

New Load

Entering a New Load (under Operations->Loads)

F4 or A to Add

Book a Load: 355104

Billee Info
Billee: [Redacted] Billee PO#: [Redacted]
Agent: SUNNY
3PC: P Route: [Redacted]

Trip Info
Trailer: [Redacted]
Driver: [Redacted]
Truck: [Redacted]
Carrier: [Redacted]
Manifest: [Redacted]

Load Info
Billed Status: A
Bill #: [Redacted]
Seal: [Redacted]
ASN: [Redacted]
DISPATCHER: TMS
Trailer Type: [Redacted]
Temp: [Redacted]
ICC: [Redacted] FlatBed
Priority: N I-Modal
Image

Shipper Info

Pick #	Ship Id	Pickup City	State	Weight	Pieces	Pickup Date	Pickup Time
0				0	0		

Consignee Info

Drop #	Cons Id	Consignee City	St	Weight	Pieces	Del. Date	Time
0				0	0		

Commodity Info

Commodity	Pieces	Weight
	0	0

Book Date: 08/13/14
Book Time: 11:20:52

POD Received: N
Log Received: N
LRA Received: N

Rating Info
Miles: 0 Calculate
Rate Type: F
Rate: 0.000 Rate
Minimum Wt: 40000
Actual Wt: 0
Units: 0.00

Charges

Additional	0.00
Pickup	0.00
Dropoff	0.00
Haul	0.00
Total	0.00

Enter the Billing information (who you want to bill for this load)

The Billee box is the only required field. You can press F1 for a customer list. If it is a new customer, you can add them “on the fly” from the F1 list by pressing F4 to add.

Cust #	Company Name	City
11BFTX	eIBY 17	Flint
1307619	1307619^ONTARIO LTD. ...	Maidsto
1STGIL	1ST PRIORITY, INC	Gilbert
1STTAZ	1ST^CHOICE LOGISTICS, I...	Tucson
1STTGA	1ST METAL	Tucker
20TBCA	20TH CENTURY PLASTICS ...	
212MIN	212 BARGIN BARN	Michiga
21SNNE	21ST*CENTURY TRANSFER ...	Norfolk
21SNTX	21ST*CENTURY TRANSPOR...	New Can
247NMO	24/7^EXPRESS LOGISTICS, ...	North K
247SSD	24/7 LOGISTIC*SERVICE ...	Sioux F
2CEJTX	2-C EQUIPMENT	
348DNY	34 & CO	Dekalb
3CDDPA	3 C DRILLING LLC	Doylest
3DEMTN	3 D ENTERPRISES	Murfree
3DMGIN	3D MACHINE	Goodlan
3KMNIN	3K MACHINERY	New Alb
3MCAIL	3M CORPORATION ...	Aurora
3MCBNJ	3M COMPANY	Belle M
3MCLON	3 M CORP	London

If you use agents, you can put the agent ID in the agent box. There is also an F1 pop up to give you a list of agents, if you don't remember his/her id.

The screenshot shows a software window titled "Book a Load: 355104". It is divided into two main sections: "Billee Info" on the left and "Trip Info" on the right. In the "Billee Info" section, there are several input fields: "Billee" with the value "3KMNIN", "Billee PO#" with "PO123345", a text area containing "BK MACHINERY; 4130 PROFIT CT", "NEW ALBANY IN 47150", and "Agent" with "SUNNY" (circled in red). Below these are "3PC/P" and "Route" fields. The "Trip Info" section contains fields for "Trailer", "Driver", "Truck", "Carrier", and "Manifest", all of which are currently empty.

Next you enter your pickup information by clicking the add button. You can enter multiple pickup locations.

The screenshot shows a table titled "Shipper Info" with the following columns: "Pick #", "Ship Id", "Pickup City", "State", "Weight", "Pieces", "Pickup Date", and "Pickup Time". The first row contains the value "0" in the "Pick #" column. Below the table are several control buttons: "Add", "Edit", "Delete", "Up", "Down", and "Manifest". The "Add" button is circled in red.

Pick #	Ship Id	Pickup City	State	Weight	Pieces	Pickup Date	Pickup Time
0				0	0		

The pickup location will default to the same customer id as you used for the billee (this is a switch that can be turned off) but you can type in a different ID or press F1 for a list to choose which shipper you are picking up from. Or, from that same F1 list, you can press F4 to add a new shipper.

Adding New Pickup

Shipper: 3KMNIN PO#:

Pieces: 0.00 Weight: 0 PkUp Chg: 0.00 Pallets: 0 Volume: 0.0000

Date: // Pick Up:

Time: 00:00 Instruct:

Conf #:

Memo:

Directions:

Customer Help

Cust #	Company Name	City	St	Zip	Type	CD	Contact
3KMNIN	3K MACHINERY	New Alb	IN	47150	CUSTOMER	CU	BILL ARN
3MCAIL	3M CORPORATION ...	Aurora	IL			NC	
3MCBNJ	3M COMPANY	Belle M	NJ	08502	CONSIGNE	CO	
3MCLON	3 M CORP	London	ON	N6A4T1	CONSIGNE		GEORGE
3MCNMN	3 M COMPANY	New Ulm	MN		SHIPPER	SH	ED
3MCNMO	3M CORPORATION ...	Nevada	MO		CONSIGNE	CO	
3MCPWI	3 M CORPORATION ...	Prairie	WI	53821	CONSIGNE		DEAN HA
3MCSMN	3M CORPORATION ...	St Paul	MN				JOHN NC
3MCSMO	3M CORPORATION ...	Springf	MO		CONSIGNE	CO	
3MCTNY	3 M CORPORATION ...	Tonawan	NY		SHIPPER	SH	
3MMPCO	J M MANUFACTURING ...	Pueblo	CO	81007	CONSIGNE		
3RCBIL	3RC	Brookfi	IL	60513	CUSTOMER	CU	
3RCCIN	3RC	Chester	IN	46304	CUSTOMER	CU	MIKE McC
3RISIA	3 RIVERS * TRANSPORTATI...	Sioux C	IA	51102	BROKER	B9	BOB SCO
3VFCCA	3-V FASTENER COMPANY ...	Corona	CA	91720			
3VIGSC	3V INC	Georget	SC	29442	CONSIGNE	CO	
48EMGA	48 * EXPRESS, INC.	Alphare	GA	30004	BROKER	B2	ROGER

Edit Delete

Or, you can leave the shipper box blank and press <enter> and enter a temporary shipper's information.

Adding New Pickup

Shipper: PO#:

Pieces: 0.00 Weight: 0 PkUp Chg: 0.00 Pallets: 0 Volume: 0.0000

Date: // Pick Up:

Time: 00:00 Instruct:

Conf #:

Memo:

Directions:

Temporary Customer Information

Company:

Address:

City/St/Zip:

Phone: - -

Zone:

OK Cancel

The important information is the location where you are picking up and the date and time you are supposed to be there to do the pickup. The other information is not required, but is useful to the dispatcher.

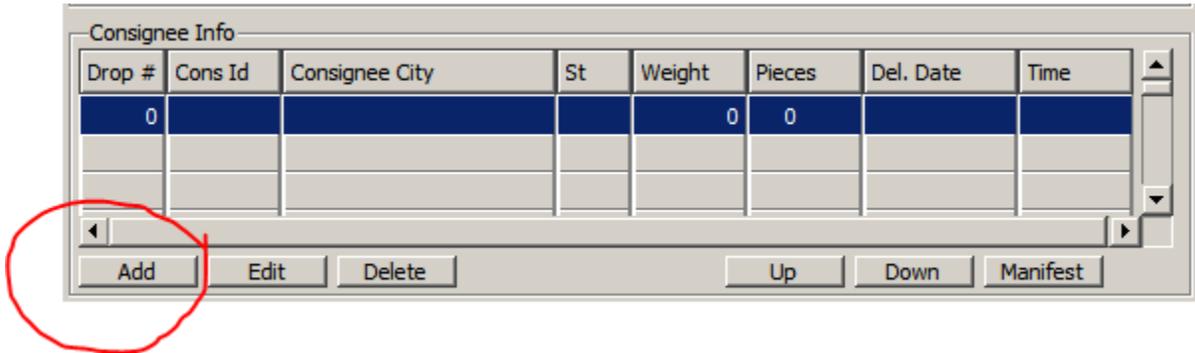
The screenshot shows a software window titled "Adding New Pickup". It contains several input fields for pickup details. A red circle highlights the "Shipper" field, which contains "3KMNIN", "3K MACHINERY", and "NEW ALBANY, IN". Another red circle highlights the "Date" field, which contains "08/13/14". A third red circle highlights the "Time" field, which contains "12:00". Other fields include "Pieces" (500.00), "Weight" (25000), "PkUp Chg" (25.00), "Pallets" (5), "Volume" (0.0000), "PO#" (UPO12345), "Pick Up" (Ask for Carl), and "Instruct" (Use South Bay). There are also fields for "Conf #", "Memo", and "Directions".

** note of interest.

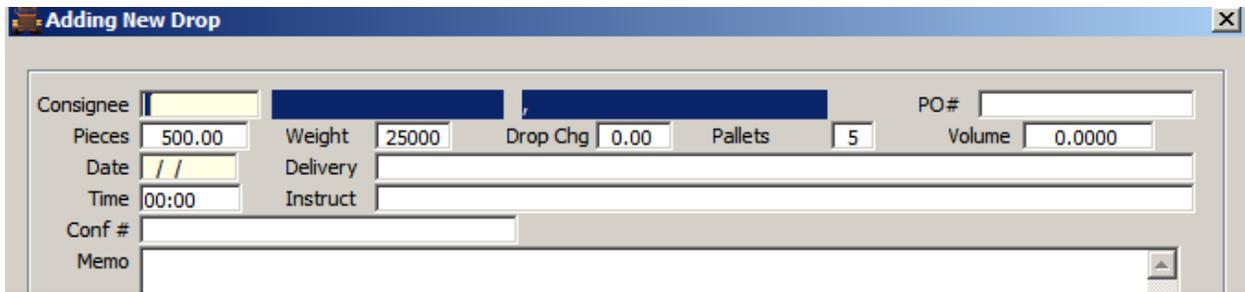
On the customer browser screen, you can enter directions for the customer. If you have directions entered, they will show up in the pick or drop screens, for example below:

The screenshot shows a software window titled "Edit Pickup # 1". It contains several input fields for pickup details. A red circle highlights the "Directions" field, which contains two lines of text: "DIR: I75(N) - 14 MILE RD(W) - CROOKS RD(N) - 3/4MILE ON (L) TURN ION EQUITY DRIVE TO ADDRESS." and "DIR: WAREHOUSE @ 1387 PIEDMONT: I75(N) - EXIT/14 MILE RD(W) - ISTEVENSON HWY(R) - WHEATON ST(R) JUST B4 FREEWAY, MAKE ANOTHER I SHARP (R) ONTO PIEDMONT TO ADDRESS 1387 PIEDMONT (L).". Other fields include "Shipper" (11BFTX), "Weight" (0.00), "PkUp Chg" (25.00), "Pallets" (0), "Volume" (0.0000), "Pick Up" (//), and "Instruct" (:). There are also fields for "Conf #", "Memo", and "Directions".

Next you add the drop information by pressing the add button on the drop section.



The drop will automatically pickup the pieces and weight from the pickup section.



The required fields are the drop off location and the drop off date and time. Again, you can press F1 in the Consignee box for a list of valid customers/consignees and select the one you want to use from the list, or while in the F1 screen you can press F4 to add a new consignee “on the fly”.

Adding New Drop

Consignee PO#

Pieces Weight Drop Chg Pallets Volume

Date Delivery

Time Instruct

Conf #

Memo

Directions

Customer Help

Cust #	Company Name	City	St	Zip	Type	CD	Co
11BFTX	eilBY 17	Flint	TX	75762	BILLEE		JA
130MON	1307619^ONTARIO LTD. ...	Maidsto	ON	NOR 1K0	SHIPPER		
15TGIL	1ST PRIORITY, INC	Gilbert	IL		BILLEE	NC	LA
1STJLA	1ST ALARM FIRE	Jonesbo	LA	71251	CLOSED	CL	RC
1STTAZ	1ST^CHOICE LOGISTICS, I...	Tucson	AZ	85713	BILLEE	B9	
1STTGA	1ST METAL	Tucker	GA	30084	SHIPPER	SH	DA
20TBCA	20TH CENTURY PLASTICS ...				BILLEE	CO	
212MIN	212 BARGIN BARN	Michiga	IN			NC	
21SNNE	21ST*CENTURY TRANSFER ...	Norfolk	NE	68701	BROKER	B2	
21SNTX	21ST*CENTURY TRANSPOR...	New Can	TX	77357	BROKER	B9	
247NMO	24/7^EXPRESS LOGISTICS, ...	North K	MO	64116	BROKER	B2	
247SSD	24/7 LOGISTIC*SERVICE ...	Sioux F	SD	57105-...	BROKER	B2	KE
2CEJTX	2-C EQUIPMENT				BILLEE	PR	
34&DNY	34 & CO	Dekalb	NY	13630			
3CDDPA	3 C DRILLING LLC	Doylest	PA	18901	CONSIGNE	CO	
3DEM TN	3 D ENTERPRISES	Murfree	TN	37124	CONSIGNE	CO	
3DMGIN	3D MACHINE	Goodlan	IN	47948	CUSTOMER	CU	MA
3KMNIN	3K MACHINERY	New Alb	IN	47150	CUSTOMER	CU	BIL
3MCAIL	3M CORPORATION ...	Aurora	IL			NC	
3MCRN1	3M COMPANY	Belle M	NI	08502	CONSIGNE	CO	

Or leave the consignee box blank (empty) and add a temporary drop location.

The screenshot shows the 'Adding New Drop' dialog box. A red circle highlights the 'Temporary Customer Information' pop-up window. The main dialog box contains the following fields:

Consignee						PO#	
Pieces	500.00	Weight	25000	Drop Chg	0.00	Pallets	5
Date	//						
Time	00:00						
Conf #							
Memo							
Directions							

The 'Temporary Customer Information' window contains the following fields:

Company	JOE COOL'S SHOP		
Address	123 EVERGREEN STREET		
City/St/Zip	ANNA	IL	62906
Phone	555-555-5555		
Zone			

Buttons: OK, Cancel

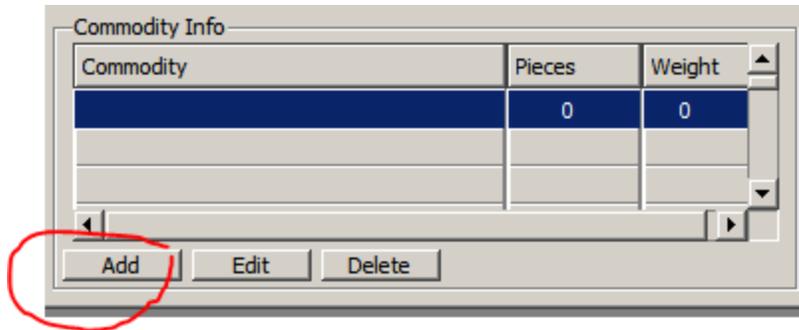
The only required information is the drop location and the date and time the delivery is to take place.

The screenshot shows the 'Adding New Drop' dialog box with the following fields filled out:

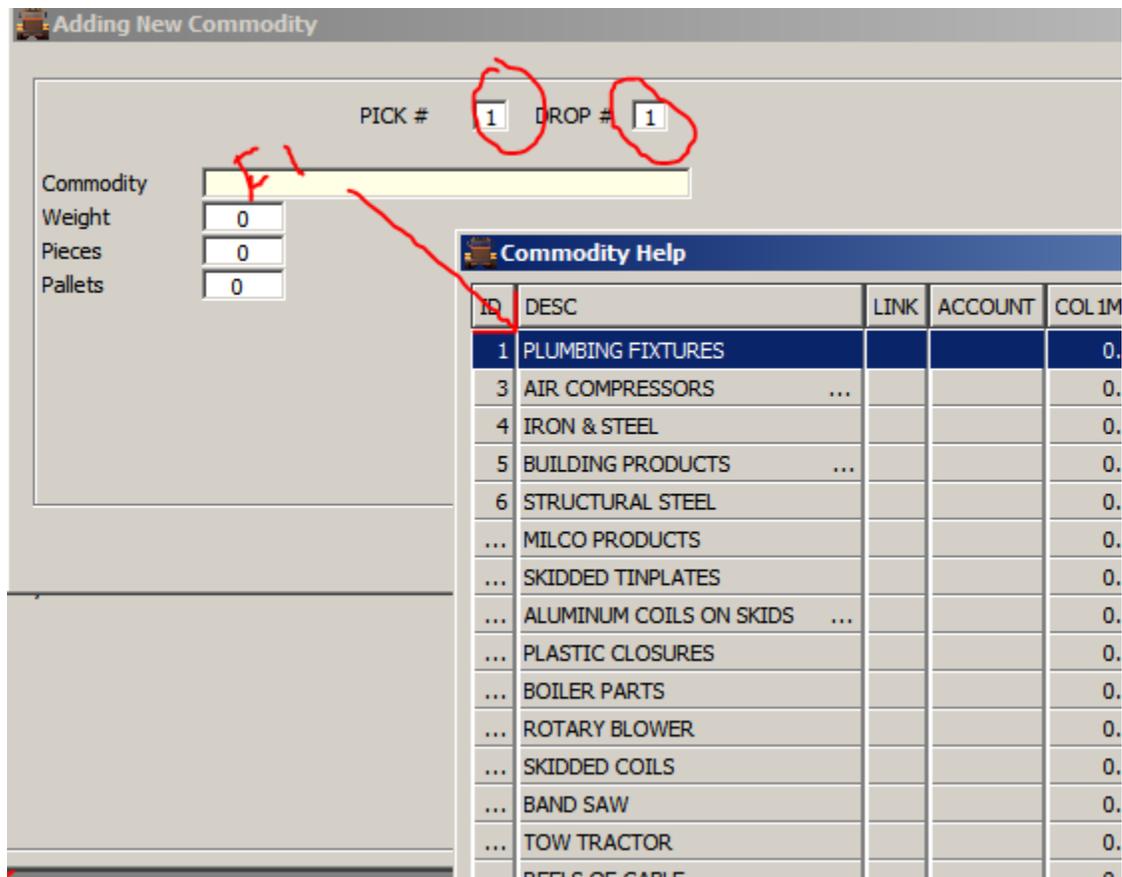
Consignee	JOE COOL'S SHOP	ANNA, IL				PO#	
Pieces	500.00	Weight	25000	Drop Chg	0.00	Pallets	5
Date	08/14/14	Delivery					
Time	14:00	Instruct					
Conf #							
Memo							
Directions							

Buttons: OK, Cancel

The next section is the commodity (freight) that you are hauling. This is not required, but can be very helpful in determining what type of trailer to use for this load. Press the add button to add a commodity.



You will notice at the top of the commodity entry screen the Pick# and Drop# boxes. If you have multiple picks and/or drops, and multiple commodities, you can tell it which pick or drop the commodity belongs to.



You also can press F1 for a list of commodities already in your system or press F4 from this list to add a new one.

Or you can enter a temporary commodity by just typing it into the commodity box.



Adding New Commodity

PICK # DROP #

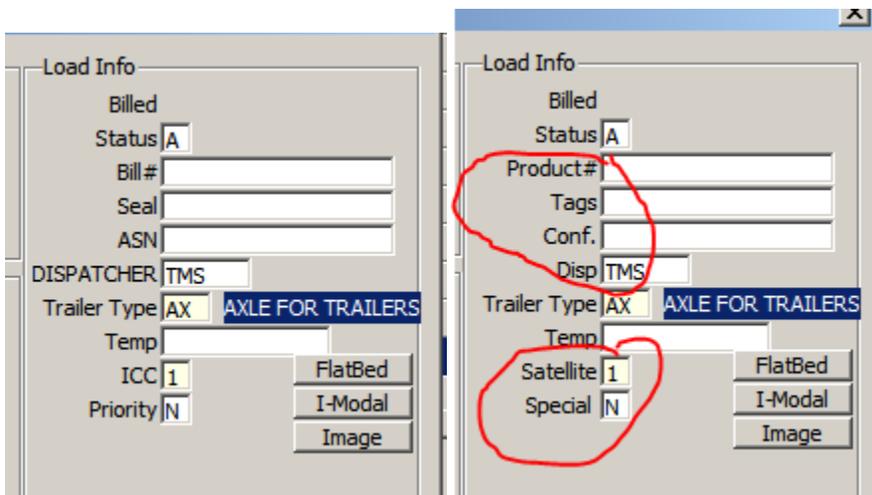
Commodity

Weight

Pieces

Pallets

In the upper left hand of your load screen, you have many user definable boxes. This means you can use these for anything you want, but we do recommend that you be consistent. As you see in the screenshot below, you can customize the name of some of these fields.



Load Info

Billed

Status

Bill #

Seal

ASN

DISPATCHER

Trailer Type AXLE FOR TRAILERS

Temp

ICC FlatBed

Priority I-Modal

Image

Load Info

Billed

Status

Product#

Tags

Conf.

Disp

Trailer Type AXLE FOR TRAILERS

Temp

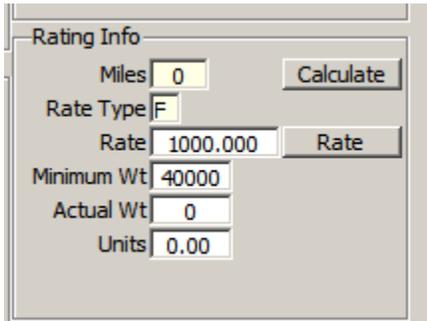
Satellite FlatBed

Special I-Modal

Image

Many fields in many screens are customizable (this will be discussed in another tutorial)

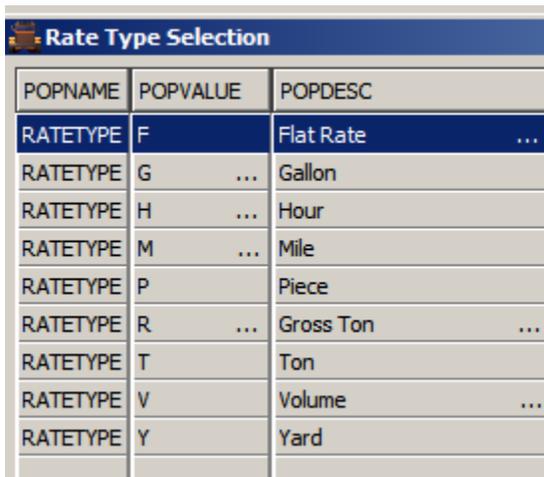
The final section of a load is the rating section.



A dialog box titled "Rating Info" with several input fields and buttons. The fields are: Miles (0), Rate Type (F), Rate (1000.000), Minimum Wt (40000), Actual Wt (0), and Units (0.00). There are "Calculate" and "Rate" buttons.

Miles can be typed in, or TMS interfaces with PcMiler Connect, Prophecy Batch or Rand McNally Mileager programs.

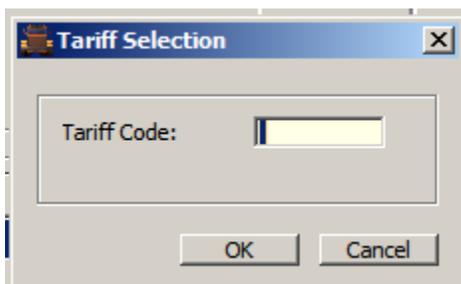
The rate type gives you choices, for example F for flat rate, M to rate by the mile. F1 will give you a list of valid rates.



A dialog box titled "Rate Type Selection" showing a list of rate types. The list has three columns: RATETYPE, POPVALUE, and POPDESC.

POPNAME	POPVALUE	POPDESC
RATETYPE	F	Flat Rate ...
RATETYPE	G	Gallon
RATETYPE	H	Hour
RATETYPE	M	Mile
RATETYPE	P	Piece
RATETYPE	R	Gross Ton ...
RATETYPE	T	Ton
RATETYPE	V	Volume ...
RATETYPE	Y	Yard

The Rate box is where you type either your flat rate amount or the rate amount you want used to calculate by. Or you can enter a tariff (this is discussed in a different tutorial) by clicking on the Rate button.



A dialog box titled "Tariff Selection" with a "Tariff Code:" label and an empty text input field. There are "OK" and "Cancel" buttons at the bottom.

Last, but not least are the running totals at the bottom of your screen. These are for informational purposes.

Charges

Additional	2300.00
Pickup	25.00
Dropoff	0.00
Haul	1000.00
Total	3325.00

OK Cancel

Click OK to save your load. If you click the X or hit Escape you will lose anything you entered.