

Itinerary evidence

Another Check-In · P01

Before the demonstration

Bertland Hope

- Your assigned responsibility
- The correct training record
- Evidence of the result

Today's outcome

Learner preserves evidence lineage and routes imported plans through normal approval.

Import preview

Bertrand Hope

- For import, download the itinerary template, upload a fictional CSV and inspect row errors and planned locations

In this step

Start with the supported itinerary template and a fictional file. Inspect each row and proposed location in preview. A file that uploads successfully may still contain errors that prevent a valid plan.

Validated draft import

Bertrand Hope

- Repair supported coordinate/radius issues in preview or correct the CSV
- confirm only validated rows and inspect imported draft periods

In this step

Repair the supported coordinate or radius issue in preview, or correct the original file. Confirm only validated rows. Imported periods remain drafts and still need the normal review process before approval.

Location promotion

Bertrand Hope

- Review private location proposals with duplicate candidates and choose a permitted promotion/link/rejection decision

In this step

Compare a private proposal with possible duplicates before choosing an authorized decision. Promotion, linking and rejection have different effects. Keep a clear reason so the shared location list remains understandable.

Master and snapshot

Bertland Hope

- For disputed evidence open Itinerary Evidence and distinguish future master change from entry-snapshot correction

In this step

A master-location correction affects future use, while an entry snapshot preserves the historical plan. Identify which evidence needs correction before acting. Moving a master pin does not automatically rewrite earlier entry snapshots.

Correction history

Bertland Hope

- Enter correction reason, re-evaluate or record authorized override and inspect history/report without rewriting original GPS

In this step

Document the reason, apply only the correction or override you are authorized to make, and inspect the new evaluation and history. Preserve the original GPS observation so that later reviewers can trace the decision.

Common problems

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- Assuming imported equals approved
- changing master and expecting old snapshots to change
- substituting corrected GPS for original observation

A useful support report

The task and record

The expected result

The actual message

The authorized next step

Guided practice

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- Import one validated training plan as draft; on a separate disputed record explain and apply a documented entry correction or override, then trace history

Evidence to show

The correct training case

The result or permitted decision

Your explanation of the next step

Practice debrief

Bertrand Hope

- Correct context and permitted action
- A result you can trace
- A clear next step if blocked

Expected result

Learner preserves evidence lineage and routes imported plans through normal approval.