New Load

Entering a New Load (under Operations->Loads)

F4 or A to Add [Add-F4]

Book a Load: 355104

Billee Info
- Billee: _____
- Billee PO#: _____
- Agent: SUNNY
- 3PC: P   Route: _____

Trip Info
- Trailer: _____
- Driver:
- Truck:
- Carrier:
- Manifest:

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

Shipper Info

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

[Add] [Edit] [Delete]   [Up] [Down] [Manifest]

Consignee Info

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

[Add] [Edit] [Delete]   [Up] [Down] [Manifest]

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

Commodity Info

Commodity	Pieces	Weight
	0	0

[Add] [Edit] [Delete]

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

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

Charges
- Additional: 0.00
- Pickup: 0.00
- Dropoff: 0.00
- Haul: 0.00
- Total: 0.00

[OK] [Cancel]

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.

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.

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

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 #									

Customer Help

Cust #	Company Name		City	St	Zip	Type	CD	Contact
3KMNIN	K 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

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 |

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.

** 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:

Next you add the drop information by pressing the add button on the drop section.
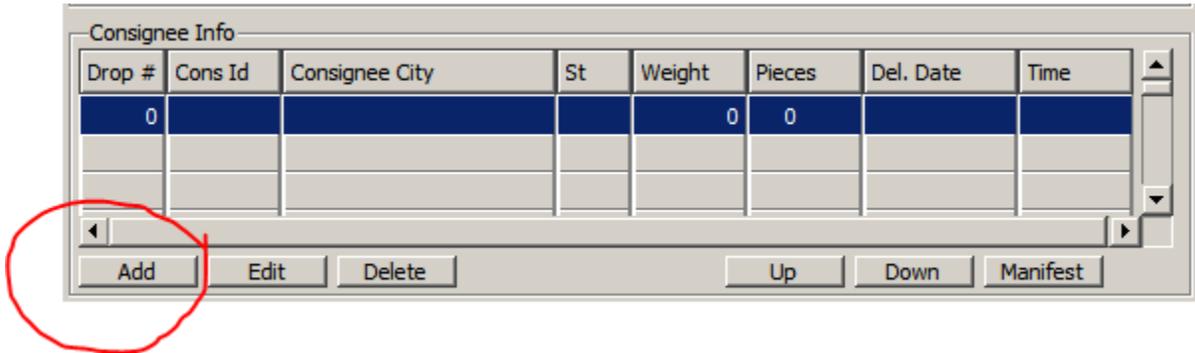
The drop will automatically pickup the pieces and weight from the pickup section.
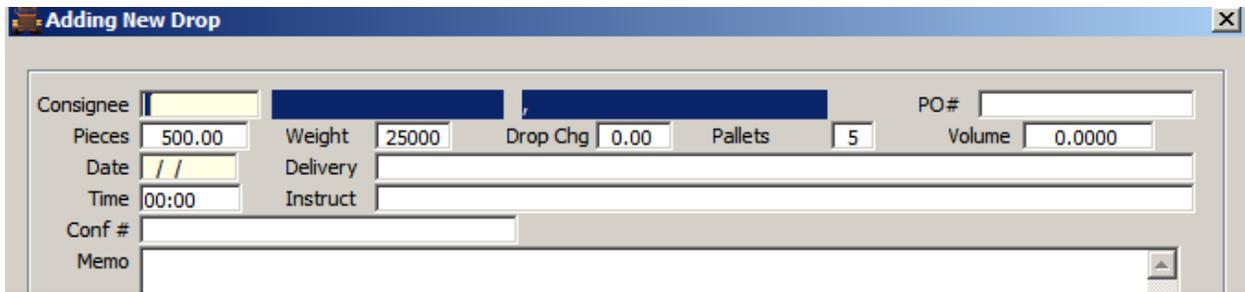
The required fields are the drop off location and the drop off date and time. Again, you can press F1 in the Consignee box for a list of valid customers/consignees and select the one you want to use from the list, or while in the F1 screen you can press F4 to add a new consignee "on the fly".

Adding New Drop

Consignee		PO#
Pieces	500.00	Weight 25000	Drop Chg 0.00	Pallets 5	Volume 0.0000
Date / /	Delivery	
Time 00:00	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	N0R 1K0	SHIPPER		
1STGIL	1ST PRIORITY, INC	Gilbert	IL		BILLEE	NC	LA
1STJLA	1ST ALARM FIRE	Jonesbo	LA	71251	CLOSED	CL	RO
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	
3DEMTN	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	BII
3MCAIL	3M CORPORATION ...	Aurora	IL			NC	
3MCBN1	3M COMPANY	Belle M	N1	08502	CONSIGNE	CO	

Edit   Delete

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

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

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.
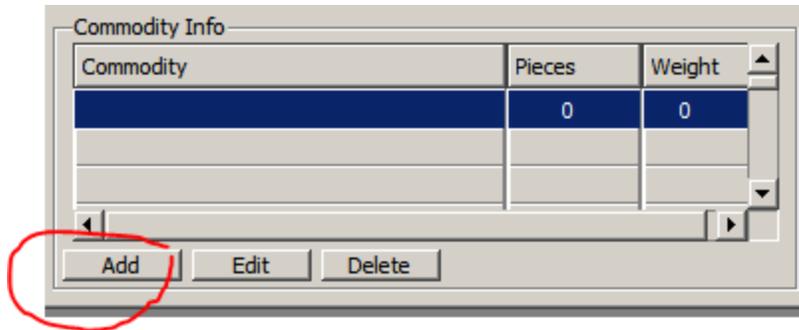
You will notice at the top of the commodity entry screen the Pick# and Drop# boxes. If you have multiple picks and/or drops, and multiple commodities, you can tell it which pick or drop the commodity belongs to.
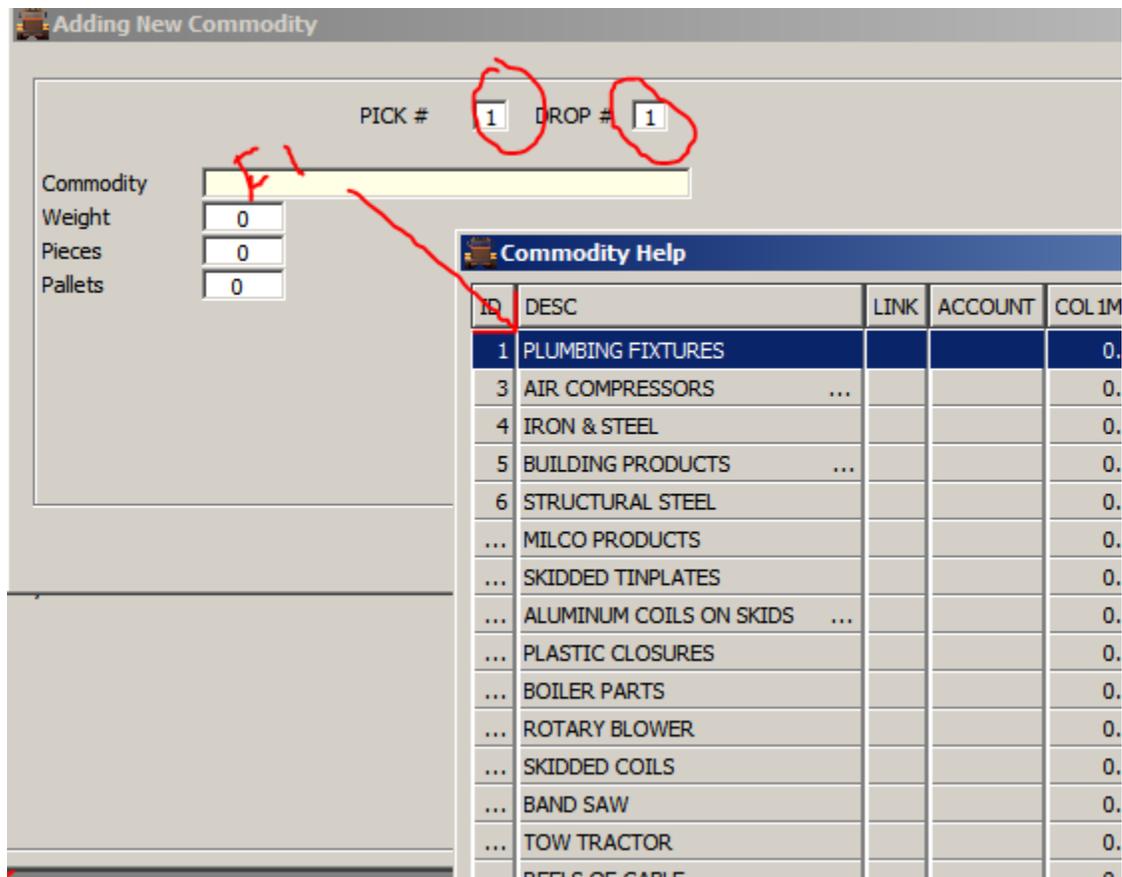
You also can press F1 for a list of commodities already in your system or press F4 from this list to add a new one.

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

Adding New Commodity

		PICK #	1	DROP #	1

Commodity FREIGHT ALL KINDS
Weight   0
Pieces   0
Pallets   0

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.
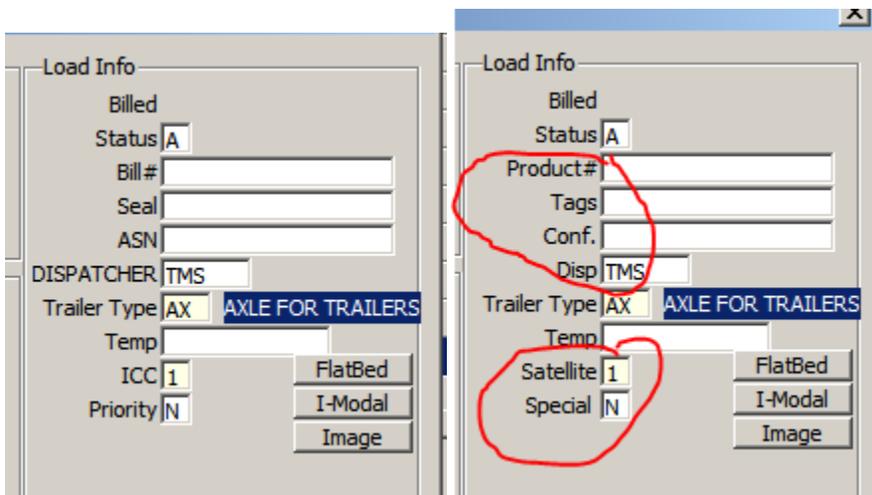
Load Info
Billed
Status A
Bill #
Seal
ASN
DISPATCHER TMS
Trailer Type AX   AXLE FOR TRAILERS
Temp
ICC 1   FlatBed
Priority N   I-Modal
                    Image

Load Info
Billed
Status A
Product #
Tags
Conf.
Disp TMS
Trailer Type AX   AXLE FOR TRAILERS
Temp
Satellite 1   FlatBed
Special N   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.
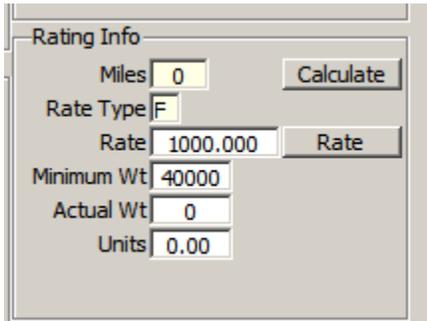
Miles can be typed in, or TMS interfaces with PcMiler Connect, Prophesy Batch or Rand McNally Mileager programs.

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.
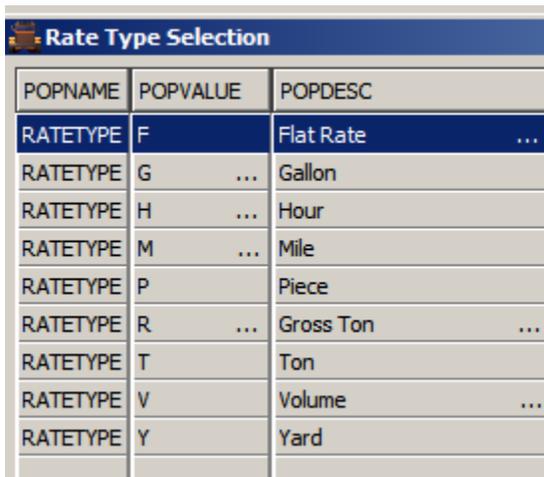
The Rate box is where you type either your flat rate amount or the rate amount you want used to calculate by. Or you can enter a tariff (this is discussed in a different tutorial) by clicking on the Rate button.
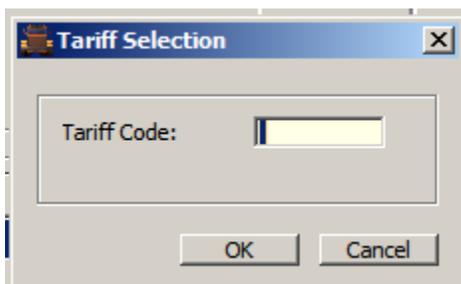
Last, but not least are the running totals at the bottom of your screen. These are for informational purposes.

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