



Dispatch Screen

The dispatch screen displays information by the date. The date is included in the name stripe at the top of the screen. To change to another dispatch date, use the **[Previous Day]** and **[Next Day]** buttons. If the date is a considerable distance, use the **[Go]** button to go directly to a date.

Information is fed to this screen from the Orders screen. Alternatively, you can add dispatches using this screen by clicking on the **[Add Dispatch]** button. To remove a dispatch, click on the **[Delete]** button. The information on the screen can be ordered by clicking on the red column title.

Disp Dt	Order Dt	Driver	Customer	Purchase Order	Origin	Destination	Material	Sent	Billing	Paying COD	Received
06/02/17	06/02/17	D RUBBLE,BAMBAM	SLATE CONSTRUCTION	PO 12346	SANDSCRIPT VALLEY	BEDROCK AIRPORT	WASHED CONC	11:24	80.00	78.00	
06/02/17	06/02/17	I BARNEY RUBBLE TRU	NEANDERTHAL TRANSP	PO 12346	BEDROCK HOUSING	AS DIRECTED			80.00	78.00	

Figure 3. Dispatch Screen

Perhaps the best feature of this screen is to easily record when paperwork has been received and to identify who needs a prompt to turn in missing documents. When the paper work is received, click in the "Received" column. The date and time is recorded. A fast method to record paperwork received is to click on **[Hide Received]**. The screen will display ALL dispatched entries that have not been received. This way one does not have to scroll through the dates, but simply locate it on the screen.

MISSING PAPER WORK				12/02/2017
01/01/00 thru 12/31/17				11:53 AM
FLIW	FLINTSTONE-WILMA	800 555-1212		
Dispatch Date	Customer	Origin	Destination	
06/01/2017	SLATE CONSTRUCTION	BEDROCK QUARRY	APPIAN WAY	
RUBB	RUBBLE-BAMBAM	800-555-1212		
Dispatch Date	Customer	Origin	Destination	
06/02/2017	SLATE CONSTRUCTION	SANDSCRIPT VALLEY	BEDROCK AIRPORT	
06/04/2017	SLATE CONSTRUCTION	BEDROCK QUARRY	APPIAN WAY	
1003				
Dispatch Date	Customer	Origin	Destination	
06/02/2017	NEANDERTHAL TRANSPORTATION	BEDROCK HOUSING	AS DIRECTED	



Notify Driver of Dispatch

When you double click in the sent column, the information on the dispatch entry is formatted as shown. You can type in additional information for the driver such as directions and job information.

You can text a snapshot of this screen to the driver. The phone number is displayed. Some companies also have the ability to send the information to the driver's cell phone if they have an SMTP mail server set up.

