



Setting the Standard for Safety, One Mile at a Time.

**4625 Industrial Road
Fort Wayne, IN 46825**

Loadmaster Enterprise

Agent Training Manual

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Dispatch Process

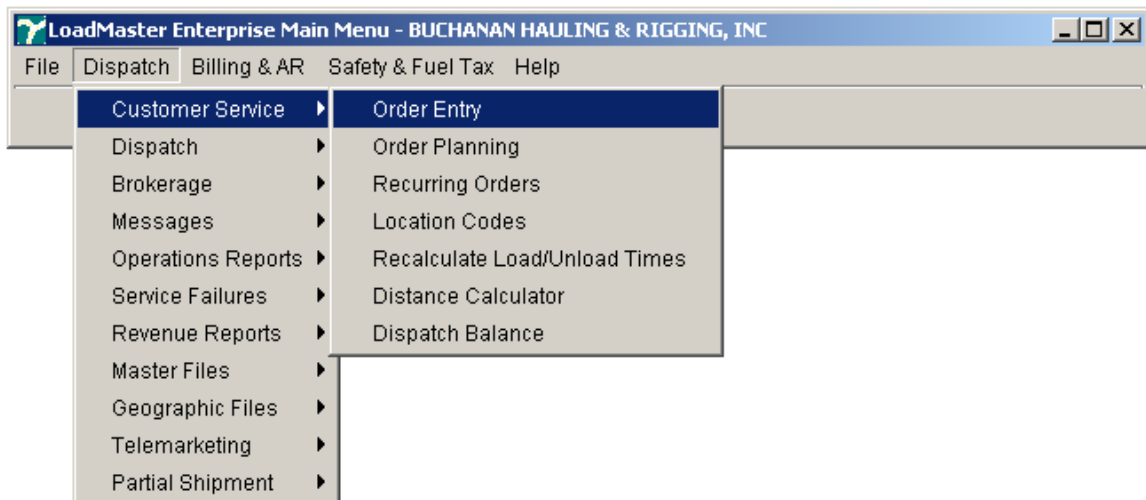
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BASIC ORDER ENTRY

- One of the key elements Buchanan Hauling & Rigging’s success is how our company keeps track of their freight and movements through the McLeod LoadMaster System. We use the program to keep track of our drivers’ location and status and also to manage the various loads that we are responsible for.
- When we are awarded a load from an expedite customer, or from any other company it is important to get all of the information on the load into the McLeod system. This way it is viewable and accessible to all employees.

ACCESSING THE ORDER ENTRY SCREEN:

- There are a few ways to get to the Order Entry screen. From the LoadMaster Main Menu toolbar click on “Dispatch”, then highlight “Customer Service” to open the submenu where you can select “Order Entry.”



Another way to get to the Order Entry screen, if you are already in the order planning window is to simply double-click on any order number, which will bring up that order’s information. The information on that order is saved and viewable, in the form of the same basic Order Entry screen.

Here is the Order Entry screen

- To begin, and start putting in your information, click the “Add” button on the main toolbar. This will allow you to begin putting in your information.
- When you click “Add” it will highlight some of the fields in red. These are the fields that are REQUIRED before you finalize your Order Entry.

ENTERING LOAD INFORMATION:

- The Order number, on the top left, will be automatically generated by McLeod when you finish entering your information so you don’t need to worry about this area.
- The Revenue code field is where you designate where the revenue from this load will be going. You can type in the revenue code manually if you know it, or you can click on the magnifying glass icon in the window to open up a screen of all the possible revenue codes, and select one from the list.

These are the most commonly used Revenue Codes:

- OO – Owner Operator (committed load, must cover)
- CO – Company Revenue (committed load, must cover)
- BR – Brokerage (committed load, must cover)
- OB – “Our and Broker” – committed load can broker.
- ZZZ – Potential loads that can broker (not obligated to cover).
- ZZZZ – Potential loads that cannot broker (not obligated to cover.)

When initially putting a load into the system you may not know how it will end up moving by brokerage, company truck, or owner operator. In this case choose a revenue code such as “OB” if a committed load initially then change the revenue code once you know who will be hauling the load. All loads that get delivered will end up with a CO, OO, or BR for a revenue code.

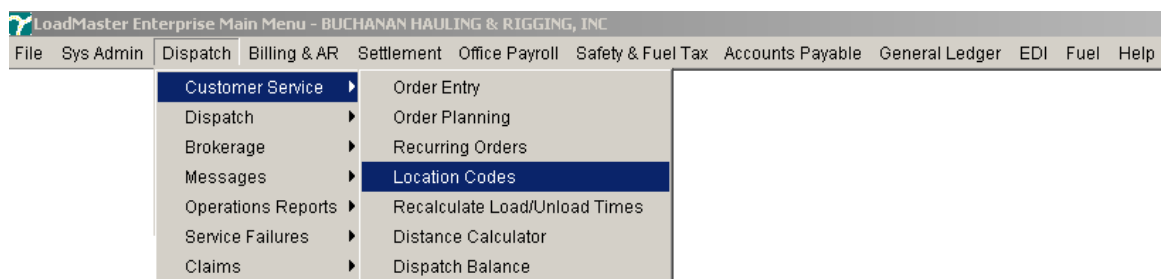
- Next you need to put in the addresses for the Shipper and Consignee, in the origin and destination cities respectively.

- If we have hauled a load to or from a location before, we could have kept a record of it in a location code. These are stored and accessible through the text field just to the left of the addresses. You can click on the magnifying glass to view the list of location codes.



- You can search here for a specific saved location. Type in the Name of the location that you want in the search bar. If you find what you are looking for, double click it, or highlight it and click OK then the whole address will be imported onto the Order Entry screen.
- The location codes are usually a combination of the first letters of the location, city and state.
- If you do not find the location you are looking for you will have to add the location code to the system by following the instructions on adding a location code.

Location Code Entry



- For every pick-up or delivery point in the system there has to be a location code associated with all of these points. Once the screen is up then add a new code. The general rule on the codes is 3-1-2.
- Example: Buchanan Hauling & Rigging, Inc.
4625 Industrial Road
Fort Wayne, IN 46825

- Code would be: BUCFIN if available. First three letters name BUC, first letter city F, then state code IN. If this is not available then use 2-2-2. Fill in all of the fields that you can (including hours, directions and comments, shipper, consignee, and contact information).

Locations - BUCHANAN HAULING & RIGGING, INC

Location code: ABCWWI Category: Bill-to:
 Name: ABC SUPPLY COMPANY
 Address 1: 102 FULTON
 Address 2:
 Commodity:
 City/State/Zip: WAUSAU, WI 54402 PNN City/State/Zip:
 Latitude: 44.9675 Longitude: 89.6481 Geocoded

General | Telemarketing | Directions | Map | Trailer Pool | Comments

Open: Sun, Mon, Tue, Wed, Thu, Fri, Sat
 Close: Sun, Mon, Tue, Wed, Thu, Fri, Sat
 Insurance: Salesperson:
 Fuel region:

Shipper Customer
 Consignee Appointment required
 Terminal
 Drop yard Steamship line
 Pallets required
 Max balance:
 Current balance:

Loading time: 0.00 Unloading time: 1.50
 Load/Unload parameter: All stop records
 Load/Unload count: Exclude

Contacts

Active	Name	Title	Phone number	Mobile phone number	Fax number
<input checked="" type="checkbox"/>	JOHN STANTON		715-845-6271		

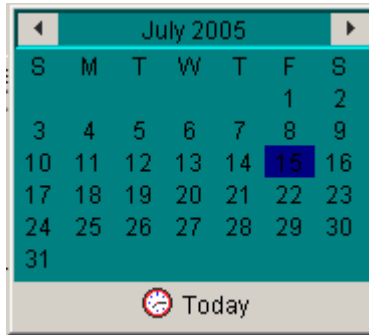
The city, state, and zip of this location

TIP

- When you are typing in the city, state and zip code there are a few tricks you can use. If you do not know how to spell a certain city, or do not want to type out long city names you can type in the first few letters and the state, and the database of city and state names in McLeod will list city names in a new window that you can select from.

- The “Zone” field, which is required, fills in automatically after you type in the city and state name.
- The next required fields are the scheduled arrival times for the pickup and delivery of the load. You can type in the date and time manually in the form of

(MM/DD/YYYY HHMM) or you can click the calendar icon to select the date from the calendar window.



- Select a date from the calendar and enter loading or delivery time.
- Another shortcut here, when dealing with the dates is that you can type “T” and it will put in today’s date, then you can type in the time. If you type “T1” it will put in tomorrow’s date. If you type “T2” the date will be 2 days from now, etc.
- The next thing to enter is the commodity. You can select what you are shipping from another expanding window that allows you to search for and select the commodity from a list.
- The UN number is where we put in codes for Hazardous Materials, if that is what we are shipping.
- The Consignee Reference number, which is the second field on the lower right side, is the number that the consignee uses to reference this load. You will usually get this number with the load information, and it is very helpful to be able to search for the orders for a certain company through this number.
- If you know that a shipment is picking up a preloaded trailer, then you would use the trailer number window. Otherwise we will not know which trailer is being used on the load until it is preassigned to a driver.
- If you know what type of load this is, and what type of trailer is necessary, that is what you will enter in the “trailer type” field. You can click the magnifying glass icon here to show you all of the possible options, or you can type in the 2 or 3 letter code for what is necessary if you know it.
- McLeod should automatically put in your login ID for you if when you are entering a new load in the “Entered by” window.

LOAD DETAILS:

- On most loads that you will be entering there is some more detailed information, like the weight of the load, along with the pieces, and maybe the length, width, and height of the load. When you are given this information, it is important to put that into the McLeod system as well.
- There are a couple of ways that you can get to the place where you put in the comments on the load. You can click the “comments” button on the shipper side.

The screenshot displays the 'Order Entry' window for 'BUCHANAN HAULING & RIGGING, INC.'. The interface includes a toolbar with icons for Search, Previous, Next, Add, Update, List, Movements, Order Copy, Duplicate, Create OSD, Reference #, Stop Search, Offer Order, and Exit. Below the toolbar are fields for Order number, Revenue code, Loadboard, LTL Status, Recurring order, Order type, Hold, and Reason. A tabbed menu at the bottom includes General, General-cont'd, Stop, Equipment Req'd, Billing, Last Dsp Status, Brokered Moves, Callins, Allocation, History, EDI, and Detail. The main area is divided into 'Shipper' and 'Consignee' sections. The 'Shipper' section contains fields for Extra pickups, Zone, Contact, Phone, Scheduled arrival between, Pallets, Driver load, Appointment required, Confirmed, Commodity, UN number, Temperature range, HAZMAT routing, Operations user, Agent, Entry method, and Order copied to. The 'Consignee' section contains fields for Extra drops, Zone, Contact, Phone, Scheduled arrival between, Driver unload, Appointment required, Confirmed, BOL, Consignee reference, Preload, Trailer, Trailer type, Ordered by, Entered by, and Order copied from. A 'Comment/Reference' button is located in the Shipper section, and a black arrow points to it from the text above. The status bar at the bottom indicates 'No records in list'.

- Or you can open the “Stop” tab, where the comments are displayed, and double click in the open area where the column title says “Comments”

Order Entry - BUCHANAN HAULING & RIGGING, INC

Search Previous Next Add Update List Movements Order Conf Duplicate Create OSD Reference # Stop Search Offer Order Exit

Order number 1208392 Revenue code CO COMPANY REVENUE Loadboard LTL Status Available

Recurring order Order type Hold Reason

General General-cont'd Stop Equipment Req'd Billing Last Dsp Status Brokered Moves Callins Allocation History EDI Detail

Stop type	Location	Earliest	Latest	Pieces	Weight	Reference	Comments	Appt required
Pickup	BHTLTX BH TRANSPORT/ 4301 PAN AMERICAN BLV LAREDO, TX 78040	10/30 1237					this is 2 bargers, PF-153 M Do not ship these until rele	
Delivery	MAFFIN MAFCO/MID AMER/ 3101 NEW HAVEN FORT WAYNE, IN 46895	11/09 1238						

Ins Upd Del Up Down

Record 1 of 1800 in list

- In this comments section, along with entering the loads dimensions and weight, we would typically like to enter another reminder if this particular load must be tracked online.
- If, for example, the load is for Artisan you should put in a comment something like “UPDATE ARTISAN 281681.” So whoever looks at the load information or updates it can update the website as well quickly and easily with their reference number. This number should be the same as the consignee reference number.
- Under the comments is where you would also put any special directions or requirements for the load. Ex: going to a specific dock at a drop or tarping.
- To enter a comment, on the “Stop” window that will appear in the comments section, click on the “Add” button.

- The next window you will get will look like this:

- Here you enter the type of comment you are entering, then you can tab over to the open window to add your comment. You do not have to type all of the information in one comment window as multiple comments are allowed per load.
- Then you can click the OK button and your comment will be added on the Order Entry screen under the “Stop Details” tab. You can check it there to see if it has been updated.
- **Important – Billing comments show up directly on the customer invoice, all other comments will stay internal. Hot comments will show up in red on the comment line indicating high importance. Use dispatch comments for items to communicate details about a load or driver.**

MULTIPLE STOPS:

- If the load you are entering has more than a single pickup and delivery it is important to put this information into the McLeod system as well.
- When you enter a load in the “General” tab you should put in only the first pickup and last stop for the shipment. To add a stop to the load click on the “Stop Details” tab to view the stops you have entered this far.

Stop type	Location	Earliest	Latest	Pieces	Weight	Reference	Comments	Appt r
Pickup	SILVER LAKE, IN 46982	08/17 0800	08/19 1500				NO TARP	
Delivery	GREELEY, PA 18425	08/18 0000	08/22 0000					

- Here you will see various buttons on the bottom of the window. To add a stop, click on the “Ins” button to insert a new stop. “Upd” updates a stop that has already been entered, and “Del” removes a stop from the load. If your stops are to be in a particular order you can highlight the out of place one and use the “Up” and “Down” buttons to move the order of the stops.
- Adding a stop will bring you to the same screen as the one where you entered your comments. The Stop screen.

Stop - BUCHANAN HAULING & RIGGING, INC

Type: Pickup Status: Available

Location: [Field] Pallets in: [Field] Pallets out: [Field]

Cases/pieces: [Field]

Weight: [Field]

Volume: [Field]

Zone: [Field] Driver load/unload: [Field]

Contact: [Field] Hub: [Field]

Phone: [Field] Service Fail: [Field] OS&D: [Field]

Actual arrival: [Field]

Actual departure: [Field]

EDI location: [Field]

Original: [Field] Early: [Field] Late: [Field]

Scheduled: [Field]

ETA: [Field]

Appt. required Appt. confirmed

Change Appt. [Button]

Type	Comment

Add [Button] Upd [Button] Del [Button] Up [Button] Down [Button]

Qualifier	Reference number	Weight	Pieces	Send to driver

Add [Button] Upd [Button] Del [Button]

Cancel [Button] OK [Button]

- At the top in the dropdown menu, you select the type of stop that you would like to add. Then just as you did before, you can either select a location code or manually enter the address of the stop you are adding.
- Then you can put in the Scheduled arrival times the same way you did adding the first and last stops of the load.
- This is basically all you need to enter for these stops, so after you have filled in these fields you can click the OK button, and your stop will be entered on the Stop Details tab.

BILLING:

- Click on the Billing tab to access where you enter what the load will be paying, who is getting billed.

Order Entry - BUCHANAN HAULING & RIGGING, INC

Order number: 1208392 Revenue code: CO COMPANY REVENUE Loadboard: LTL Status: Available

Recurring order: Order type: Hold: Reason:

General General-cont'd **Billing** Last Dsp Status Brokered Moves Callins Allocation History EDI Detail

Billing method: Third-party Billing Distance: 1464.0 Miles

Bill-to customer: MIDFIN (magnifying glass icon) Cases/pieces: Local mileage:

MID-AMERICA FOUNDATION SUP... FORT WAYNE, IN 46803 Weight: Min weight: Pounds:

Controlling party: Rate method: Flat Units description: Rating units: 1.0000 Rate:

BOL received Ready to bill

Transfer date: Billing date: Billing user: Carrier inv: Bill recv date:

Freight charge: \$0.00 Other charges: \$1,850.00 Total charges: \$1,850.00

Pay gross: \$0.00 Estimate Fuel Surcharge: Available Credit:

Estimated toll charges: Next rebill:

Orders not rated: 1

Rate Confirmation Received Contracted Lane

Additional Charges

How the charges for this order will be paid Updating a record

- Once again, the fields that are in red are the ones that you MUST type in before saving the load information to the system.
- You can select the billing method in the dropdown menu, whether it is prepaid, collect, or if it is being billed to a third party company.
- To put in whom the load will be billed to click the magnifying glass icon to open a list of our customers. You can search the list by typing in the company name, then select the company from the list.
- If you click the “Billing Distance” button it will calculate the total mileage of the trip between all stops. If you have the information of weight and pieces you can enter that here as well.
- The rate method can be selected from the dropdown menu. It will usually be done by a flat rate or by the mile, but it can also be billed by weight or CWT. (CWT = per 100 weight)
- Under rate you can type in the flat total that the load will be paying, or the rate per mile that it will be paid, and the total will be calculated.

- To add an additional charge to the load, such as a fuel surcharge, stop off charge or permits, you can click the “Add” button on the bottom left side of the window.

The screenshot shows the 'Order Entry' window for BUCHANAN HAULING & RIGGING, INC. The 'Billing' tab is selected. Key fields include:

- Order number: 1280989
- Revenue code: DB
- Billing method: Third-party
- Billing Distance: 644.0 Miles
- Rate method: Flat
- Rate: 1800.0000
- Freight charge: \$1,800.00
- Total charges: \$1,800.00

 At the bottom, the 'Additional Charges' table has columns for Code, Description, Units, Rate, Amount, Method, Driver, Bill-to, Pay Agent, and Estimated. An 'Add' button is located at the bottom left of this table, with a red arrow pointing to it from the text above.

- This will open a new window to enter the details of your additional charges.

The 'Additional Charges' dialog box is open. It contains the following information:

- Code: FSF
- Description: FUEL SURCHARGE FLAT
- Units: 1.0000
- Rate: (empty field)
- Flat amount: (empty field)
- Buttons: Cancel, OK

- You can select the type of charge in the “Code” window by clicking the expand button, then selecting the type of charge you are adding from the list.
- Next enter the “Rate” or total amount that the additional charge is for, and click the OK button.
- Your additional charge will be added at the bottom of the screen, and also calculated and added to the total of the charges for the shipment.

Important TIP

Do not use the Driver field or the Bill to in the additional charges box. This will create a separate bill for the additional charge.

Also, below is a listing of all of the charge codes that we have and how the driver and agent is paid on all of them broken out between company driver, agent, and owner/operators. Be careful to choose the right code because some of them pay the drivers and agents and some do not.

Other Charge Codes

<u>Description</u>	<u>Agent</u>	<u>O/O Percent</u>	<u>Co. Driver Percent</u>
ACCESSORIAL CHARGES	None	None	None
* BCNL - FUEL SURCHARGE	Normal Split	Brokerage	Brokerage Codes
* BCNL - ACCESSORIAL	Normal Split	Brokerage	Brokerage Codes
* BCNL – FUEL SURCHAR%	Normal Split	Brokerage	Brokerage Codes
* BCNL – INSURANCE	Normal Split	Brokerage	Brokerage Codes
* BCNL - STOP OFF	Normal Split	Brokerage	Brokerage Codes
* BCNL – TANK WASH	Normal Split	Brokerage	Brokerage Codes
* BCNL - TONU	Normal Split	Brokerage	Brokerage Codes
BURROUGH CHARGE	None	All	None
CONSOLIDATION CHARGE	None	None	None
DEADHEAD	None	All	None
DETENTION (DRIVER)	Normal Rate	Normal Rate	Normal Rate
DROP TRAILER CHARGE	None	None	None
ESCORT CHARGES	None	None	None
EXPEDITED SERVICE	Normal Rate	Normal Rate	Normal Rate
FLAT W/SIDES	None	None	None
FUEL SURCHARGE FLAT	None	All	None
FUEL SURCHARGE MILEAGE	None	All	None
FUEL SURCHARGE PERCENT	None	All	None
HAZMAT	Normal Rate	Normal Rate	Normal Rate
HOTELS & MEALS	None	All	None
HOURLY WORK	Normal Rate	Normal Rate	Normal Rate
INSURANCE SURCHARGE	None	None	None
LUMPER FEE (DRIVER DID)	None	80%	80%
MEXICAN BORDER CROSS	None	None	None
MEXICAN EQUIPMENT	None	None	None
OVER DIMENSIONAL CHARGE	Normal Rate	Normal Rate	Normal Rate
PERMITS	None	None	None
PREMIUM PAY	Normal Rate	Normal Rate	Normal Rate
PREMIUM PAY	Normal Rate	Normal Rate	Normal Rate
PROJECT MGMT/ACCESS	None	None	None
RIGGING CHARGE	None	None	None

RIGGING CHARGE	None	None	None
SHOW AND PARKING	Normal Rate	Normal Rate	Normal Rate
SPECIAL EQUIPMENT	Normal Rate	None	None
SPECIALIZED EQUIP CHAR	None	None	None
SPOTTING TRAILERS	Normal Rate	Normal Rate	Normal Rate
STOP OFF CHARGE	None	All	35%
TARP CHARGE	None	All	30%
TEAM SERVICE	Normal Rate	Normal Rate	Normal Rate
TOLLS	None	All	None
TOLLS	None	All	None
TRAILER DETENTION	None	None	None
TRAILER RENT	None	None	None
TRAILER RENT	None	None	None
TRUCK ORDERED NOT USED	Normal Rate	Normal Rate	Normal Rate

*** Use BCNL codes for brokerage loads only.**

General-cont'd Tab – Cargo Value: The order value is a required field when entering a new order. We ask for the approximate value of the cargo as a safe guard to insure that we are not hauling freight that exceeds our insurance limits. When brokering to an outside carrier this value is automatically compared against the carrier’s insurance limits on file. The system will alert us if the carrier doesn’t have the proper insurance.

Allocation Tab: The allocation tab contains the required field Order allocation that must be filled in to save an order. You have only two choices V = Van Division and F = Flatbed Division. If your load is a van shipment of any kind use V, if not use F. To view the status of the loads so far, you can click on the “Last Dispatch Status” tab to view when the drivers have arrived at their pickup or delivery.

Saving Order


- When you have finally finished entering all of the necessary data for a given load, you are ready to save the Order to the McLeod system.



- You save the Order by clicking the  button at the top of the screen and you are done with your Order Entry.

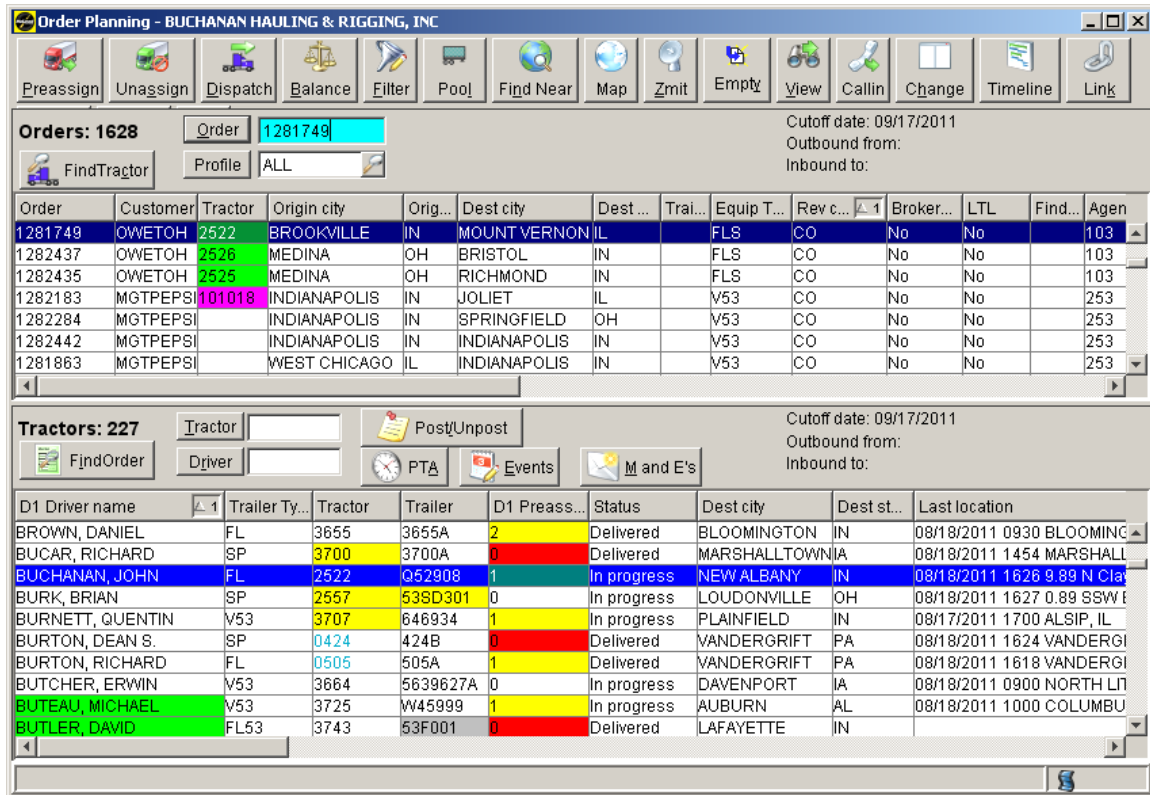
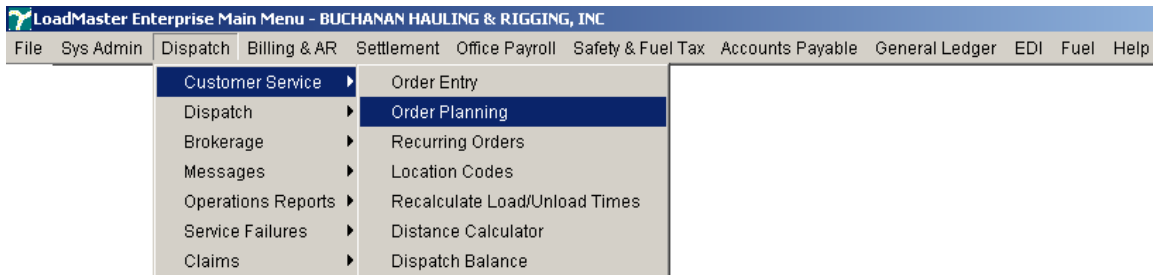
- If something comes up later, and you need to fix something on your Order Entry,



you can bring up the order and click the  button. When you have finished updating the order, click Exec again and it will save your changes to the system.

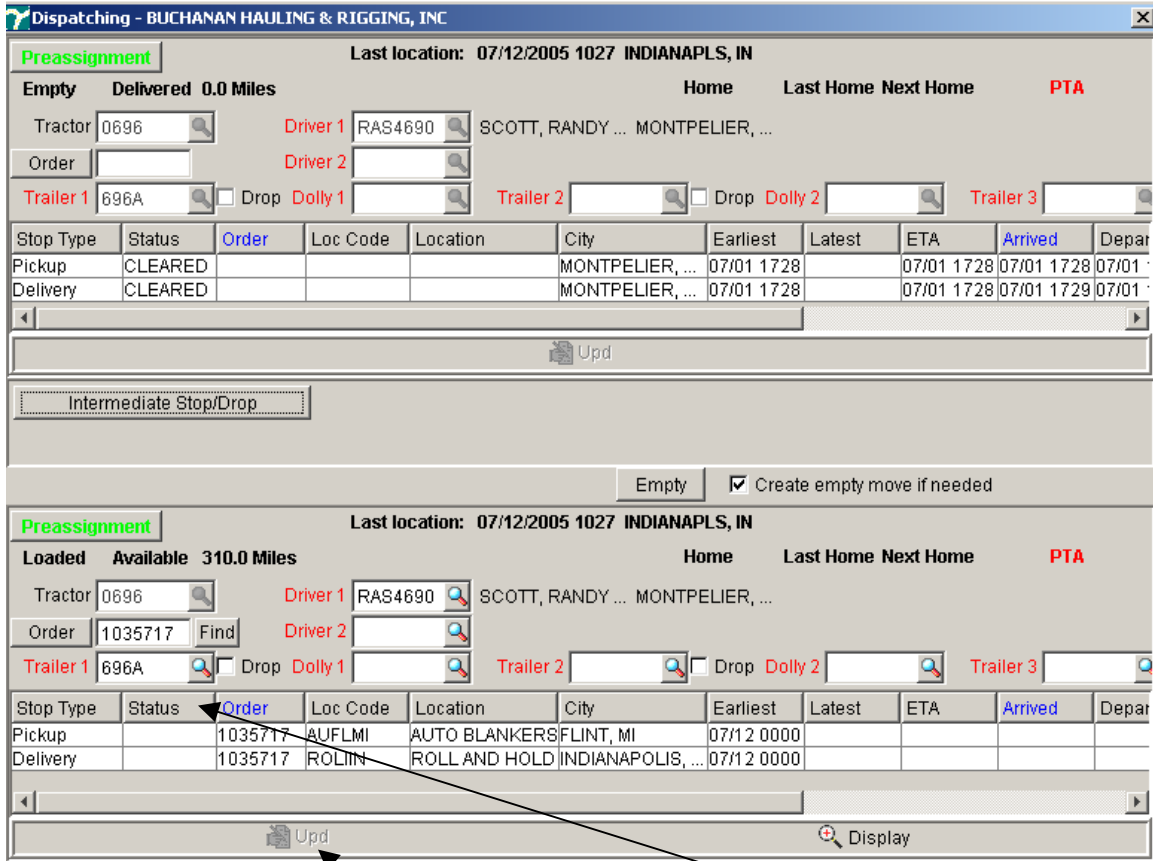
Dispatch

- Once the order is entered in the system it has to be matched with a truck to be dispatched in the system. This process is called pre-assigning in Load Master. To pre – assign a load open up the order-planning screen and highlight the row that contains the order that you want to pre-assign and then highlight the row that contains the truck that you want to dispatch by clicking on the row. With both of the rows highlighted click on the pre-assign button.



- Once pre-assigned the D1 pre-assign column on the order planning screen will turn green and will indicate with the number of loads that are pre-assigned to this truck.

- The next step once pre-assigned is to actually dispatch the truck. This is done by highlighting the row with that contains the truck number you want to dispatch and click the dispatch button on the order planning screen.
- This will take you to the dispatch/movement screen (a screen shot is below).



- The above screen shows the load that the truck is on in the top box and the pre-assigned load on the bottom half of the screen. By looking at the status of the loads you can tell what leg of the trip the truck is on. When status indicates cleared the truck has already left the location and is in route to the next stop.
- For the above load truck#696 is ready to pick-up (he has already cleared his previous loads stops). The bottom half of screen has the stop information for the next load. When the driver arrives at the pick-up you need to click on and highlight the pick up row. Once highlighted the Upd (update button) will become active.

Dispatching - BUCHANAN HAULING & RIGGING, INC

Preassignment Last location: 07/12/2005 1027 INDIANAPLS, IN

Empty Delivered 0.0 Miles Home Last Home Next Home PTA

Tractor 0696 Driver 1 RAS4690 SCOTT, RANDY ... MONTPELIER, ...

Order Driver 2

Trailer 1 696A Drop Dolly 1 Trailer 2 Drop Dolly 2 Trailer 3

Stop Type	Status	Order	Loc Code	Location	City	Earliest	Latest	ETA	Arrived	Depart
Pickup	CLEARED				MONTPELIER, ...	07/01 1728		07/01 1728	07/01 1728	07/01
Delivery	CLEARED				MONTPELIER, ...	07/01 1728		07/01 1728	07/01 1729	07/01

Upd

Intermediate Stop/Drop

Empty Create empty move if needed

Preassignment Last location: 07/12/2005 1027 INDIANAPLS, IN

Loaded Available 310.0 Miles Home Last Home Next Home PTA

Tractor 0696 Driver 1 RAS4690 SCOTT, RANDY ... MONTPELIER, ...

Order 1035717 Find Driver 2

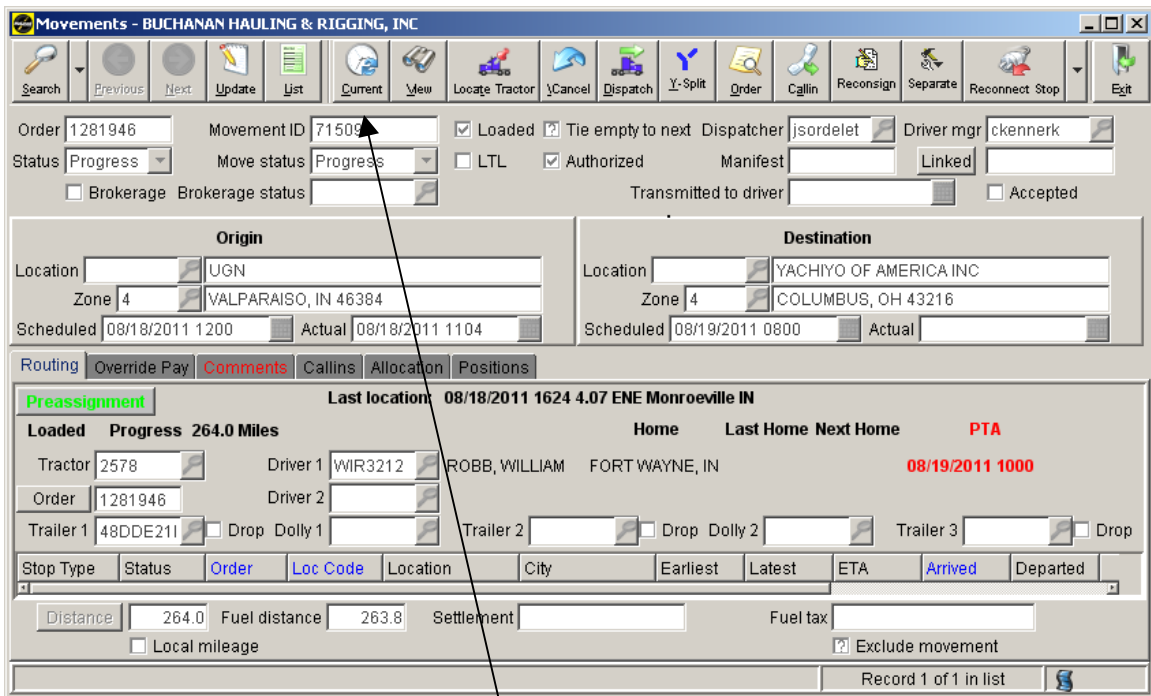
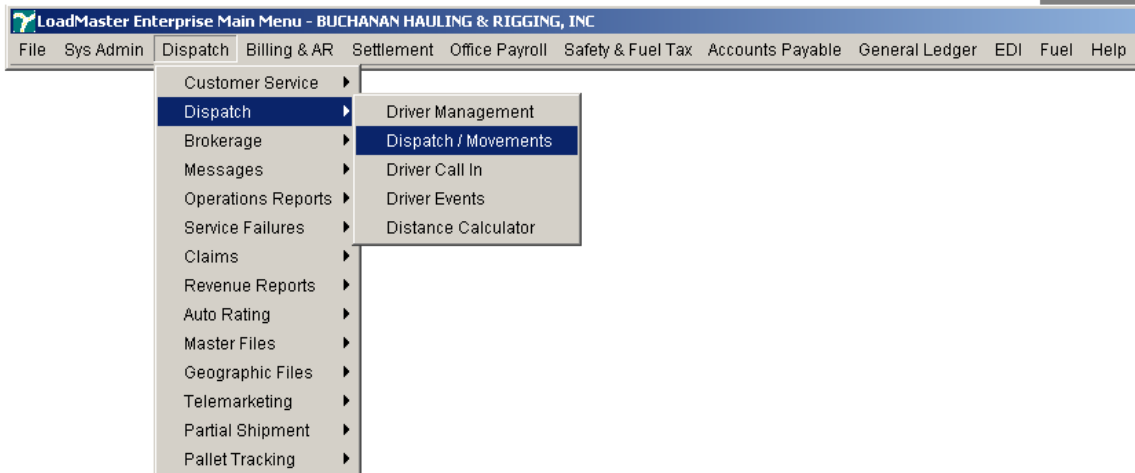
Trailer 1 696A Drop Dolly 1 Trailer 2 Drop Dolly 2 Trailer 3

Stop Type	Status	Order	Loc Code	Location	City	Earliest	Latest	ETA	Arrived	Depart
Pickup		1035717	AUFLMI	AUTO BLANKERS	FLINT, MI	07/12 0000				
Delivery		1035717	ROLIIN	ROLL AND HOLD	INDIANAPOLIS, ...	07/12 0000				

Upd Display

- Click on the Upd button.

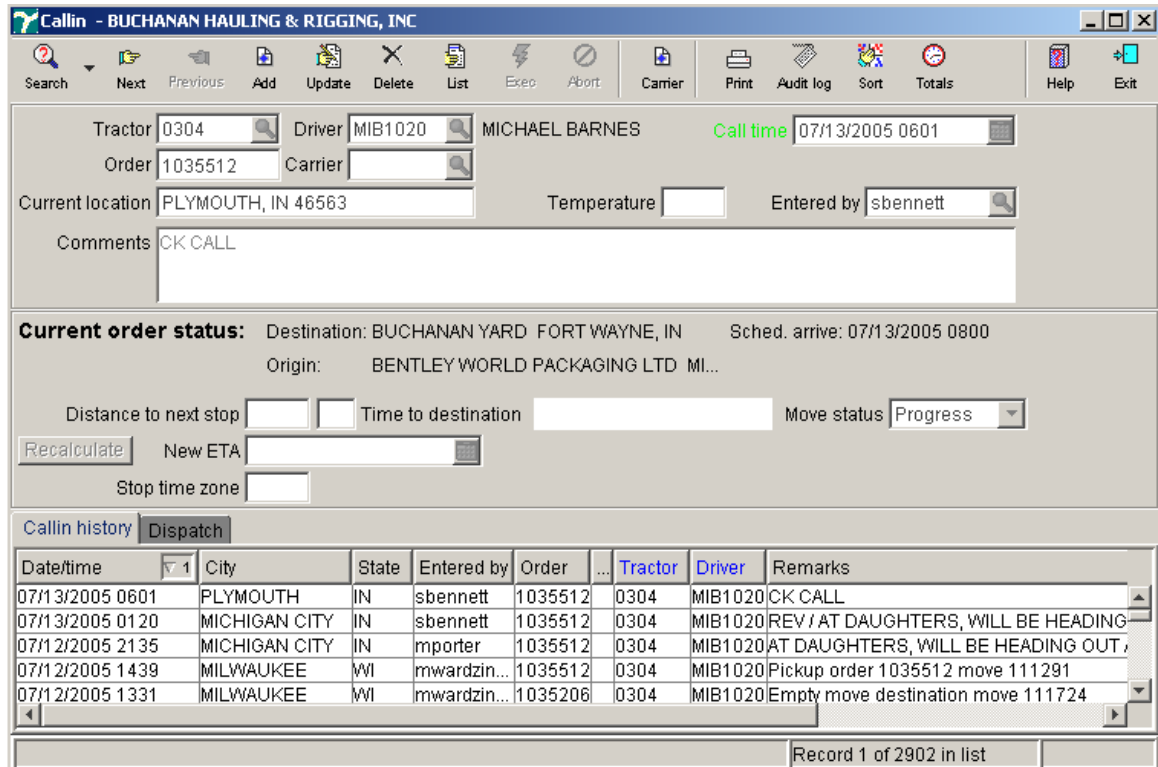
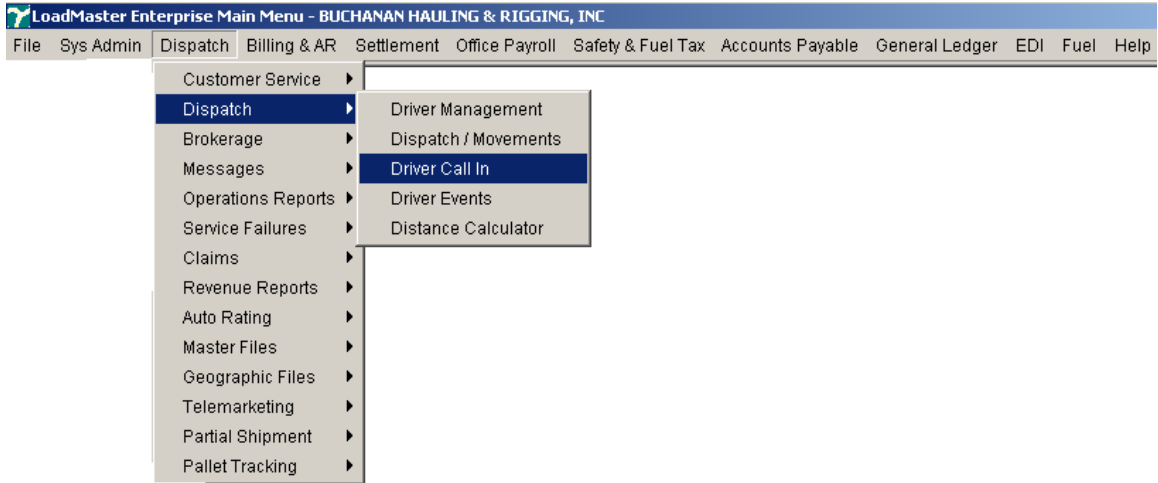
- Put in the actual arrival and departure times. Add comments as necessary. After the actual arrival and departures have been put in the status should change from available to cleared.
- **VERY IMPORTANT TO MAKE SURE STATUS CHANGES TO CLEARED. ALSO, MAKE SURE STOPS ARE CLEARED IN ORDER. CLEARING STOPS OUT OF ORDER WILL CAUSE THE LOSS OF THE TRUCK OFF THE ORDER PLANNING SCREEN.**
- The same procedure is used for all stops a truck makes (Pick-Up, Stop-Off, Delivery, etc.).
- A truck can be dispatched out another way by going directly into the movements screen. See below:



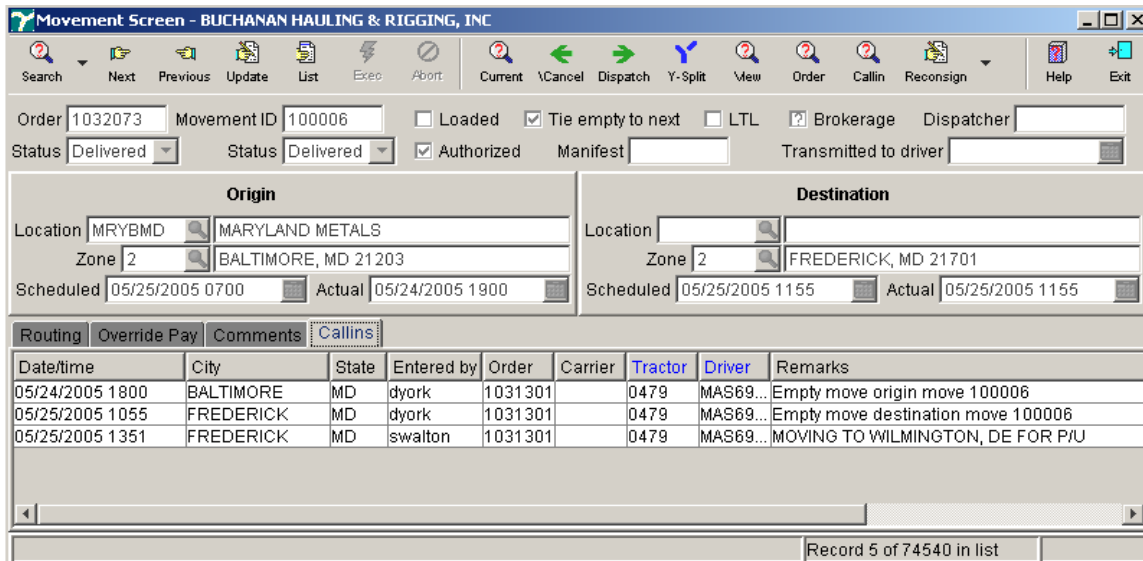
- From this point you can hit current to view and type in the truck number you want and you can see the current movement.

Driver Call-In

- In-between pick-up and delivery stops we want drivers to update us while under loads. The recording of this information is done in the driver call-in screen. The screen can be reached to by either clicking on the call-in button in the dispatch/movements screen or from the main tool bar.

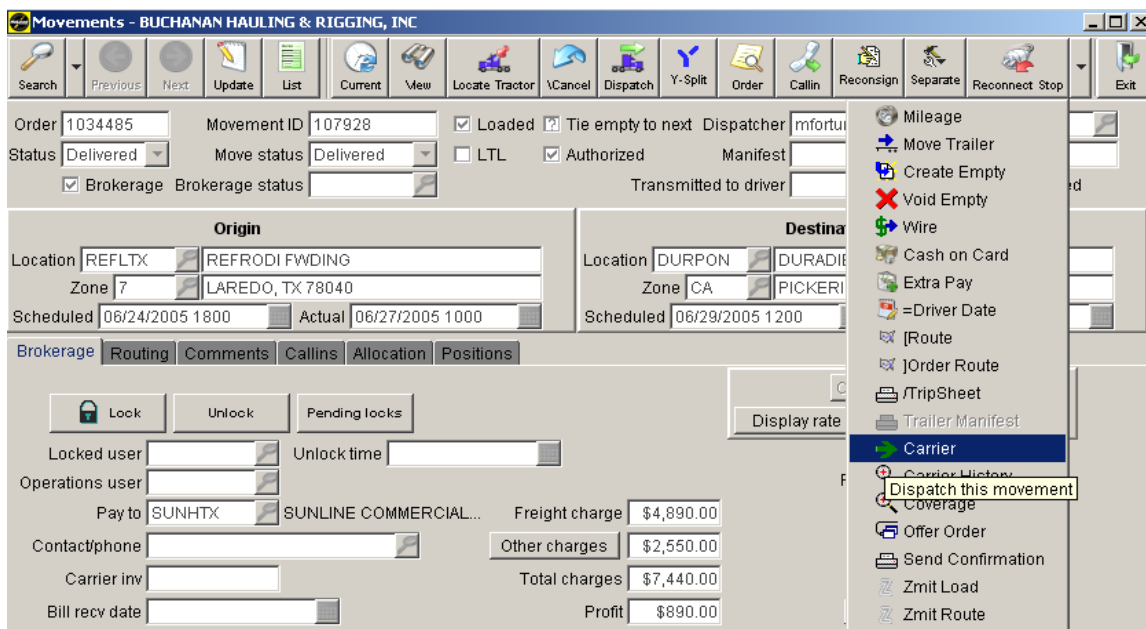


- Bring this screen up when on the phone with the driver and hit the add button to add a new record. Enter the truck#, Current location (city, state), and the comments then execute. This will update the last location on the order planning screen. This gives a dispatcher a continuous record of call-ins for a driver. A list of call-in for a particular load can be viewed from the dispatch/movements screen. By clicking on the call-in tab.



Brokerage Dispatch

The procedure for dispatching a brokered load is a little different than a regular load. To dispatch a brokered load go to the dispatch/movement screen and hit on the down arrow in the top right hand corner of the dispatch/movement screen.



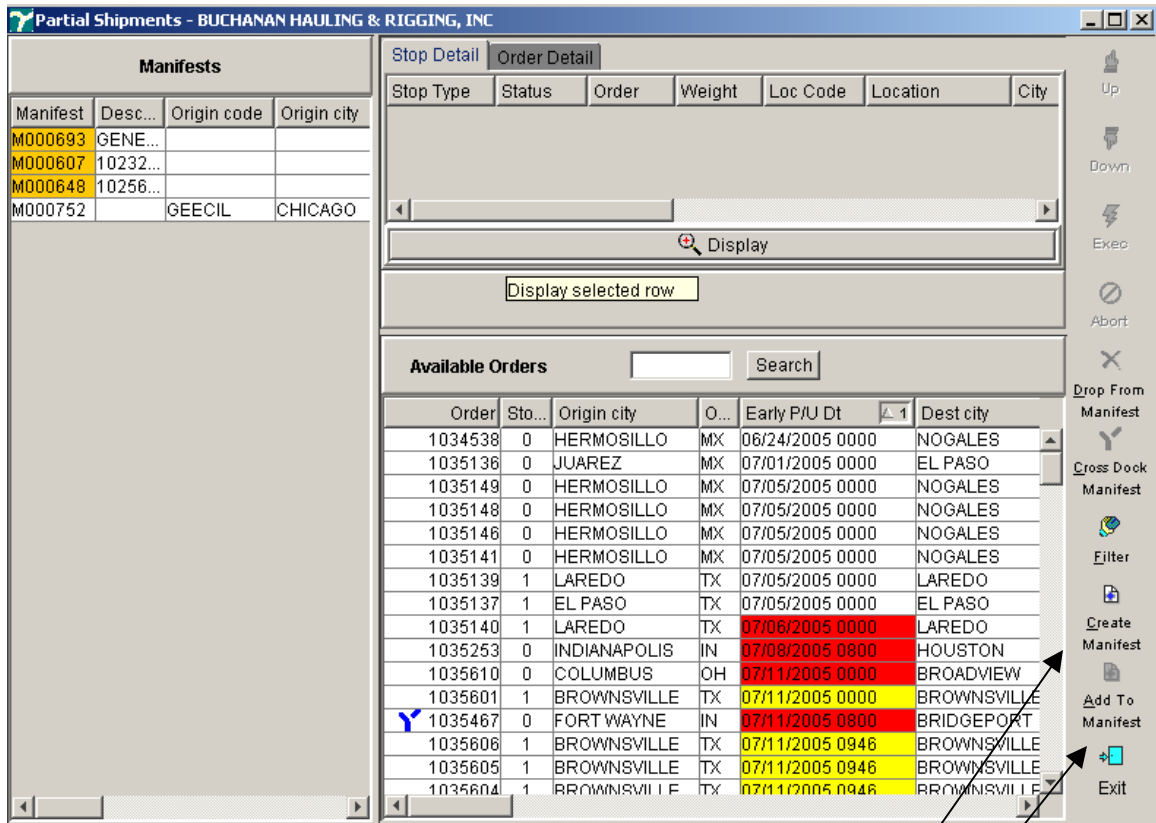
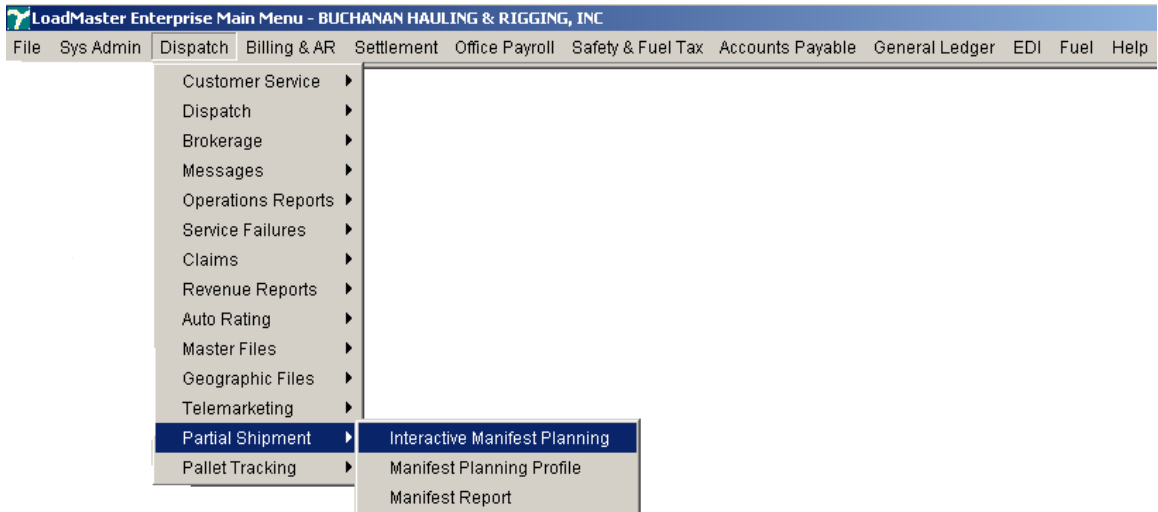
- A drop down list will appear. Click on the Carrier button. A screen will pop up asking for information regarding the carrier that we are brokering to. Fill out the Carrier Code, Pay Method, Rate, etc. Once the rate and company is assigned then click on send confirmation and a rate confirmation will pop up that can be printed and sent.

- The clearing of the stops or dispatch process is the same from here. Just click on the pick-up stop and the Upd button will activate.

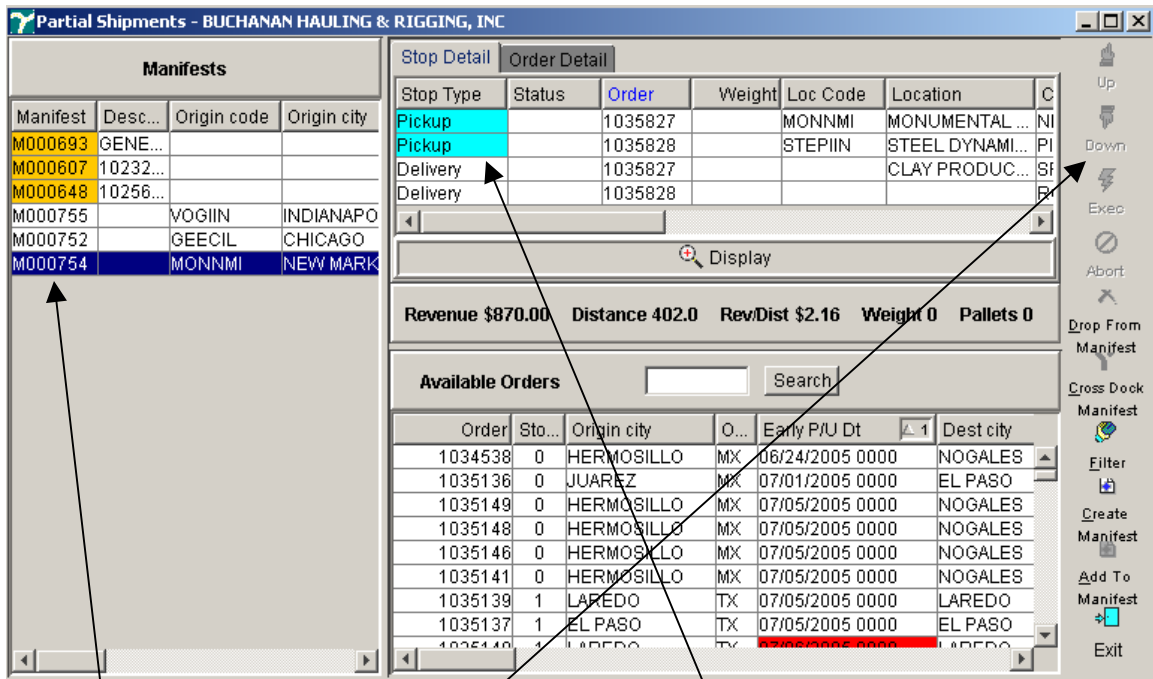
- One thing to keep in mind when dispatching a brokered load is that once a brokered load is dispatched it disappears from the order-planning screen. To find the brokerage load you have to manually query them up by the load# from the dispatch/movements screen by hitting search entering the load# and hitting the execute button. The load can be found on the brokerage planning screen also.

Less – Than – Truckload

- When putting two or more loads that have separate bill to on the same truck the load has to be manifested together. Each individual load must be entered first like normal. Then pull up the partial shipments screen.



From this screen a manifest shell must be created by clicking on create manifest. This will generate a manifest number. Then highlight the number and find the available order to be manifested on the bottom right part of the screen and click add to manifest.



- Once the individual loads are added to the manifest, then arrange the stops order by using the up and down arrows on the right top portion of the screen. If a mistake is made loads can be dropped off the manifest by highlighting the load and clicking on the drop from manifest button.
- After the manifest has been created it shows up on the order-planning screen with an M before the load number. Which indicates a manifested load. A manifested load is pre-assigned and dispatched like any other load.

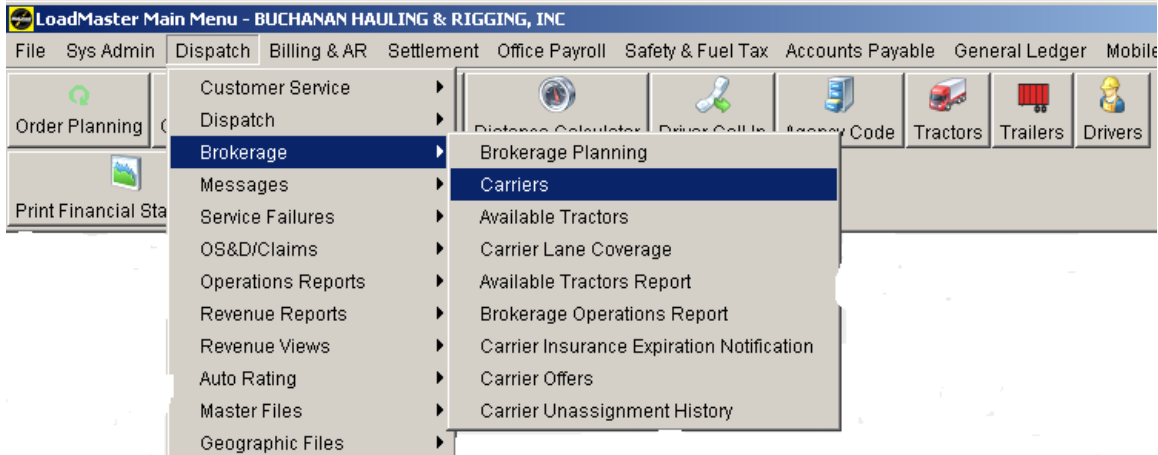
Y-Split Loads

Y-Split loads are loads that are picked up by driver 1, truck 1, and trailer 1 then somewhere in transit one of these changes. For example, if a load is picked up brought to the yard in Fort Wayne and dropped then another driver delivers the load this would require the dispatcher to Y-Split the load to ensure that both drivers are paid correctly.

To Y-Split a shipment you must enter the order just like any other order with a pick-up and delivery stop only. A stop needs to be inserted where the driver, trailer, or tractor changes. Add the stop by clicking on the Y-Split button in the dispatch/movements screen. A stop screen will pop up, then enter the location code where stopping. After the stop is added dispatch like normal.

Brokerage Carriers Look-Up

- To see if a carrier is set-up or not go to carrier view and do a search and look for your carrier. If you do not find who you are looking for they are not set – up with us.



The screenshot shows the 'Carrier - BUCHANAN HAULING & RIGGING, INC' view. The carrier details are as follows:

- Code: BHRI
- Name: BUCHANAN HAULING & RIGGING
- Status: Active
- MC number: 306359
- Legal name: BUCHANAN HAULING & RIGGING
- DOT number: 649444
- Address: 4625 INDUSTRIAL ROAD
- SS # or ID #: 35-2067792
- City/State/Zip: FORT WAYNE IN 46825
- Days to pay: [] []
- Search city/st/zip: FORT WAYNE, IN 46825
- Phone number: 888-544-4285
- Quick pay:
- W-9 on file:

The 'General' tab is selected, showing the following information:

- Contract
- Credit approved
- Performance rating: []
- DOT safety rating: Satisfactory
- Safety review type: Compliance review
- Hazmat cert #: []
- Contract date: []
- Credit check date: []
- Performance rating date: []
- Safety rating date: 05/16/2011
- Safety rating review date: 05/11/2011
- Hazmat expiration date: []
- Category: []
- Salesperson: []

SEA Values: Vehicle [], Driver [], Safety management []

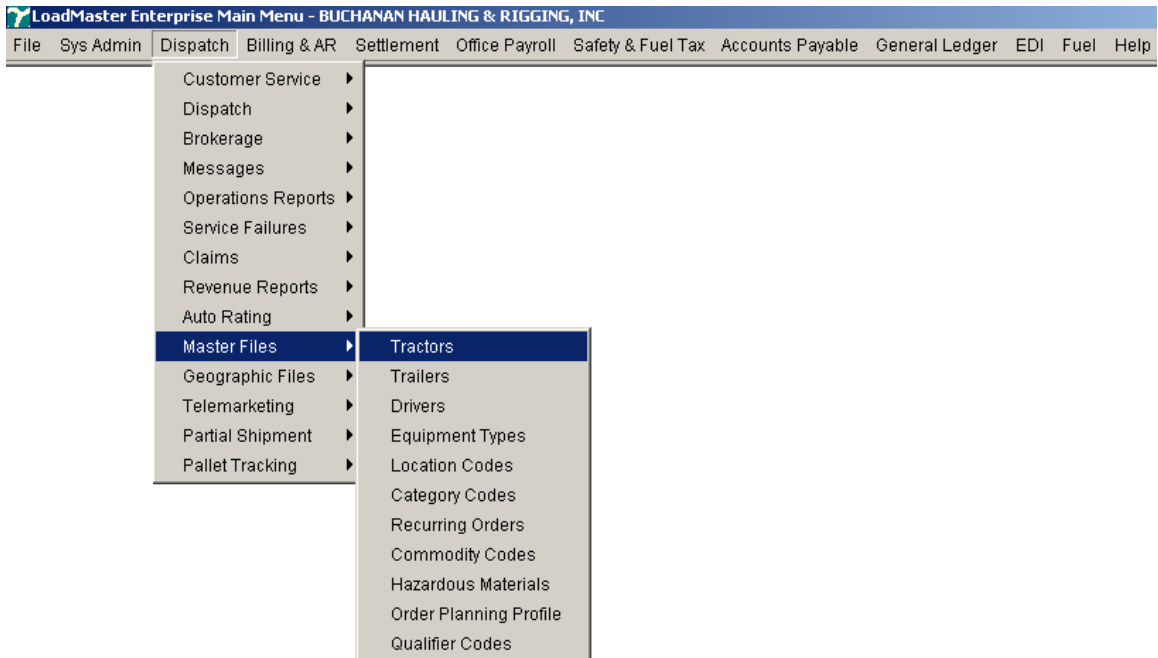
Equipment

Type	Description	Number	Primary
<input type="button" value="Add"/> <input type="button" value="Upd"/> <input type="button" value="Del"/> <input type="button" value="Up"/> <input type="button" value="Down"/>			

Unique identifier for this payee: [] Record 1 of 1 in list

Detail Information (Tractor, Trailer, Driver)

- Detail information on tractor, trailer, or driver information can be view be going into dispatch, master files, tractor-trailer-drivers. This opens up the table that has all of the detail information.



The screenshot shows the 'Tractor - BUCHANAN HAULING & RIGGING, INC' window. The toolbar includes Search, Previous, Next, Add, Update, List, Locate Tractor, View, Post/Unpost, Print, and Exit. The form fields are as follows:

- Tractor number: 2578
- Service status: Active
- In service date: 05/26
- Agency code: 103
- BUCHANAN CENTRAL DISPATCH
- Out of service date: [Empty]

Navigation tabs: Equipment, Dispatch, Hub information, PNN, Messages, Allocation. The 'General' tab is selected, showing sub-tabs: General, Safety, Comments(2).

Shop Note: [Empty]

Make: Shop Status Note

Model: COLUMBIA

Year: 2005

Tare: 1.0 Pounds

Type: WH WHITE

Fleet number: FC

Color: [Empty]

Status: [Empty]

ECD: [Empty]

Payee option: Driver

Tractor is dispatched by other company

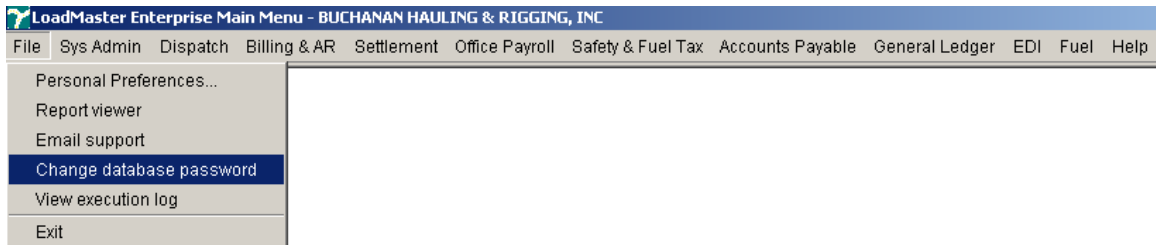
Owner: BHRI BUCHANAN HAULING & RIGGING

Assigned driver: WIR3212 ROBB, WILLIAM

Home terminal: [Empty]

Record 1 of 1 in list

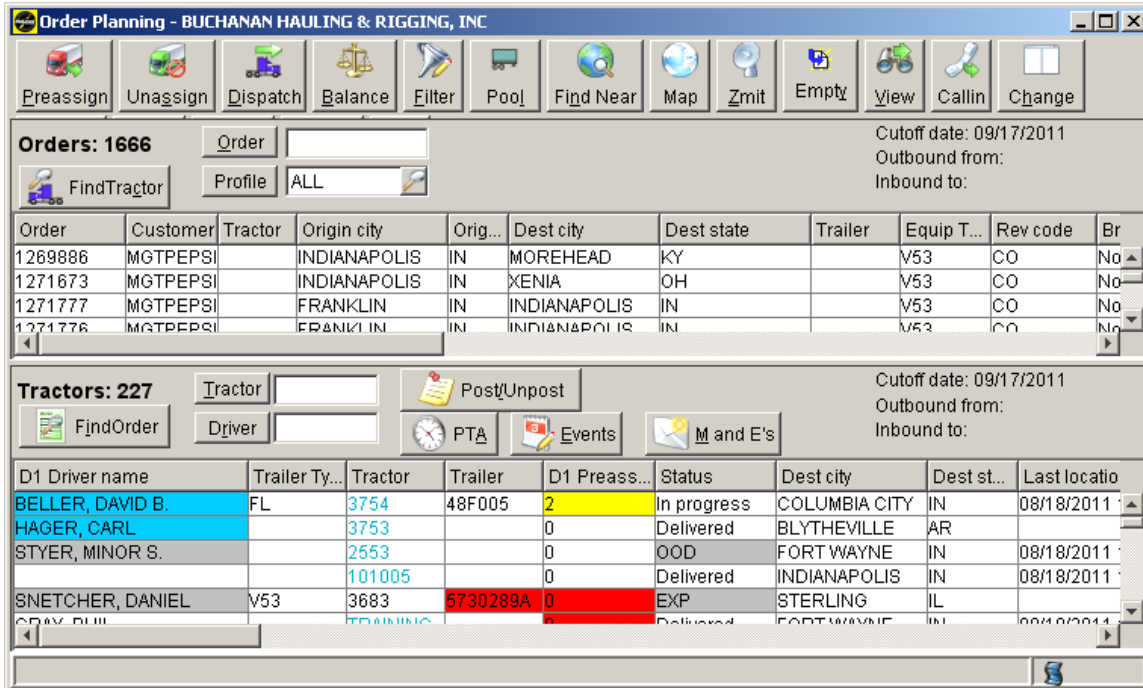
Changing Password



- If you want to change your password go to the above place and click on change database password. It is a good idea to change your password from the default.

Order Planning Screen

- The order-planning screen is the heart of the Load Master System. It is an interactive screen meaning that it updates automatically when any user makes a change. All of the information about loads and trucks is summarized in this screen. It can be configured many different ways to present the information in a way that makes sense to the user.
- Dispatchers use this screen to search for available equipment and loads using the find near function and by sorting the columns in specific ways to identify delivered equipment, in a particular state. Each column on the order entry screen can be sorted by clicking on the top part of the column. A secondary sort can be done by holding the control key down while clicking on the column that is to be sorted after the original sort has been done. This is helpful when searching for a available truck.
- One of the most important features of order planning is the find near function.



- “Find near” is used to find the closest trucks or loads to a particular location. It sorts the trucks/loads in order from closest to farthest. “Find-near” works in the same way for finding trucks and loads. After clicking on Find-near a pop up screen will ask to find the nearest available orders with a drop down box that can be changed to tractors or available tractors. Then you must put in the city and state of the location where you are searching.
- After the city and state are entered and then you hit ok. The Order-Planning screen will be sorted by orders or tractors by how far they are from the city you put in the find-near box.
- Example: Somebody calls-up and asks you if you can cover a load in Kansas City, MO. Go to the “Find-Near”, search for trucks in Kansas City, MO. The trucks will be sorted from the closest to the farthest. You can configure the order-planning screen to show the distance the truck is away from your search location in this case Kansas City, MO. Then you would start with the first truck and work your way down and see if there is a possibility. You will have to make sure and always look at the last location because the sort is run on the destination city for trucks. The same thing can be done for a truck sitting in Kansas City, MO, in this case you would search for available orders. Then scan down the available order portion of the order-planning screen for an acceptable load. They are going to be sorted from closest to farthest by miles.

Movements - BUCHANAN HAULING & RIGGING, INC

Search Previous Next Update List Current View Locate Tractor VCancel Dispatch Y-Split Order Callin Reconsign Separate Reconnect Stop Exit

Order 1034215 Movement ID 107138 Loaded Tie empty to next Dispatcher
 Status Void Move status Void LTL Authorized Manifest
 Brokerage Brokerage status Transmitted to driver

Origin Location NUCJTX NUCOR STEEL Zone 7 JEWETT, TX 75846 Scheduled 08/08/2005 1129
Destination Location IMSTAL IMS Zone 3 TUSCALOOSA, AL Scheduled 08/10/2005 1129

Routing Override Pay Comments Callins Allocation Positions

Last location:

Loaded	Void	590.0 Miles	Home	Last Home	Next
Distance	590.0	Fuel distance	589.8	Settlement	Fuel tax
<input type="checkbox"/> Local mileage					

Mileage
 Move Trailer
 Create Empty
 Void Empty
 Wire
 Cash on Card
 Extra Pay
 =Driver Date
 [Route
]Order Route
 /TripSheet
 Trailer Manifest
 Carrier
 Carrier History
 Coverage
 Offer Order

Movements - BUCHANAN HAULING & RIGGING, INC

Search Previous Next Update List Current View Locate Tractor VCancel Dispatch Y-Split Order Callin Reconsign Separate Reconnect Stop Exit

Order 1034215 Movement ID 107138 Loaded Tie empty to next Dispatcher
 Status Void Move status Void LTL Authorized Manifest
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Destination Location IMSTAL IMS Zone 3 TUSCALOOSA, AL Scheduled 08/10/2005 1129

Routing Override Pay Comments Callins Allocation Positions

Last location:

Loaded	Void	590.0 Miles	Home	Last Home	Next
Distance	590.0	Fuel distance	589.8	Settlement	Fuel tax
<input type="checkbox"/> Local mileage					

Move Trailer - BUCHANAN HAULING & RIGGING, INC

Trailer
 Date 08/18/2011 1628
 Location
 Zone

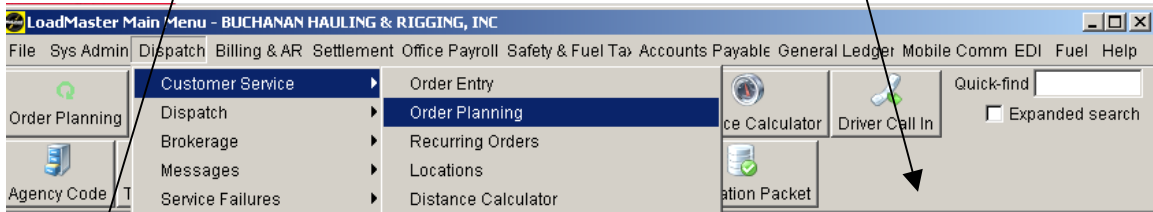
Driver mgr
 Linked
 Accepted
 , AL 35401
 tual

Cancel OK

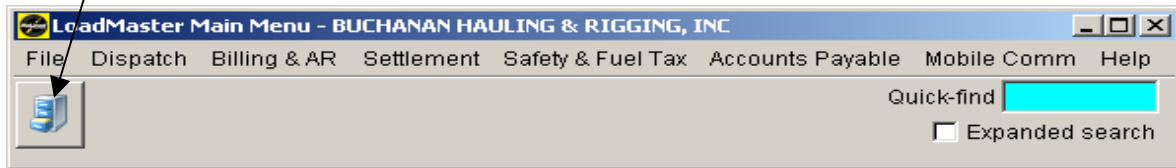
Exclude movement
 Record 1 of 1 in list

LOADMATER TOOLBAR BUTTON:

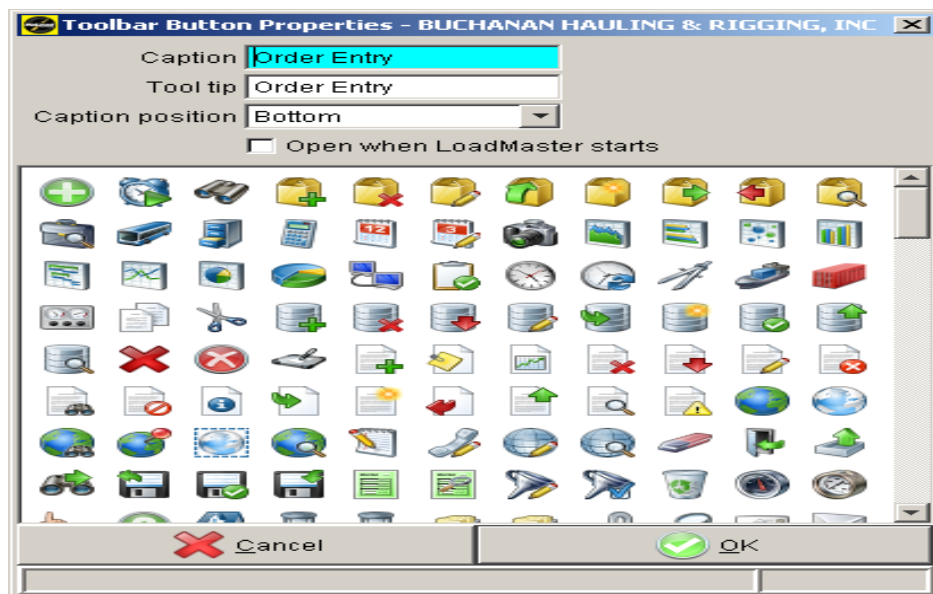
- In Loadmaster you have the option to create buttons that allow for quick access to your most used screens. To make a button follow these steps:
 1. Go to the LME toolbar menu and open up and highlight the screen that you want a short-cut button for.
 2. Left click and drag your mouse to the open area on the toolbar below and let go.
 3. LME will make a button that you can right click on to rename and choose an icon to be displayed.
 4. Below are screen shots of the procedure.

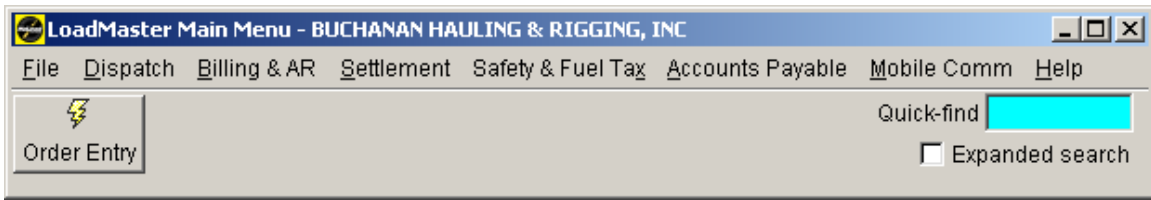


- **LME toolbar with no custom button.**

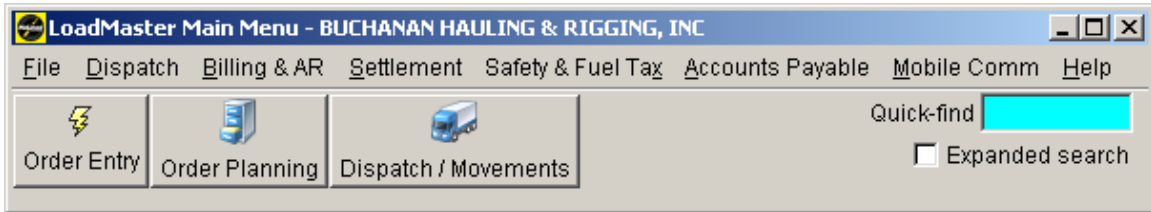


- **Generic icon that Loadmaster defaults**
- **Right click and select change button properties to name or change icon.**





- Icon chose and renamed to “Order Entry.”



- Common buttons: Order Entry, Order Planning, and Dispatch /Movements.