



rDispatcher Express – Getting Started Document






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Getting Started

1. Creating a Dispatch/Order
 - a. Click on the Add Order Button
 - b. Select your customer who placed the order
 - i. If you don't have any customers setup then click on the little button  to add a customer, at the same time also add the contacts for this customer.
 - c. Make sure the Assign Job # On Save is clicked – this will create a new Job Number (Dispatch #). If you just want to create an order but don't want to assign a dispatch number to it, then unclick this option.
 - d. Enter Pro Bill # if you have one.
 - e. Enter the Origin / Pickup information
 - i. After you have enter a couple of Addresses in the system you can click on the Address label and it will bring a list of available Address for that customer.
 - ii. Also if you click on  it will use the customer address for the Origin

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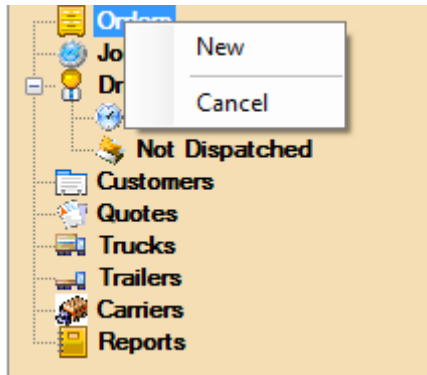
- f. Enter the Destination / Drop off. You can have more than one destination Click on  to add more destinations. You can also delete destinations press  to delete.
 - i. If you need to have more than one pickup, use the destinations and add notes so that the driver knows it's a pickup.
 - g. Each Destination/Drop off can have different commodities.
 - h. Use the commodity section to add commodities. Press  to add, edit or delete commodities.
 - i. Select the Driver, Truck and Trailer if you don't have any then click on  to add them. Also if you need to add equipment to the Trailer then click on the Add Equipment button. The equipment has to be entered into the system already before you can add it.
 - j. To Add Driver Notes – Click on the Driver Note Tap and add notes for the Driver.
 - k. To add notes for you then click on the Dispatcher Notes – the driver does not see these notes.
2. Click on the LOAD button to create the dispatch.
 3. Park a load
 - a. To Park the Load press the  on the load button and you will see more options
 - b. Park allows you to change the Driver and Truck.
 4. Check Calls
 - a. This is used when the driver calls in, you can add notes to the dispatch.
 5. Adjustments
 - a. Is used if you need to make adjustments to the price.
 6. Empty
 - a. Is when the load has been delivered. This closes the dispatch.
 7. Use the Copy Job button if you have a job that is similar to a previous one then use the copy job. It will create a new dispatch with a new job number.
 8. Brokered – is used if you have higher another company to do the load for you.
 9. Email – you can email the report to the driver if he has email but if not then you can print the dispatch.

The Main Page

1. Under View click on No Date – this will allow you view all the orders you have. If you want to filter by date then click on Either Dispatch Date or Pickup Date.

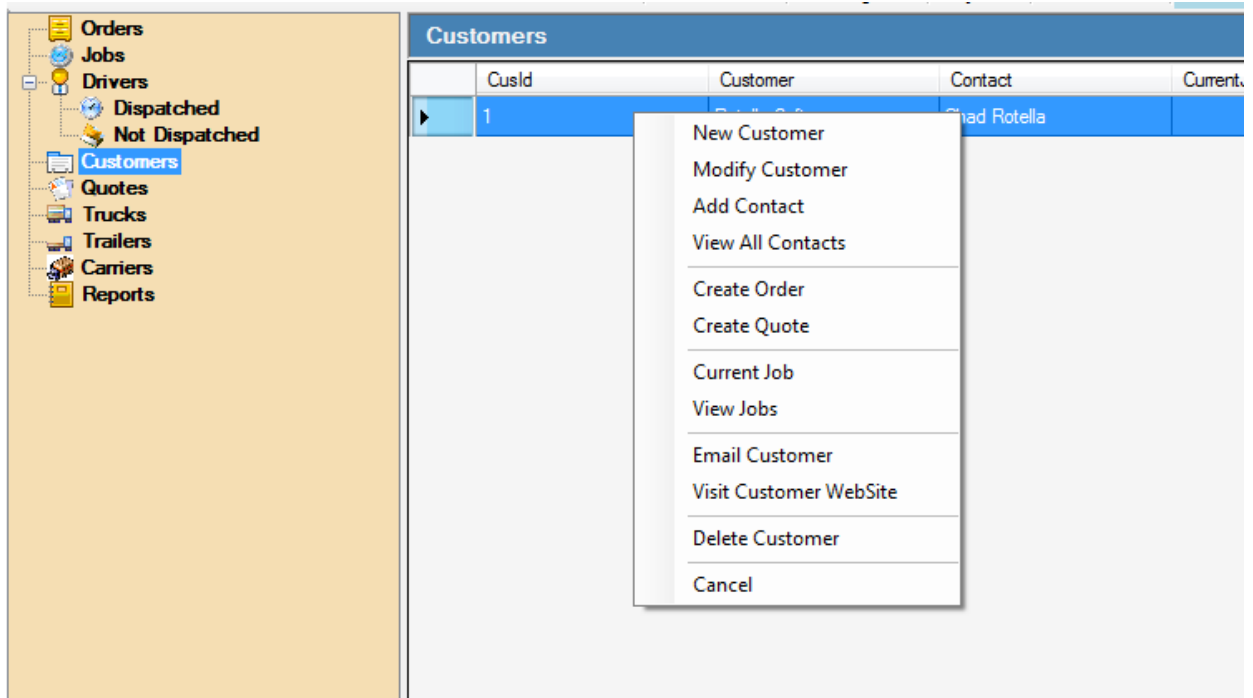
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2. If you Right Click on your mouse, on the any of the Nodes on the Left you will see different



options.

3. Also if you right click on any of the details rows you have different options as well



4. Quotes are not available in this version.