

DISPATCH AND DELIVER A LOAD

The next step after you create a load is to dispatch it to a company driver or owner operator. We will cover brokering a load to a carrier in a separate video. You want the load browser open and either the truck or driver browser also open, whichever is your preference. All you need to do is select the load and select the driver or truck and click the LOAD button.

The dispatching screen will pop up, prefilled with most of the information from the load. Notice a manifest number has already been assigned according to your setup, allowing you to enter the prefix also according to your setup. You will fill in whatever other information that is necessary. Remember the pale yellow fields mean that there is a pop up available to choose valid information from. If you are interfaced with a mileager you can make use of that here, or just simply fill in the miles. Click OK to save and the program will update all the necessary files. Notice the highlighted load and driver statuses have both been changed to P for Picked up.

You can keep track of various actions and notes along the route if needed by using the call in screen. Open this screen by using the call in button on either the driver or truck browser. The most common task here is to change the status of the load to delivered. To do this, click the CHG STAT button. Choose Delivered from the list of statuses and click OK. The delivery information screen pops up. Fill in what your team feels necessary, noting that you can choose to have the trailer spotted or available and the driver available or unavailable at this time. After you click OK you will get an information box about your equipment, but please note this can be changed on the next load if desired. And that is all for delivery of a load. Note the Load will show the status D for delivered, or might even “disappear” from your load browser depending on which index you are using and whether it includes delivered loads. All you have to do is change your index to include delivered loads if you desire to see that load again. Also, note your driver will either show A for available or U for unavailable depending on how you answered that during the delivery process.