

ADD TRAILER

Of course you will need trailers to go along with your trucks. From the Operations drop-down menu select Trailers and open the Trailer file maintenance browser. The Columns in the browser are user definable. Columns can be added or removed as your team needs. In fact, Users or Group can have their own browser screens set up so that the information most important to them is viewed at a glance. The names of the columns are also customizable. If parts of your organization should only be able to VIEW and not make changes, we can set up that security for you. I know it looks like a lot of buttons and seems a little overwhelming but we will go over only what we need right now. Start by clicking the add button.

With trailers you can have a numerical and/or alphabetical unique ID up to 9 digits. It is your choice but Choose Wisely because an ID cannot be changed. Choose a unique ID, up to 9 digits, for your Trailer and click OK.

It might look like a lot of fields but you can choose which fields your particular method of dispatch needs. Some of these fields can also be renamed. None of the fields are forced or required but of course the more information you fill in the more information you will have at your fingertips when you need it!

Most of these fields are self-explanatory. One field of note is the FLEET field. It defaults to 99 but can be any number 99 or below.

Any field that has a slight yellow color also has a pop-up Box available to help you choose from. This makes it easy to choose from an already existing list. Note that you can also ADD or EDIT items on the fly.

The pay formula button allows you to copy the pay formula from an existing trailer if you will indeed be settling by trailer. A vendor will be necessary if you intend to do a settlement on this trailer as it would be sent to your Accounts Payable. You can choose to pay by percentage, by mile, or we can help you write a custom pay calculation.

Once you have your initial information how you want it click the OK button. Of course you can come back and edit anything you need to except for The Unique Trailer ID.