

ADD SHIPPERS

Shippers in Dispatch can have multiple names and meanings. Shippers can mean Customers, Shippers, consignees, Billees and all of the above.

Let's go over how to add a shipper. From the Operations drop-down menu select Shippers and open the Shipper 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 Groups 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 Shippers you can have a numerical and/or alphabetical unique ID up to 6 digits. It is your choice but Choose Wisely because an ID cannot be changed. Choose a unique ID, up to 6 digits, for your Customer and click OK.

Any field that has a slight yellow color also has a pop-up Box available to help you choose from. This makes it easy to choose from an already existing list. Some of these are user defined and once setup also force that field to be used. Note that you can also ADD or EDIT items on the fly in a pop up box.

In addition to all the fields already in the shipper screen we have a user-defined area where you can add up to 28 fields of your choosing. You can even have a secondary shipper screen, but that is more detail than we are covering today.

Most of the fields are self-explanatory and not all fields have to be used. It is up to your team to decide. In fact, several of the fields can have their label changed to allow you to use it for company information. Please see our downloadable help document on shipper fields.

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