



Dispatch

Dispatch can be used as a scheduling and truck assignment screen for the next day or entered after the day in order to log what work occurred. The dispatch feature actually begins the billing process. There are reports that identify missing paperwork.

Information on the screen is displayed by the work day. The left window shows one line for each of the jobs or truck orders. Note the Qty of trucks ordered and the count of trucks +/- that have been dispatched. The Notes field has an "X" to identify when notes have been entered on the dispatch. Click in the field to add/edit and view the notes. The Conf column shows when the job has been Confirmed by the customer.

The second window lists your employee drivers and counts the number of times each has been dispatched. The right most window displays the outside trucking companies you use and how many times they have been dispatched.

Use the [<] and [>] arrows to scroll through the days. You may also use the up/down arrows on the keyboard to scroll through the days. To go to a certain date some distance from the current one, use the [Go] button. The [Add] [Edit] and [Delete] buttons work on dispatch orders.

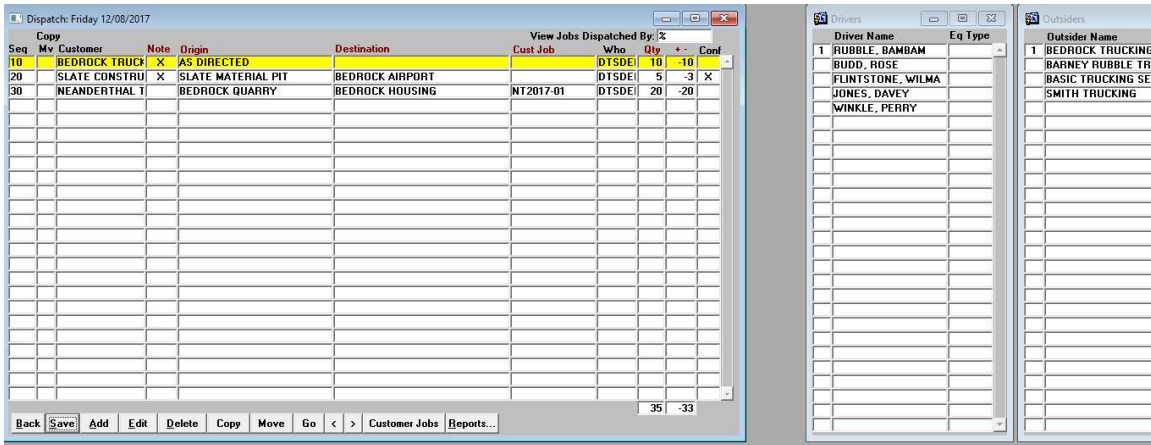


Figure 1. Opening Screen.

Adding a Dispatch

When the [Add] button is selected, a list of the customers appear. Double click on the customer or single click to highlight and click on [OK]. A faster way is to use the up/down arrow to highlight the customer and hit [Enter]. Start typing the name to narrow the list.

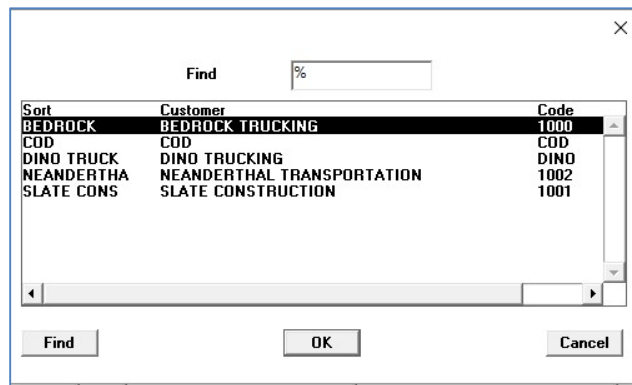


Figure 2. Adding a dispatch



After the customer is selected, a list of the customer's jobs appears. The Dispatch Detail screen appears for the entering information on the dispatch.

Dispatch Detail

Information on this screen has been populated from the customer job but can be modified for specifics to the day's work. The number of trucks ordered is entered with the start time. Then enter the number of trucks to arrive every number of minutes. The example in Figure 2 shows that the customer wants 1 truck to arrive every 30 minutes. The dispatch slots are generated. Click in the *Confirmed By* when the customer confirms the job is a go. Click in the *Notes* field to pop up the notes window.

The screenshot shows a software window titled "Dispatch By Job" with the following fields:

- Customer: SLATE CONSTRUCTION
- Date: 12/08/2017 2
- Job Type: H
- Trucks Ordered: 5 (with +/- buttons)
- Start Time: 05:00
- Truck Qty: 1
- Every Minutes: 30
- Manual Times:
- Job Seq: 3
- Cust Job: [empty]
- P. O.: [empty]
- Confirmed By: DTSDEMO
- Date: 12/08/17 07:06
- Customer: BILL SLATE
- Notes: X
- Load Site: SLATE MATERIAL PIT
- Dump Site: BEDROCK AIRPORT

Below the fields is a table with the following columns: Line, Time, Trailer, Truck, D-I, Pay Code, Name, Eq Type, Quarry, Material, 2nd Material, Texted Time.

Line	Time	Trailer	Truck	D-I	Pay Code	Name	Eq Type	Quarry	Material	2nd Material	Texted Time
10	05:00			D	RUBB	RUBBLE, BAMBAM					
20	05:30			I	1000	BEDROCK TRUCKING					
30	06:00										
40	06:30										
50	07:00										

At the bottom of the window are buttons: Back, Save, Clear Line, Delete Line, Outside Trucks, Employee Drivers.

Figure 3. Edit Screen

To assign a driver or outsider to the dispatch, highlight the slot to fill and either double click on the driver or outsider on the windows to the right of the edit screen (see Figure 1). Alternatively, you can single click in the *D-I* field to toggle between Driver or Independent Contractor and then double click in the *Pay Code* field to pop up the list. The **[Employee Drivers]** and **[Outside Trucks]** button also provide lists.

The columns with red titles have associated pick lists. Your *Trailer*, *Truck* and *Equipment Types* can be selected. Also, the *quarry* and *materials* can be selected.



Line	Time	Trailer	Truck	D-I	Pay Code	Name	Eq Type	Quarry	Material	2nd
10	05:00			D	RUBB	RUBBLE, BAMBAM	SA			
20	05:30			I	1000					
30	06:00									
40	06:30									
50	07:00									

Find

Description

TEN WHEELER

HIGHSIDE END DUMP

POWER UNIT

STRONG ARM

TRANSFER TRUCK

Figure 4. Equipment Pick List

Line	Time	Trailer	Truck	D-I	Pay Code	Name	Eq Type	Quarry	Material	2nd Material	T
10	05:00			D	RUBB	RUBBLE, BAMBAM	TT				
20	05:30			I	1000	BEDROCK TRUCKING					
30	06:00										
40	06:30										
50	07:00										

Find

COMPANY

BEDROCK PLANT NORTH

BEDROCK PLANT SOUTH

COI

BRN

BR

Figure 5. Quarry Pick List

Line	Time	Trailer	Truck	D-I	Pay Code	Name	Eq Type	Quarry	Material	2nd Material	Texted Time
10	05:00			D	RUBB	RUBBLE, BAMBAM	TT	BRNORTH			
20	05:30			I	1000	BEDROCK TRUCKING					
30	06:00										
40	06:30										
50	07:00										

Material Types

Find

Description	Abbrv	Matseq
3/4" MINUS	3/4" MINUS	4
3/4" CRUSHED ROCK	3/4" CR	2
BARK	BARK	5
SAND	SAND	1
WASHED CONCRETE SAND	WCS	3

Figure 6. Materials Pick List



Texting Information

Getting dispatch information to drivers can be a challenge. Voice communications takes time and given noise at the driver's location and in the office, information may be misconstrued. Double click in the Texted Time field and information about the highlighted driver's dispatch appears. You can type additional information in the window. The top of the window contains email, text and phone number.

Information can be sent several ways:

- 1) Snap a photo with your cell phone and text it to the driver's phone.
- 2) Highlight and copy the text and then paste it into an email.
- 3) Send the information as a text to the driver's phone.



Figure 7. Text Window