cost codes are automatically created in SOP from the scale system. Use the Cost Codes button at the top to manage your Cost Codes or Phases in SOP. You can add new Cost Codes for scheduling or edit an existing Cost Code.

Note: Editing an existing cost code will change any job shifts or loads with this cost code.

Business Units

SOP allows contractors to set up Business Units to group jobs for user views and reporting. Once set up, users can filter jobs on the dashboard by Business Unit. They can also set their Default Business Unit in their profile to automatically filter their job list.

Business Units are automatically assigned to new jobs when they are received from the scale system. SOP uses the first character of the job number to determine the correct Business Unit. If your organization uses a different method to assign jobs, please reach out to SOP at support@soppaving.com. Jobs can also be edited to manually assign a business unite.