

ADD TRUCK

Trucks in Dispatch can have multiple meanings. You can have your company trucks that you own and your company drivers drive for you and/or you can have Owner Operators that we consider trucks for dispatching and settlements purposes. Let's go over how to add a truck. From the Operations drop-down menu select Trucks and open the Trucks file maintenance browser. The Columns in the browser are user definable. Columns can be added or removed as your team needs. In fact, Users or Group can have their own browser screens set up so that the information most important to them is viewed at a glance. The names of the columns are also customizable. If parts of your organization should only be able to VIEW and not make changes, we can set up that security for you. I know right now it looks like a lot of buttons and seems a little overwhelming but we will go over only what we need right now. Start by clicking the add button.

With trucks you can have a numerical and/or alphabetical unique ID up to 9 digits. It is your choice but Choose Wisely because an ID cannot be changed. Choose a unique ID, up to 9 digits, for your Truck and click OK.

There are several pages of information available for a truck but don't let it overwhelm you. The first two pages are for you to add information and the third page keeps track of the revenue of the truck. You can also add a user-defined page with up to 28 fields if desired. It might look like a lot of fields but you can choose which fields your particular method of dispatch needs. Some of these fields can also be renamed. The only fields that are forced are Description and license state. Depending on your security settings other fields might be required. Of course the more information you fill in the more information you will have at your fingertips when you need it!

Most of these fields are self-explanatory. One field of note is the FLEET field. It defaults to 99 but can be any number 99 or below. Please see our Fleet training video for more information.

Any field that has a slight yellow color also has a pop-up Box available to help you choose from. In this example we are looking at the AP Vendor # field pop up box. This makes it easy to choose from an already existing list. Note that you can also ADD or EDIT items on the fly. A Vendor would be added if this is an Owner Operator in order to send his settlement to your Accounts Payable.

The pay formula button allows you to copy the pay formula from an existing truck. You can choose to pay by percentage, by mile, or we can help you write a custom pay calculation.

Once you have your initial information how you want it click the save or OK button. Of course you can come back and edit anything you need to except for The Unique Truck ID.