

LOAD SCREEN AVAILABLE BUTTONS

At a Glance

EDIT-Edit the selected Load

ADD-Add a new Load

INDEX-Choose the order the Loads are sorted on the browser screen and filter

SEARCH-Search is driven by the INDEX order i.e. Index by Load# will Search by Load#

CANCEL-Cancels the selected load. Security can be set up to force a password and/or log a reason for canceling

REPLICATE-Creates copies of the selected load. You are able to make choices as you replicate

MOVEMENT BILL-prints the movement bill of the selected load

CROSSDOCK-Shows any applicable cross dock information for the selected load

Space bar/MARK-used when manifesting loads together

PO SEARCH-Searches the loads for a bill PO# and shows you a listing

EMAIL-allows you to instantly email the Billee, Shipper etc. of the selected load

ADDITIONAL CHARGES-brings up the list of the additional charges on the selected load and allows you to add/edit/delete the additional charges

BROKER FAX-prints the broker fax agreement if the selected load is brokered

NOTE-Can be viewed and printed

CALL INS-shows a listing of all call ins

MANIFEST-brings up a list of manifests and allows for several functions

COMMODITY-shows a list of the commodities on the selected load

CLAIMS- brings up the list of the claims on the selected load and allows you to add/edit/delete

LOCATE SHIPPER-runs a routine and brings up a list of potential shippers for the selected load

LATE-show a listing of late transactions for the selected load and allows for add/edit

AGENT PAY- brings up the list of the agent pay on the selected load and allows you to add/edit/delete

LOCATE DRIVER-locates drivers within a 500 mile range and allows you to filter by trailer type

POST LOG-shows a log of post transactions if interfaced

TRIP EDIT-calls up the trip screen allowing for instant editing

LOCATE CARRIERS-locates nearby carriers for the selected load

POST LOAD-post the selected load to interfaced Load Boards

GET REFERENCE #-brings up a list of additional reference numbers on the selected load and allow add/edit/delete

IMAGE-Brings up the images associated with the selected Load

ADD IMAGE-Allows you to associate an image on your computer to the selected Load

QUICK CALL-calls us the call in screen for instant quick call ins

LOAD MAP-calls out to the web browser with a map of the load pickups and dropoffs