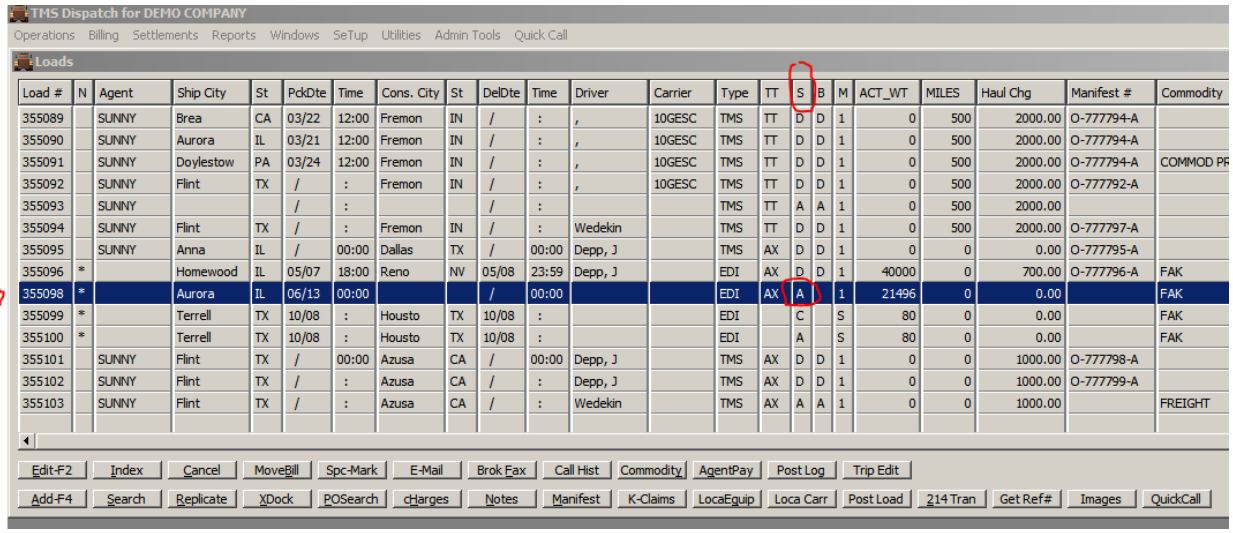
Dispatching a Load

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.

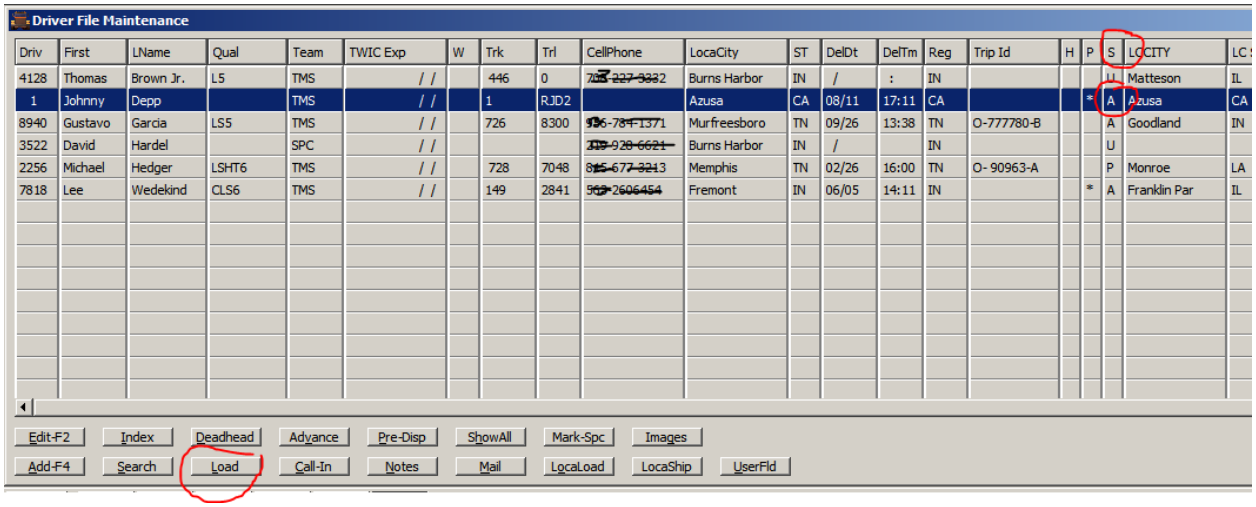
The following example will show you how to dispatch the load to a company driver.

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

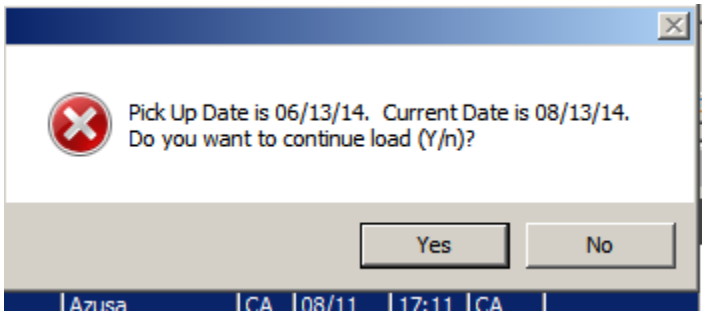
Make sure the Status (S column) is A for available. The load MUST be available in order for you to dispatch it.



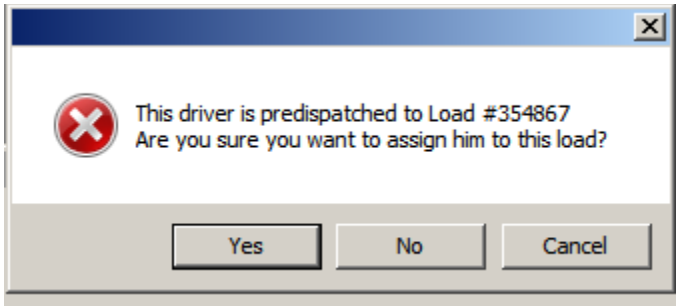
Next go to the driver screen (Operations->Drivers) and highlight the driver that you want to dispatch the load to. The driver must also be in A status (available). Press the LOAD button at the bottom of the driver screen.



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.



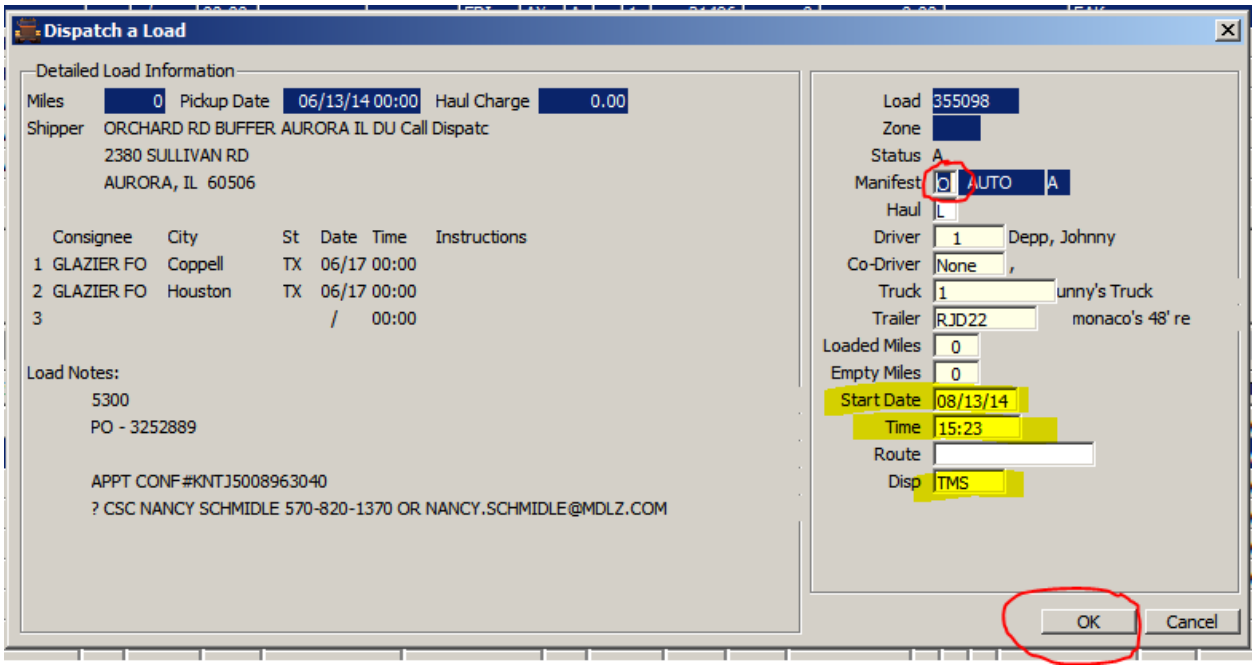
If you had already **Pre-dispatched** this driver on another load, a box will pop up reminding you of that. You can hit Yes to continue. This is just informational.



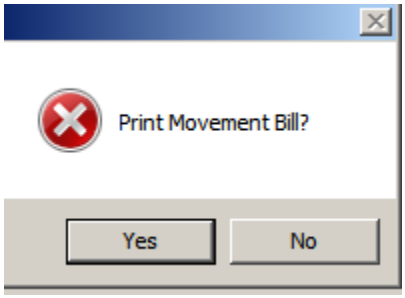
The dispatch screen pops up. It will prompt you for a leading manifest character. (manifest, trip and pickup number are often used interchangeably in TMS) When you dispatch the load to a driver, it creates the trip and assigns it a manifest (pickup) number. The leading character can be anything you want. 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.

Must 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.



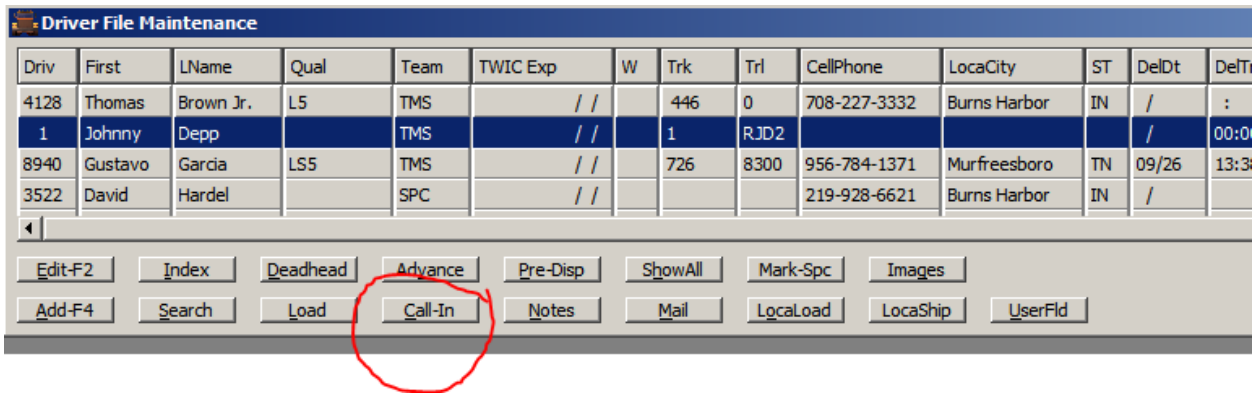
After you click ok, the trip is created. You will be prompted to print a movement bill. This can be emailed or faxed to the driver or printed off.



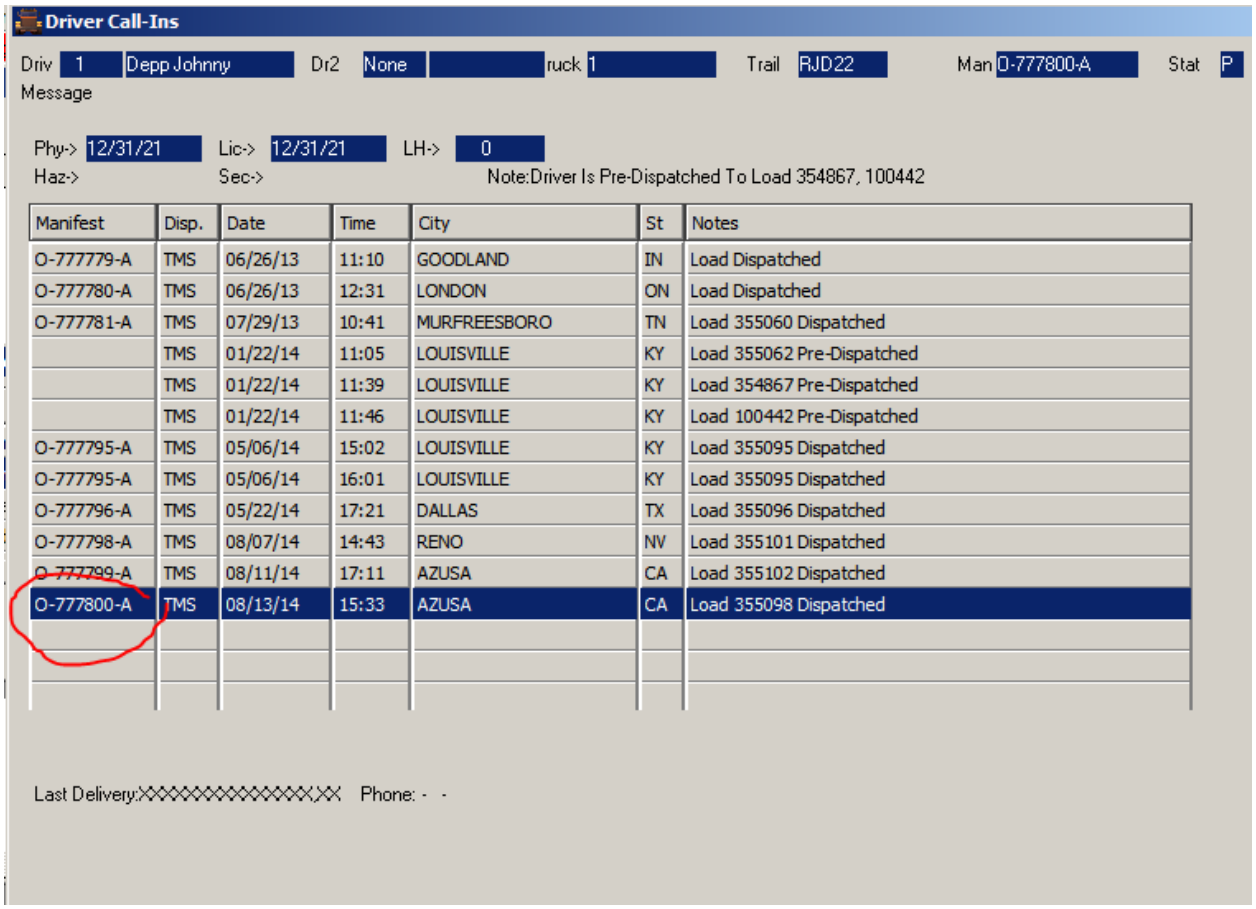
The movement bill (not shown) can be customized to show any information you want from the load screen.

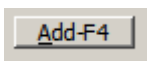
Doing a Call in

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.

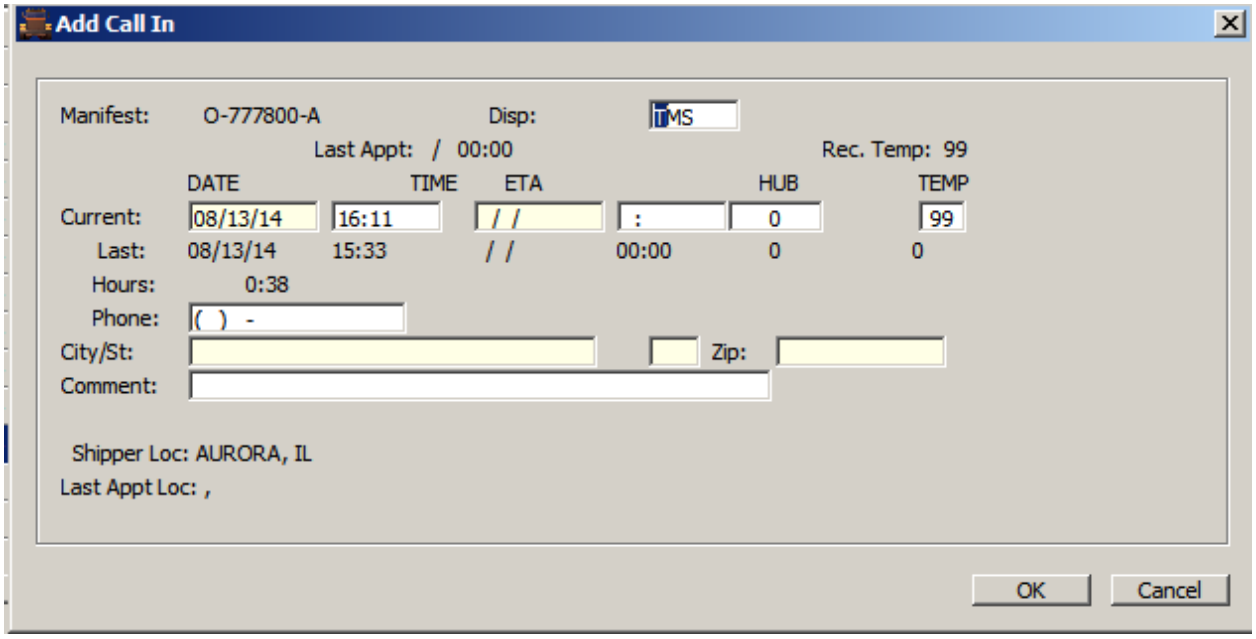


Highlight the trip you want to put the Call In on (usually, the trip the driver is currently on will be automatically highlighted.

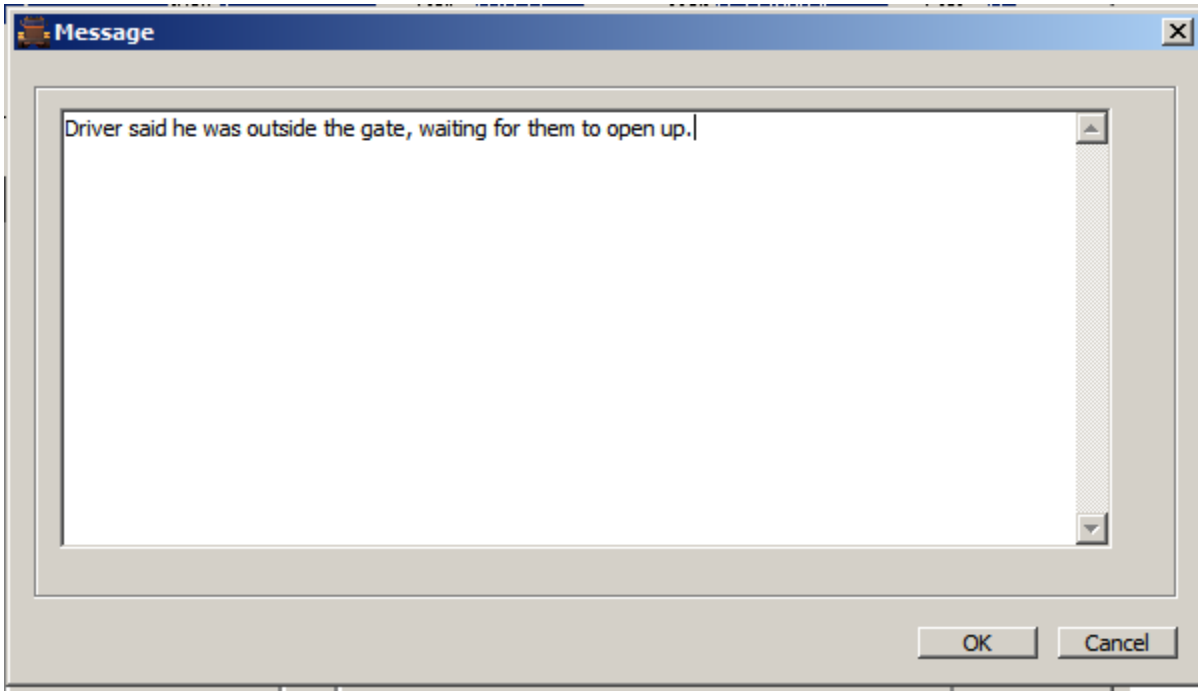


Press F4 to do a call in on this trip 

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



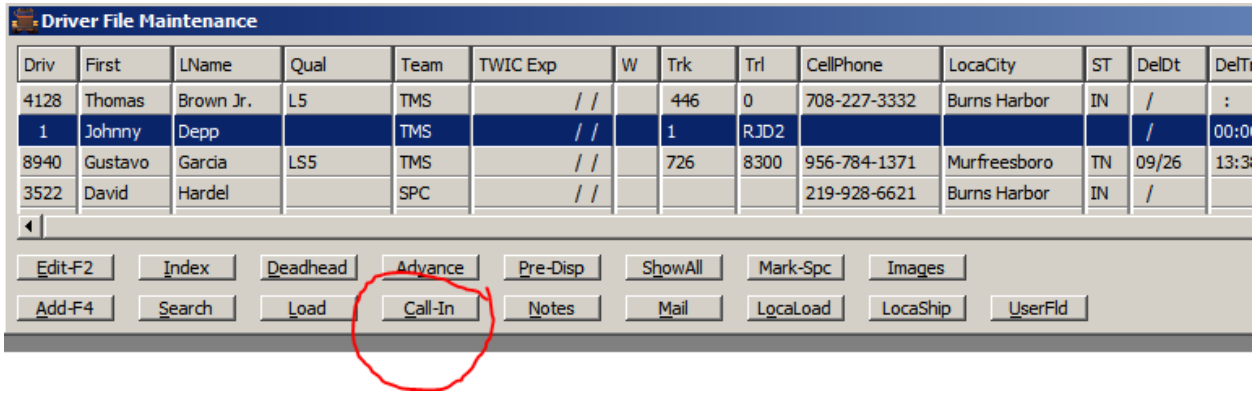
After you click OK to save, a message window will pop up and you can type anything you want (or nothing at all) in regards to this call in.

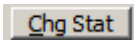


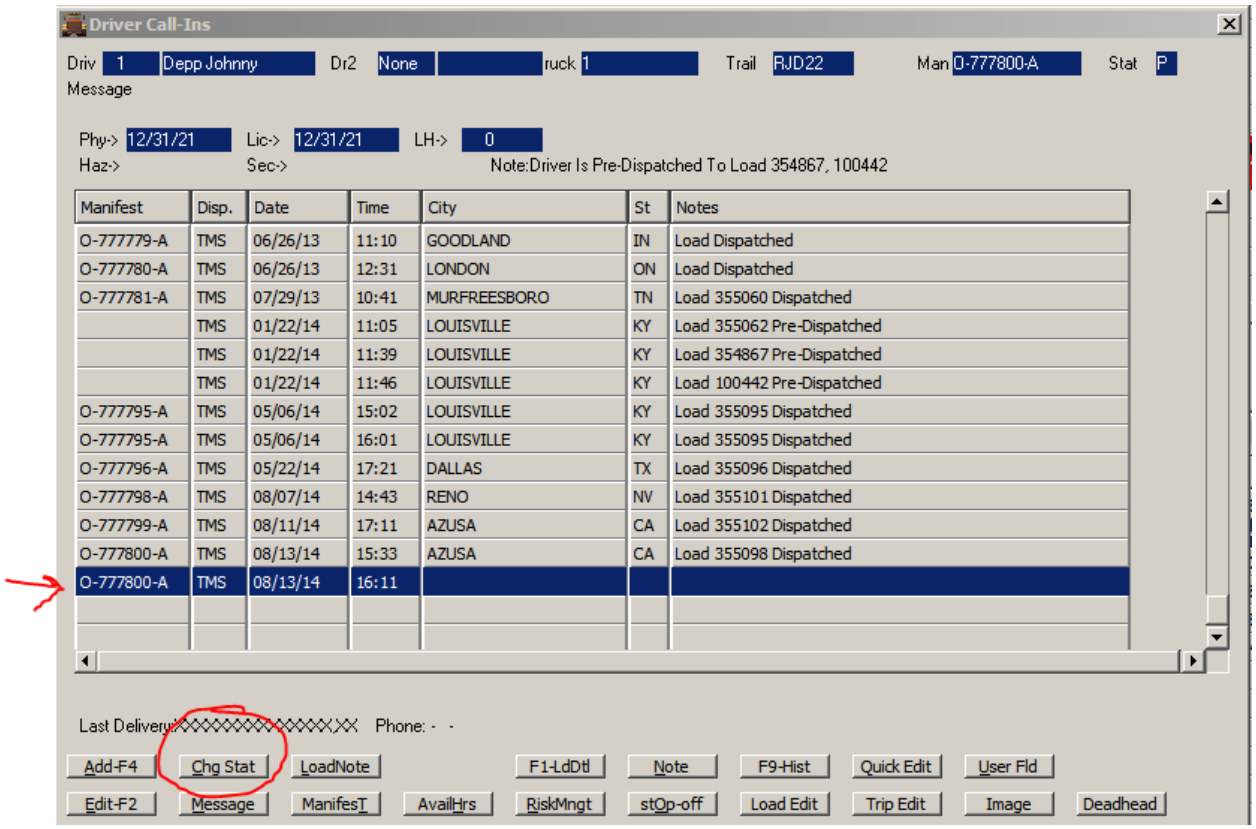
Click OK to save the message. Click the X in upper left corner to close the Call In screen.

Delivering a load

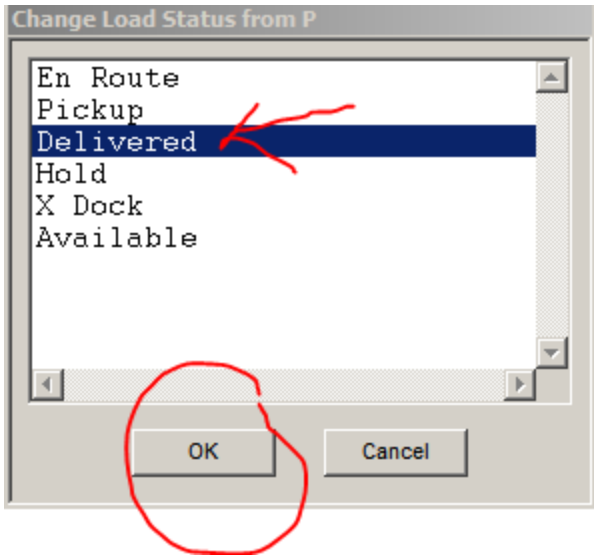
To deliver the load, highlight the driver and hit the Call In button.



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

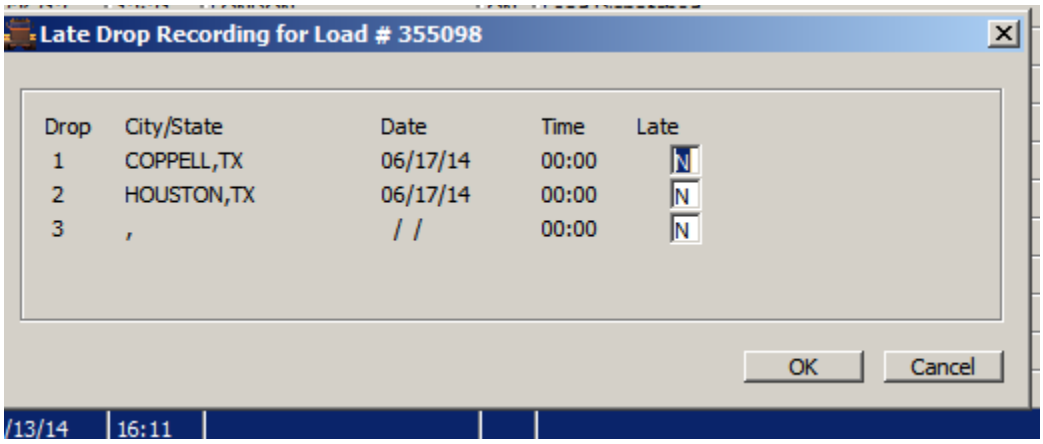


Choose Delivered and click OK.

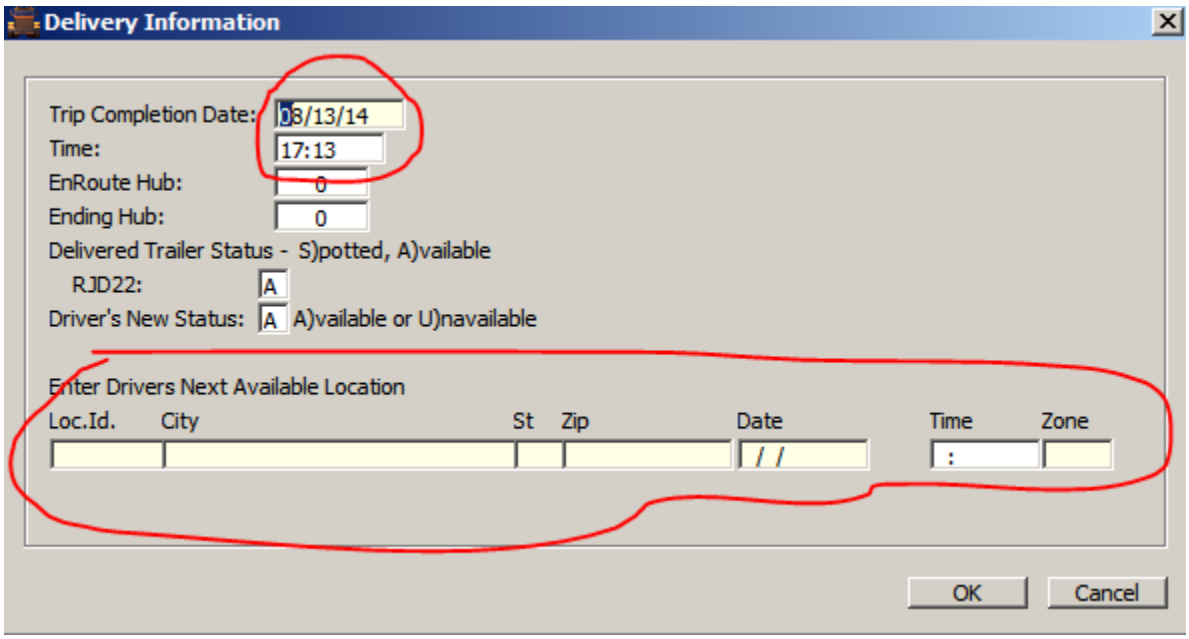


You have just delivered your load.

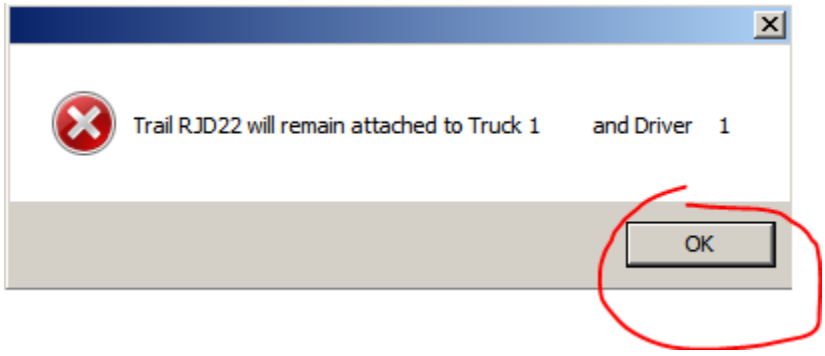
If you track late deliveries, there is a setting in Dispatch that will pop up another screen at this point. This is not required and can be turned off.



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.



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.



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.