




Dispatch Instructions

Below are instructions for creating and monitoring trips and dispatching orders.

When you select *Transportation >> Dispatch* from the main menu, the Dispatch Controller is displayed with the *Trips* tab selected.


CREATE A NEW TRIP:

1. Click the **Trip**  button. This resets all fields, sets the Trip # to 0, and shifts focus to the *Check Call* tab. For a new trip, this tab will be empty.
2. Select an *available* truck by entering the truck code directly, or by clicking on the **Search**  button adjacent to the Truck field to display the Available Trucks form. If the selected truck is associated with a driver and a trailer, those fields will also be filled, but can be changed. (If you enter a truck that is not available, a new trip will not be created; instead, the truck's current trip will be displayed.)
3. Click the **Run**  button to create the trip. If you have selected a trailer, a PIN stop is automatically created. If the trailer is in a different location from the truck, a MOV stop is automatically created, prior to the PIN.

ASSIGN AN ORDER TO A TRIP:

1. On the *Trips* tab, select the trip to which the order will be added.
2. Select the *Leg Details* tab, and press the **Add** button.



3. Select DPU from the Status dropdown list. 
4. On the Orders Available form, select an AVL (available) order. Ideally, you would pick an order with a pickup location in close proximity to the current location of the truck.

5. Double-click on the order, or press **Select** on the *Leg Details* page. The selected order is added to the trip. You will receive a warning if the equipment type on the order does not match the truck/trailer combination, but you can continue.
6. Press the Save button.



7. The *Leg Details* tab now displays the details of the selected order. On the Orders Available form, the status of the order has been changed to DPU.
8. On the *Check Call* tab, the order number now appears in the grid, along with other details of the order booking. On the *Stops* tab, a new Stop appears for the location at which the order will be picked up.
9. On the *Trips* tab, the order number has been added to the Orders on Board field.

PICK UP THE ORDER:

1. Select the *Leg Details* tab and press the **Add** button, OR double-click on the order record on the *Check Call* tab.
2. The Stop No increments, and the status changes to the next default status, which typically is LDD (loaded). The details of the stop are added automatically, but can be adjusted.
3. Press the **Save** button. The current check call now has a status of LDD, and the next status is DEL (delivery). A new record is added to *Stops*.

DELIVER THE ORDER:

1. Select the *Leg Details* tab and press the Add button, OR double click on the order record on the *Check Call* tab.
2. The Stop No increments, and the status changes to the next default status, which is DEL (delivery). The details of the stop are added automatically, but can be adjusted.
4. Press the Save button. The order is now delivered, and will not appear on any subsequent trip activities. A new record is added to *Stops*.

5. You can now assign a new order, end the trip, or perform some other activity.

DROP A TRAILER:

1. Select the *Leg Details* tab and press the **Add** button, OR double click on a record on the *Check Call* tab.
2. Select DRP as the next status.
3. Press the **Save** button. The trailer is removed from the trip, and if the trailer was loaded, the order is also removed from the trip. A new record is added to *Stops*.

CONNECT A TRAILER:

1. Select the *Leg Details* tab and press the **Add** button, OR double click on a record on the *Check Call* tab.
2. Select PIN as the next status.
3. Press the **Save** button. The trailer is added to the trip, and if the trailer was loaded, the order is also added to the trip. A new record is added to *Stops*.

PICK UP AND DELIVER MULTIPLE ORDERS:

1. You may assign new orders to a trip that already has one or more undelivered orders.
2. All orders appear in the Orders on Board field on the *Trip* tab.
3. The *Check Call* tab displays one record per order with the current status of that order. For example, one order could have a status of LDD, and the other DPU.
4. When you double-click a line in *Check Call*, the order in the selected record is highlighted on the *Leg Detail* tab, and the details on the form refer to that order only. In the example below, order 11842 only would have its status updated to LDD.

The screenshot displays a software interface for managing a trip. The main form contains the following fields:

- Stop No: 4
- Status: LDD (dropdown)
- Truck: 9406
- Client: VANCUS Vancouver Ir
- Name: Vancouver Industries
- City: Surrey
- St/Prv: BC (dropdown)
- Rgn: CA / CA (dropdown)
- Date: 11/15/16
- Time In: 17.51
- Time Out: 17.51
- X Pay: (dropdown)

On the right side, there is a 'Trailer' section with a list of orders:

Trailer
49006
11842.0
11838.0

At the bottom right, there is a 'Select' button.

At any point in the trip, a status other than the default may be selected for the next activity. For example, a trip could begin with a PIN, MOV and DRP of a loaded or empty trailer, followed by a PIN to a different loaded or empty trailer. An entire trip could consist of PIN, LDD and DRP only; or PIN, DEL and DRP only.

If a loaded trailer is picked up by a truck in the course of its trip, the order on that trailer is also assigned to the trip, and stays with the trip until the order is delivered or the trailer is dropped.

RELEASE THE TRIP:

- 1.** Press the **Add** button on the *Leg Detail* tab. Select REL as the status.
- 2.** Press **Save**.
- 3.** Once the trip is released, no further stops can be added. A trip must be released before it can be checked in, and it must be checked in before driver or lease op settlements are calculated. (See TRIP SETTLEMENT).
- 4.** Usually a trip is not released until all orders have been delivered or dropped, but this is not a requirement. If the order is not delivered, it will not be included in the settlement.