

Truck Schedule

YouTube Training Video

Selecting equipment to load on different trucks http://www.youtube.com/watch?v=q4qoSxkBJiQ

How does it Work?

The Truck Schedule is used to organize freight for a booking and organize your trucking fleet for a particular day.

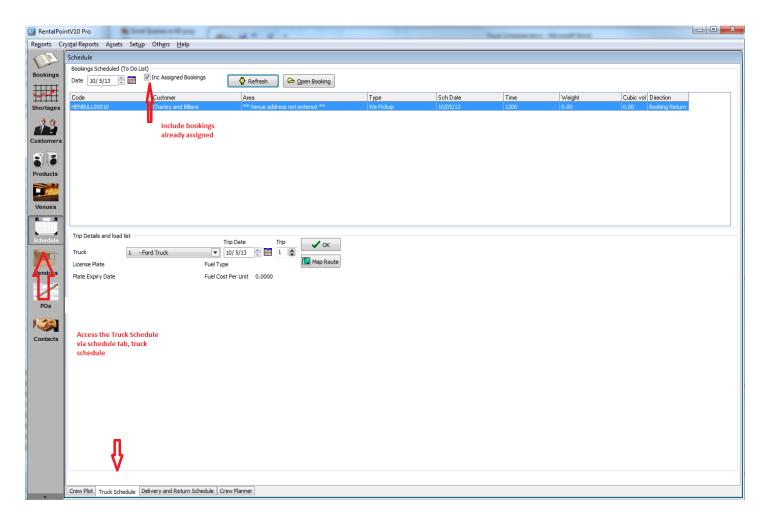
The schedule works by taking a look at the bookings that are coming in and going out of the warehouse on a day to day basis. By default previously assigned bookings will not show up AND the truck schedule date is set to tomorrows' date, as you will most likely be planning your schedule ahead of time.

When is it Used?

It is used for bookings, transfers and Cross Rentals where the freight is marked as 'We Deliver' or 'We Pickup'. Bookings that have a 'Customer Pickup' or 'Customer Return' will not display.

Purchase Orders can be added to the schedule by enabling Operational Parameter #70 – Display PO Pickups in Schedule.

How do I use it?



Truck Schedule Revised: Friday, May 17, 2013 Page 1 of 3



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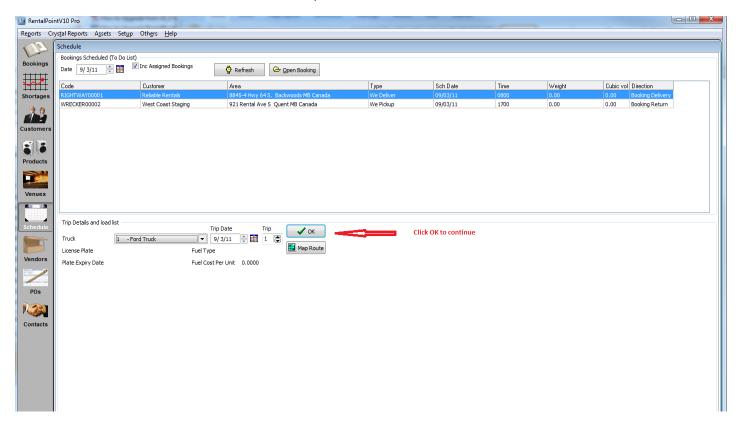
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Bookings

- The truck schedule will only display one day at a time, again by default the date is set to tomorrows' date. The bookings for that day will be loaded into the top grid along with their volume and weight. The volume and weight calculations come from the values that have been entered in the inventory setup for rental and sales items.
- Check the 'include assigned bookings' if you want to include bookings that already have a driver assigned in the grid

Truck Details

- Next, select the truck that you'd like to load. Select a driver for the truck and click OK. You can mark a technician as a driver by checking the 'driver' box in Inventory Setup (F10), technician properties, contracting tab.
- The screen will be refreshed with additional information about the truck such as the license plate, weight and volume capacity. You will also see the 'Add to Truck' Button at the top of the screen.



Truck Schedule Revised: Friday, May 17, 2013 Page 2 of 3



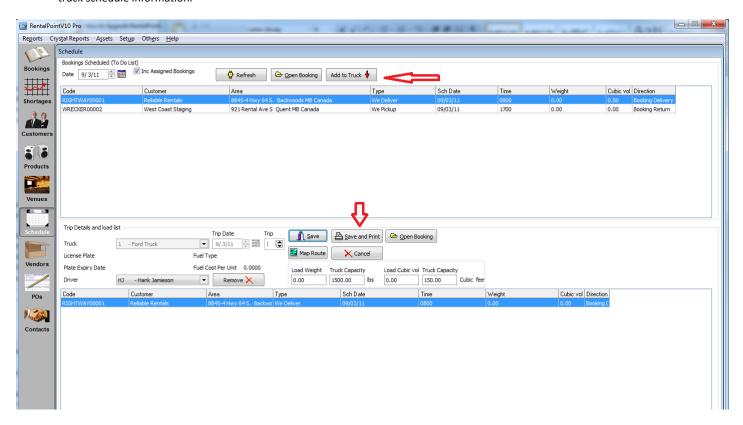
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Assigning a Booking

• To load a booking onto the truck highlight the booking in the top grid and click **Add to Truck**. The booking will be moved to the bottom grid. The system will alert you if the booking is too heavy or too large (volume) for the selected truck. Click **Save** to save the truck schedule information.



Trucking Schedule

• Once all the bookings for the day are organized onto their respective trucks you can print the trucking schedule and distribute it to your drivers. See screen above for location of 'save and print' button.

Truck Schedule Revised: Friday, May 17, 2013 Page 3 of 3