

## Adding Drivers, Owner-Operators, Leased Trucks and Carriers

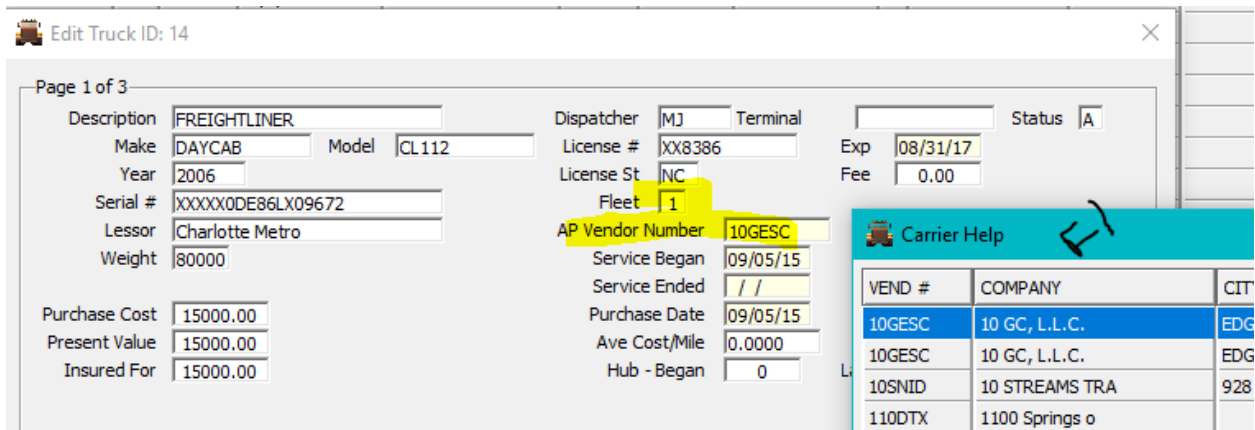
It is very common for trucking companies to have their own company drivers, or dispatch loads to owner operators and/or carriers. Often-times, all three. Driver and trucks can be shared among all the TMS modules, so no double entry is necessary.

Dispatch allows you to do this with ease. You will see menu options for each, under the Dispatch **Operations** menu. To add a new driver, truck or carrier, just press F4 in each respective screen. The fields are self explanatory. *\*Note: owner operators and leased trucks are added as 'truck's along with your company trucks. See below.*

\* **Company drivers** are entered in the driver file. This file is also shared with our Driver Safety program, which allows for more detail regarding physicals and drug screening.

\* **Company Trucks and Owner-Operators** are both entered in the truck file. They are differentiated by the Owner operator trucks (and leased trucks) referencing a vendor id (who you are paying for leasing or driving) and having a different fleet number. Typically, company trucks are set as fleet 99 and owner operator trucks as any fleet between 1 - 98, but the fleet numbers for company and for o/o can be of your choosing. Multiple trucks can be owned by the same vendor and you can use the same vendor id for each of them. You can add a new vendor 'on the fly' from the truck screen, or you can enter it from the Carrier screen and put a type of 'OWN-OP' in the type box. *\* TMS Fuel Card also differentiates company vs. o/o by fleet, to download cash advances/fuel by letting you define which fleets are company and which are o/o or leased .*

Example Owner Operator setup from the truck screen. Just press F1 on the AP Vendor Number Field and F4 to add, F2 to edit an existing vendor:



VEND #	COMPANY	CIT
10GESC	10 GC, L.L.C.	EDG
10GESC	10 GC, L.L.C.	EDG
10SNID	10 STREAMS TRA	928
110DTX	1100 Springs o	

\* **Carriers** are entered in the carrier screen. You can also enter your owner operator and leased vendors here, but once you save the file, **you will only see vendors flagged as CARRIER**. While they are all considered vendors and are stored in the same file, you will access the vendors used for leased and owner operator in the truck file->AP Vendor Number box by pressing F1 for full list.

The type field in the vendor entry filters what shows on your carrier screen. If you put a type of CARRIER in, then you will see it on the Carrier screen.

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Company	A & L TRUCKING INC.	Type	CARRIER
Address	P.O. BOX 5270		
City/State/Zip	GRAND FORKS	ND	58206
Contact	JOE BOUSEY		
Title	DISPATCH	Misc Cod	C1

This is because dispatchers broker to Carriers and should only see carriers on the carrier screen and when they want to load a leased truck or owner operator, they will dispatch the load to the o/o's corresponding truck. The full list of vendor choices will show in the Truck's AP vendor id box when you press F1. You can also add the vendor on the fly from here by pressing F4.

There are occasions when you want to see all vendors from the Carrier screen. Call or email TMS support and we can walk you through turning on the configuration switch that "shows all".