

LTL'ing Loads (Less than Truck Load)

There are times where you may need to put multiple loads on one trailer. You need to be able to bill each individual client, but pay one driver for doing the trip.

It is very easy to LTL loads together.

First, you will create your loads.

Then you will 'mark' the loads that you want to tie together by either hitting the **space bar** to highlight them in dark blue or by clicking the **Mark** button.

After highlighting the loads you want to LTL together, press the **Manifest** button.

This takes you to the manifest screen. Press **F4** to create a new reserved manifest.

In this screen, you will start by entering your **leading manifest character**. For this video, we will use **O** for outbound.

During this process, you have the option of pre-assigning a driver, truck or trailer, but it is not necessary at this time.

After you have created your reserve manifest, highlight it and press **enter** to open it.

Press **F4** to add your loads.

Each load will pop up with two questions, one asking if you want to **add the pickup locations** and two, another question asking if you want to add the **drop location**.

On the pickup location question for each load, if they are all picking up at the same location, typically, you might answer **yes** to the first load, and **no to the remaining** loads, so you only add the pickup location once.

On the drop locations, you will answer **yes on each load**.

Once you have added all of your pickup and drop points, you can put them in order by using the **optimize** button if you are linked with a mileage, or you can do this by highlighting the point you want to move, clicking the **order** button, then highlight where you want to move it and press **enter**.

When you are finished ordering your points, click **X two times** to get out of the manifest screen.

Now you see that your LTL'd loads all share the same manifest. You can select any one of them, and dispatch as normal. It will dispatch all three loads onto the driver or truck that you load.

See our next video on delivering an LTL load. Thank you!

