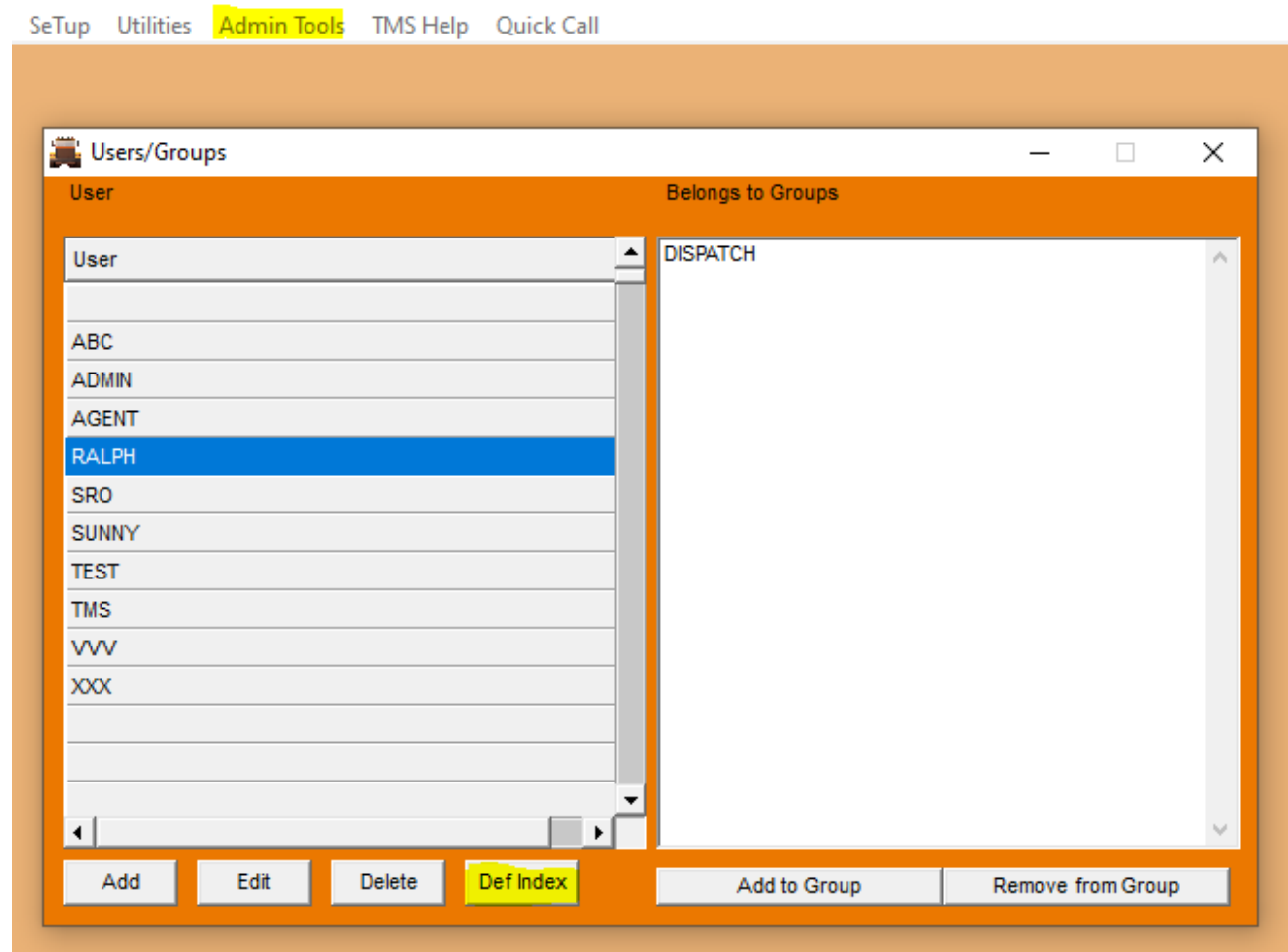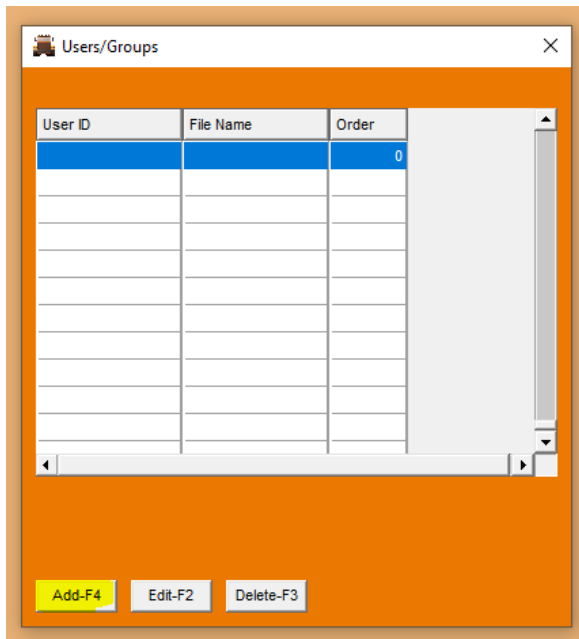## HOW TO SETUP DEFAULT INDEXES FOR USERS

Under the Admin Tools Menu (You must have Access to this menu)
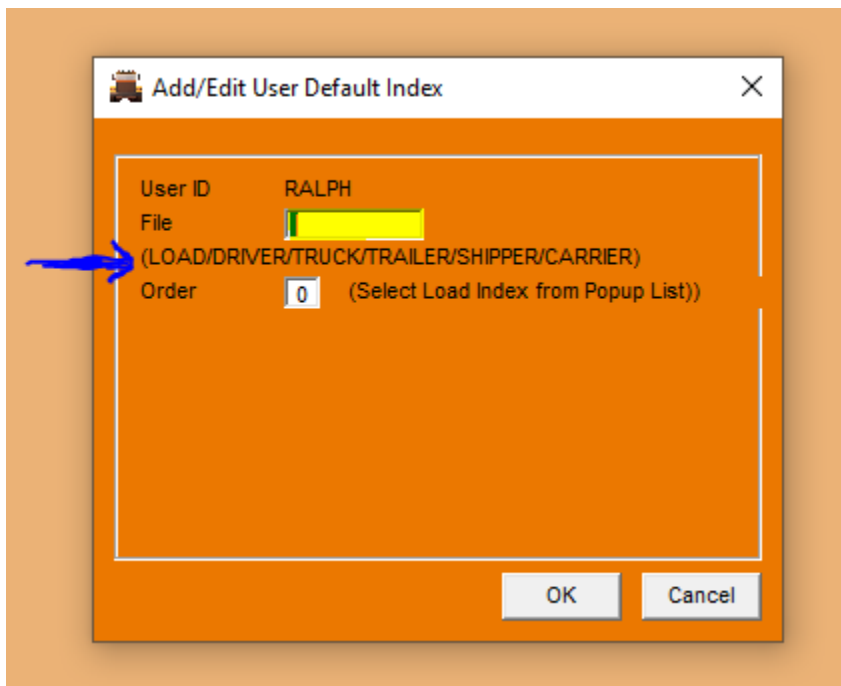
Go to the USER/GROUPS

Highlight the user and click on the DEF INDEX button

CLICK ON ADD

Input the file you want to create a default index for (see list to choose from)

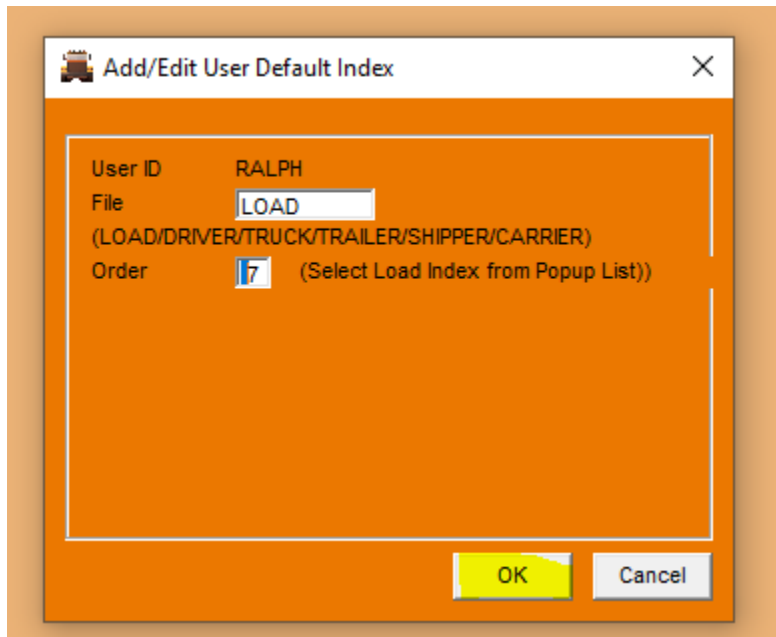In the ORDER box you hit F1 and choose the index from the popup list (if setting LOAD index)*

Add/Edit User Default Index

User ID   RALPH
File   LOAD
(LOAD/DRIVER/TRUCK/TRAILER/SHIPPER/CARRIER)
Order   0   (Select Load Index from Popup List))

User Load File Index Default

Index	Index Name	Primary	Secondary	Tertiary	Status	BrokSt	Billed
1	Unbilled Loads - Load Order	LOAD			XADPHEB		N
2	Billed Loads	LOAD			DAPEHB		Y
3	Bill Id+Ship Id+PDate	BILL_ID	SHIP_ID	PDATE	APEHDBX		B
4	Brokered Loads	DISP			B		N
5	Brokered Loads Enroute	CONSST	CONSCITY		B		B
6	Active Loads by Load #	LOAD			AHPE		B
7	Ship Id+PDate	SHIP_ID	PDATE		APEHDBC		B
8	P Date	PDATE			AHX		N
9	Pick Date	PDATE			PEDBH		B
10	Agent	DPLAGENT	DISP		AH	AH	N
11	By Agent and Pickup date	DPLAGENT	PDATE		APECBHD		B
12	Delivered and Unbilled by Agent	DPLAGENT			D		N
13	Bill Id+Ship Id+Cons Id	BILL_ID	SHIP_ID	CONS_ID	APEBXHD		B
14	Loads by Billee PO#	BILLPO			APEBXHD		B
15	Active Loads by Dept	DISP	STATUS	PDATE	APEBXH		N
16	Agent by Load	DPLAGENT	LOAD		APECBXHD		B
17	Carrier then TT	CARRIER	TRAILTYPE	DDATE	APEBHD		B
18	TT then Carrier	TRAILTYPE	CARRIER	DDATE	APEBHD		B
19	BROKST	BROKST					B
20	By ICC code	ICC			APEDHX		B
21	ALL LOADS	LOAD			APECBXHDQN		B
22							
23							

Set Default

Click the SET DEFAULT button at the bottom, answer YES

Make BROKST the Default Index ?

Yes   No   Cancel

Close the index browser screen and click OK and all done!

*If you want to create a default index for the driver/truck/trailer etc. screens just manual type in the number from the index listing on the corresponding browser, for example …..