

Dispatching a Load

Once you have created and saved your load, you can then dispatch it to a driver, a truck (owner operator) or broker it to a carrier.

The following example will show you how to dispatch the load to a company driver.

First, in the Load Browser screen(Operations->Loads), highlight the load that you want to Dispatch

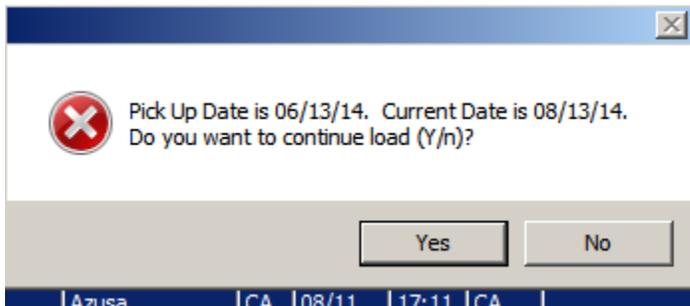
Make sure the Status (S column) is A for available. The load MUST be available in order for you to dispatch it.

Load #	N	Agent	Ship City	St	PckDte	Time	Cons. City	St	DelDte	Time	Driver	Carrier	Type	TT	S	B	M	ACT_WT	MILES	Haul Chg	Manifest #	Commodity
355089		SUNNY	Brea	CA	03/22	12:00	Fremon	IN	/	:		10GESG	TMS	TT	D	D	1	0	500	2000.00	O-777794-A	
355090		SUNNY	Aurora	IL	03/21	12:00	Fremon	IN	/	:		10GESG	TMS	TT	D	D	1	0	500	2000.00	O-777794-A	
355091		SUNNY	Doylestown	PA	03/24	12:00	Fremon	IN	/	:		10GESG	TMS	TT	D	D	1	0	500	2000.00	O-777794-A	COMMOD PR
355092		SUNNY	Flint	TX	/	:	Fremon	IN	/	:		10GESG	TMS	TT	D	D	1	0	500	2000.00	O-777792-A	
355093		SUNNY			/	:			/	:			TMS	TT	A	A	1	0	500	2000.00		
355094		SUNNY	Flint	TX	/	:	Fremon	IN	/	:	Wedekin		TMS	TT	D	D	1	0	500	2000.00	O-777797-A	
355095		SUNNY	Anna	IL	/	00:00	Dallas	TX	/	00:00	Depp, J		TMS	AX	D	D	1	0	0	0.00	O-777795-A	
355096	*		Homewood	IL	05/07	18:00	Reno	NV	05/08	23:59	Depp, J		EDI	AX	D	D	1	40000	0	700.00	O-777796-A	FAK
355098	*		Aurora	IL	06/13	00:00			/	00:00			EDI	AX	A	A	1	21496	0	0.00		FAK
355099	*		Terrell	TX	10/08	:	Housto	TX	10/08	:			EDI		C	S		80	0	0.00		FAK
355100	*		Terrell	TX	10/08	:	Housto	TX	10/08	:			EDI		A	S		80	0	0.00		FAK
355101		SUNNY	Flint	TX	/	00:00	Azusa	CA	/	00:00	Depp, J		TMS	AX	D	D	1	0	0	1000.00	O-777798-A	
355102		SUNNY	Flint	TX	/	:	Azusa	CA	/	:	Depp, J		TMS	AX	D	D	1	0	0	1000.00	O-777799-A	
355103		SUNNY	Flint	TX	/	:	Azusa	CA	/	:	Depp, J		TMS	AX	A	A	1	0	0	1000.00		FREIGHT

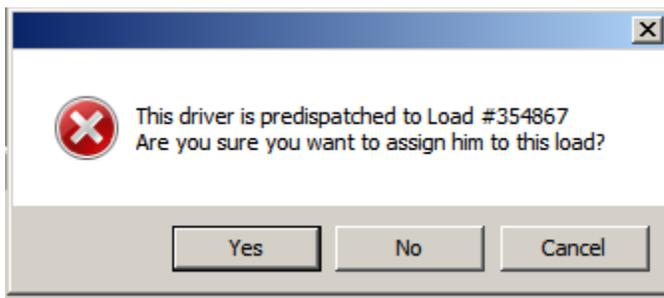
Next go to the driver screen (Operations->Drivers) and highlight the driver that you want to dispatch the load to. The driver must also be in A status (available). Press the LOAD button at the bottom of the driver screen.

Driv	First	LName	Qual	Team	TWIC Exp	W	Trk	Tri	CellPhone	LocaCity	ST	DelDt	DelTm	Reg	Trip Id	H	P	S	LOCITY	LC:
4128	Thomas	Brown Jr.	L5	TMS	//		446	0	705-237-9882	Burns Harbor	IN	/	:	IN				U	Matteson	IL
1	Johnny	Depp		TMS	//		1	RJD2		Azusa	CA	08/11	17:11	CA			*	A	Azusa	CA
8940	Gustavo	Garcia	LS5	TMS	//		726	8300	936-784-1371	Murfreesboro	TN	09/26	13:38	TN	O-777780-B			A	Goodland	IN
3522	David	Hardel		SPC	//				336-928-6621	Burns Harbor	IN	/		IN				U		
2256	Michael	Hedger	LSHT6	TMS	//		728	7048	815-677-9213	Memphis	TN	02/26	16:00	TN	O-90963-A			P	Monroe	LA
7818	Lee	Wedekind	CLS6	TMS	//		149	2841	909-2606454	Fremont	IN	06/05	14:11	IN			*	A	Franklin Par	IL

It may give you a message if your pickup date has already passed. Click Yes to continue or edit the pickup date in the load, then try loading the driver again. This is just informational, not an error.



If you had already **Pre-dispatched** this driver on another load, a box will pop up reminding you of that. You can hit Yes to continue. This is just informational.



The dispatch screen pops up. It will prompt you for a leading manifest character. (manifest, trip and pickup number are often used interchangeably in TMS) When you dispatch the load to a driver, it creates the trip and assigns it a manifest (pickup) number. The leading character can be anything you want. Most of our customers use B for brokered loads, O for outbound and I for inbound, but there is no set rule. Just try to stay consistent with whatever you use.

Most of the data will automatically populate. You just need to type in the leading manifest character and what time you told the driver to start this trip. (date and time) It will automatically pickup the last trailer and truck that was associated with this driver. You can select a different truck or trailer by typing in the number or pressing F1 for a list. The truck and trailer also must be in A status (available).

The loaded and empty miles will calculate automatically if you are interfaced with a mileager program: PcMiler Connect, Prophesy Batch or Rand McNally. You can also type in your own miles.

Dispatch a Load

Detailed Load Information

Miles Pickup Date Haul Charge

Shipper ORCHARD RD BUFFER AURORA IL DU Call Dispatc
2380 SULLIVAN RD
AURORA, IL 60506

Consignee	City	St	Date	Time	Instructions
1 GLAZIER FO	Coppell	TX	06/17	00:00	
2 GLAZIER FO	Houston	TX	06/17	00:00	
3			/	00:00	

Load Notes:
5300
PO - 3252889

APPT CONF #KNTJ5008963040
? CSC NANCY SCHMIDLE 570-820-1370 OR NANCY.SCHMIDLE@MDLZ.COM

Load
Zone
Status
Manifest AUTO
Haul
Driver Depp, Johnny
Co-Driver
Truck lunny's Truck
Trailer monaco's 48' re
Loaded Miles
Empty Miles
Start Date
Time
Route
Disp

After you click ok, the trip is created. You will be prompted to print a movement bill. This can be emailed or faxed to the driver or printed off.

Print Movement Bill?

The movement bill (not shown) can be customized to show any information you want from the load screen.

Doing a Call in

The driver will call in to his dispatcher to report his whereabouts, the status of the load and any problems or questions he has run into. You can record this information in the Call In screen. The Call in button is found at the bottom of the driver browser screen.

Driver File Maintenance													
Driv	First	LName	Qual	Team	TWIC Exp	W	Trk	Trl	CellPhone	LocaCity	ST	DelDt	DelT
4128	Thomas	Brown Jr.	L5	TMS	//		446	0	708-227-3332	Burns Harbor	IN	/	:
1	Johnny	Depp		TMS	//		1	RJD2				/	00:0
8940	Gustavo	Garcia	LS5	TMS	//		726	8300	956-784-1371	Murfreesboro	TN	09/26	13:3
3522	David	Hardel		SPC	//				219-928-6621	Burns Harbor	IN	/	

Highlight the trip you want to put the Call In on (usually, the trip the driver is currently on will be automatically highlighted).

Driver Call-Ins													
Driv	1	Depp Johnny	Dr2	None	ruck	1	Trail	RJD22	Man	O-777800-A	Stat	P	
Message													
Phy->	12/31/21	Lic->	12/31/21	LH->	0								
Haz->		Sec->		Note:Driver Is Pre-Dispatched To Load 354867, 100442									
Manifest	Disp.	Date	Time	City	St	Notes							
O-777779-A	TMS	06/26/13	11:10	GOODLAND	IN	Load Dispatched							
O-777780-A	TMS	06/26/13	12:31	LONDON	ON	Load Dispatched							
O-777781-A	TMS	07/29/13	10:41	MURFREESBORO	TN	Load 355060 Dispatched							
	TMS	01/22/14	11:05	LOUISVILLE	KY	Load 355062 Pre-Dispatched							
	TMS	01/22/14	11:39	LOUISVILLE	KY	Load 354867 Pre-Dispatched							
	TMS	01/22/14	11:46	LOUISVILLE	KY	Load 100442 Pre-Dispatched							
O-777795-A	TMS	05/06/14	15:02	LOUISVILLE	KY	Load 355095 Dispatched							
O-777795-A	TMS	05/06/14	16:01	LOUISVILLE	KY	Load 355095 Dispatched							
O-777796-A	TMS	05/22/14	17:21	DALLAS	TX	Load 355096 Dispatched							
O-777798-A	TMS	08/07/14	14:43	RENO	NV	Load 355101 Dispatched							
O-777799-A	TMS	08/11/14	17:11	AZUSA	CA	Load 355102 Dispatched							
O-777800-A	TMS	08/13/14	15:33	AZUSA	CA	Load 355098 Dispatched							

Last Delivery:XXXXXXXXXXXXXXXXXXXX Phone: - -

Press F4 to do a call in on this trip

The field names are self-explanatory. You do not need to enter the hub readings.

Manifest: O-777800-A Disp: TMS

Last Appt: / 00:00 Rec. Temp: 99

	DATE	TIME	ETA	HUB	TEMP
Current:	08/13/14	16:11	//	0	99
Last:	08/13/14	15:33	//	0	0

Hours: 0:38

Phone: () -

City/St: Zip:

Comment:

Shipper Loc: AURORA, IL
Last Appt Loc: ,

OK Cancel

After you click OK to save, a message window will pop up and you can type anything you want (or nothing at all) in regards to this call in.

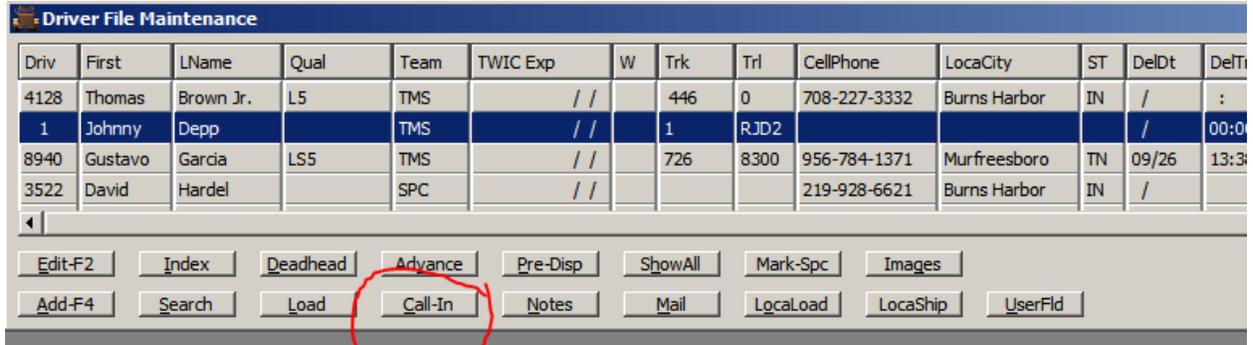
Driver said he was outside the gate, waiting for them to open up.

OK Cancel

Click OK to save the message. Click the X in upper left corner to close the Call In screen.

Delivering a load

To deliver the load, highlight the driver and hit the Call In button.



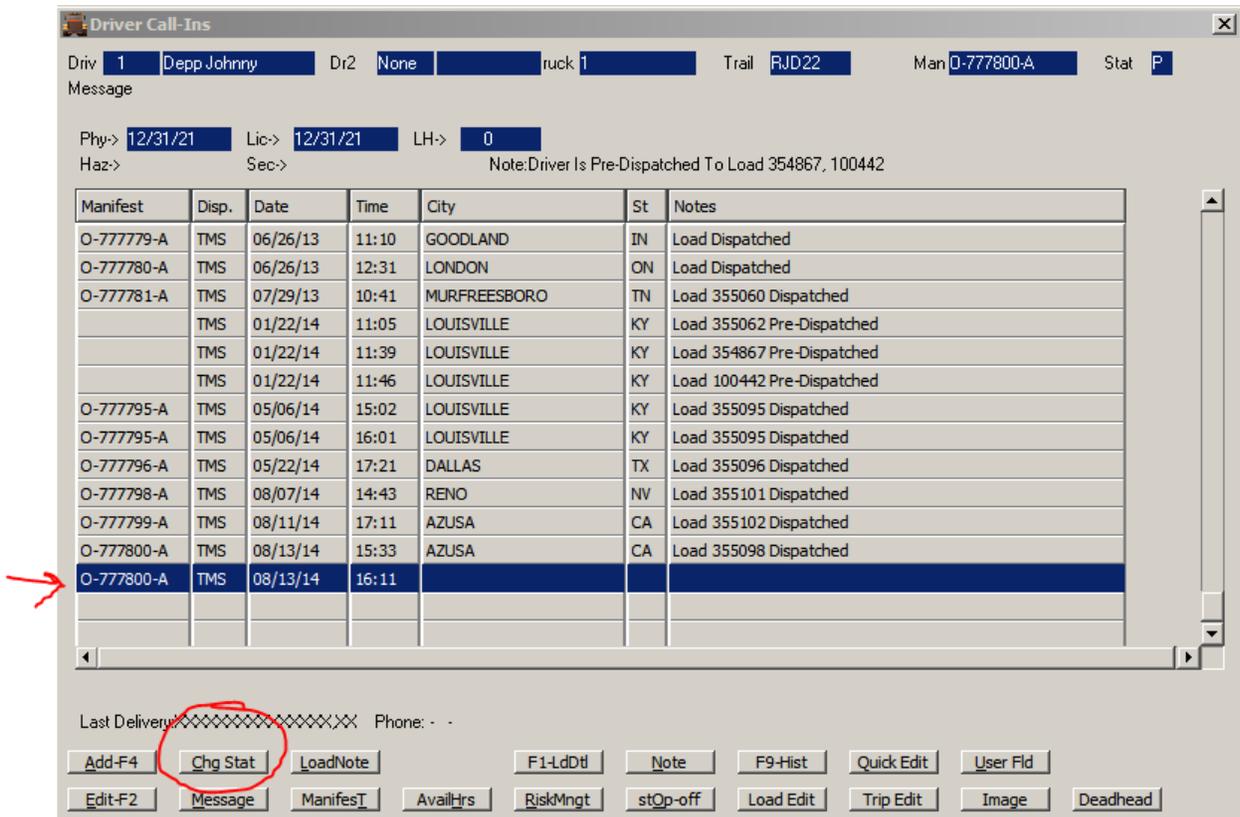
Driver File Maintenance

Driv	First	LName	Qual	Team	TWIC Exp	W	Trk	Trl	CellPhone	LocaCity	ST	DelDt	DelTr
4128	Thomas	Brown Jr.	L5	TMS	//		446	0	708-227-3332	Burns Harbor	IN	/	:
1	Johnny	Depp		TMS	//		1	RJD2				/	00:0
8940	Gustavo	Garcia	LS5	TMS	//		726	8300	956-784-1371	Murfreesboro	TN	09/26	13:3
3522	David	Hardel		SPC	//				219-928-6621	Burns Harbor	IN	/	

Buttons: Edit-F2, Index, Deadhead, **Advance**, Pre-Disp, ShowAll, Mark-Spc, Images, Add-F4, Search, Load, **Call-In**, Notes, Mail, LocaLoad, LocaShip, UserFld

Highlight the load manifest you want to deliver and hit the Change Status button.

Chg Stat



Driver Call-Ins

Driv: 1 Depp Johnny Dr2: None Truck: 1 Trail: RJD22 Man: O-777800-A Stat: P

Message

Phy-> 12/31/21 Lic-> 12/31/21 LH-> 0

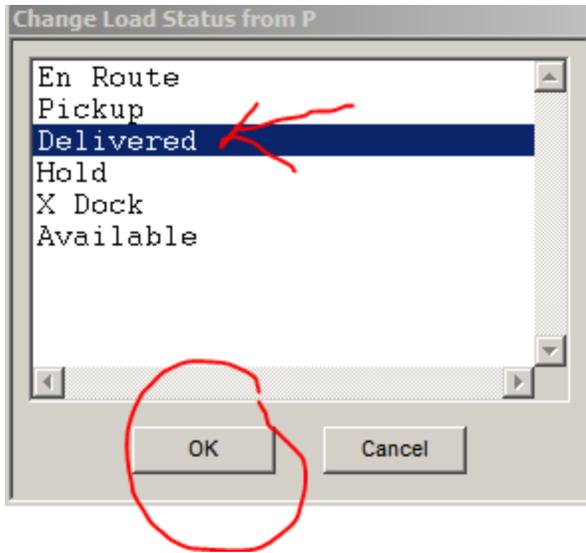
Haz-> Sec-> Note: Driver Is Pre-Dispatched To Load 354867, 100442

Manifest	Disp.	Date	Time	City	St	Notes
O-777779-A	TMS	06/26/13	11:10	GOODLAND	IN	Load Dispatched
O-777780-A	TMS	06/26/13	12:31	LONDON	ON	Load Dispatched
O-777781-A	TMS	07/29/13	10:41	MURFREESBORO	TN	Load 355060 Dispatched
	TMS	01/22/14	11:05	LOUISVILLE	KY	Load 355062 Pre-Dispatched
	TMS	01/22/14	11:39	LOUISVILLE	KY	Load 354867 Pre-Dispatched
	TMS	01/22/14	11:46	LOUISVILLE	KY	Load 100442 Pre-Dispatched
O-777795-A	TMS	05/06/14	15:02	LOUISVILLE	KY	Load 355095 Dispatched
O-777795-A	TMS	05/06/14	16:01	LOUISVILLE	KY	Load 355095 Dispatched
O-777796-A	TMS	05/22/14	17:21	DALLAS	TX	Load 355096 Dispatched
O-777798-A	TMS	08/07/14	14:43	RENO	NV	Load 355101 Dispatched
O-777799-A	TMS	08/11/14	17:11	AZUSA	CA	Load 355102 Dispatched
O-777800-A	TMS	08/13/14	15:33	AZUSA	CA	Load 355098 Dispatched
O-777800-A	TMS	08/13/14	16:11			

Last Delivery: Phone: - -

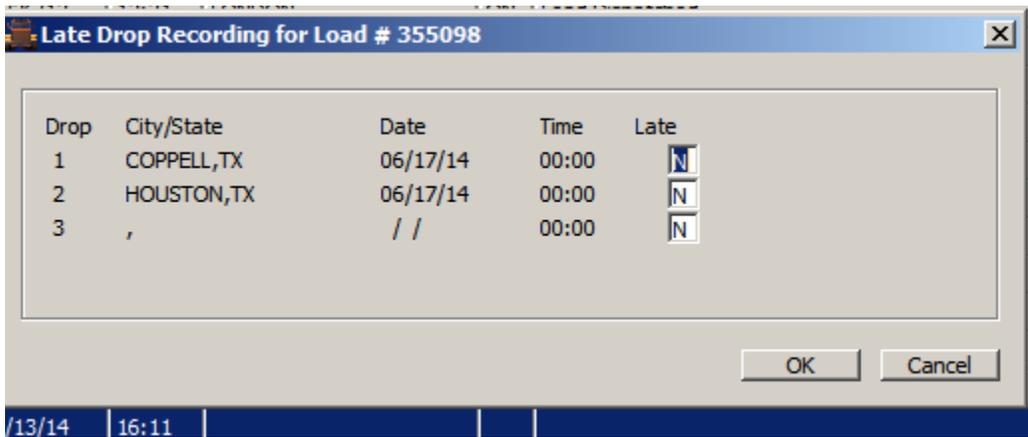
Buttons: Add-F4, **Chg Stat**, LoadNote, F1-LdDt, Note, F9-Hist, Quick Edit, User Fld, Edit-F2, Message, ManifesT, AvailHrs, RiskMngt, stOp-off, Load Edit, Trip Edit, Image, Deadhead

Choose Delivered and click OK.



You have just delivered your load.

If you track late deliveries, there is a setting in Dispatch that will pop up another screen at this point. This is not required and can be turned off.



Now you just need to fill in the delivery details such as the delivery date and time and the drivers final location (usually, the final drop). Zone is not required.

Delivery Information

Trip Completion Date: 08/13/14
Time: 17:13
EnRoute Hub: 0
Ending Hub: 0
Delivered Trailer Status - S)potted, A)available
RJD22: A
Driver's New Status: A)available or U)navailable

Enter Drivers Next Available Location

Loc.Id.	City	St	Zip	Date	Time	Zone
				//	:	

OK Cancel

You will get a pop up informational box reminding you that the truck and trailer will remain attached to this driver when you dispatch him again. It is just informational. You can change out his truck and trailer, easily, as you dispatch.

Trail RJD22 will remain attached to Truck 1 and Driver 1

OK

Click the X in the upper left corner to close your Call In screen. You have successfully completed the dispatch and delivery of a load.

