



# IAS TRINIUM DispatchManager

## User Manual for Originators

Version 1.2



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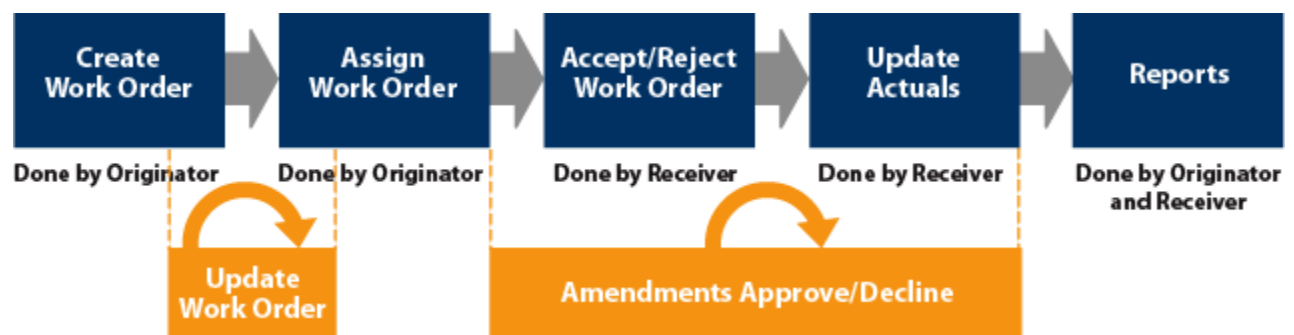
# Introduction

DispatchManager is an online Software-as-a-Service (SaaS) application that allows different parties in the transport chain community to communicate using a single platform.

In DispatchManager, an Originator is the party that originates a work order for a move. Often the originator is a ocean carrier, freight forwarder, or 3PL.

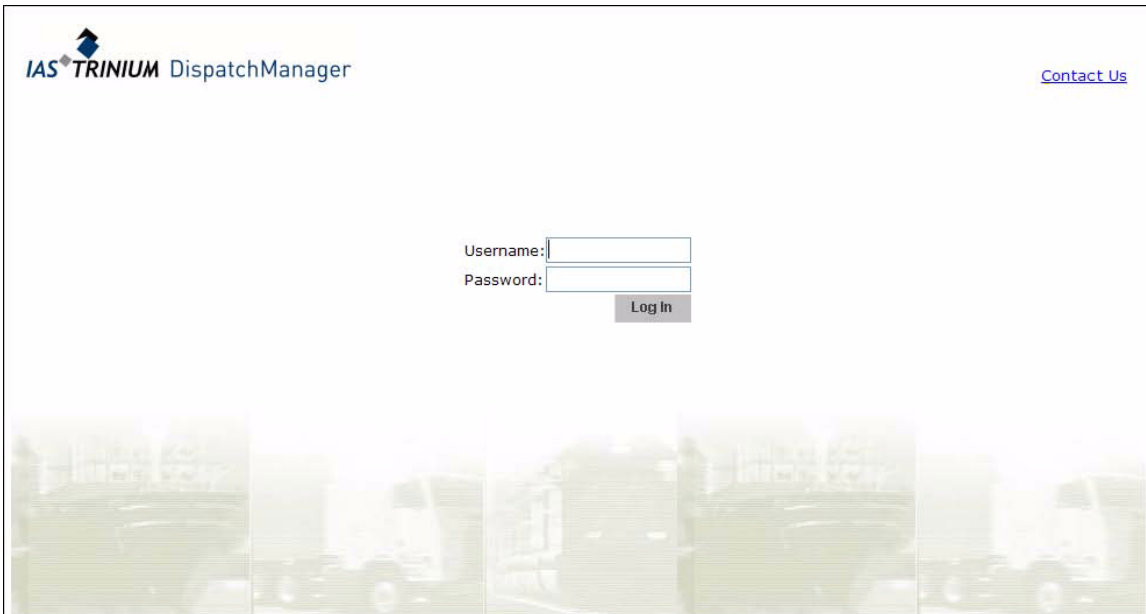
A receiver is the trucking company that accepts or rejects the work order. The receiver is constantly updating the originator on appointments and actuals for each move.

## Process Flow for Originator



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# Logging In



To log into DispatchManager:

1. In the web browser, type in: <http://dm.ias-trinium.com/dispatchmanager/>

**i Note:** If DispatchManager is being used for training purposes, go to:  
<http://dm-training.iastrinium.com/dispatchmanager/>  
Data in the training system will not appear in production screens or reports.

2. Enter your username
3. Enter your password
4. Click **LOGIN**

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# Creating a Work Order

The originator creates a work order when equipment needs to be moved. Work orders consist of the following:

- Header information
- Various date/times
- Equipment
- Stops
- Associated appointments
- Charges

Once the work order is created, the receiver will see the order and can accept it or reject it.

To create a work order:

1. Go to the *Assignment Board*.

Assignment Board

test.0a | Test Originator A | [Log Off](#)

Order Workbench | Assignment | Reports

**Work Orders** Advanced Search

<input type="checkbox"/>	Work Order Number	Work Order Date/Time	Pickup Name	Pickup City	Delivery Name	Delivery City	BOL/BKG#	Equipment	Vessel	Voyage
<input type="checkbox"/>	F028	12/30/2007 11:30 PST	WSX Stop ONE	Jaipur	QAZ Stop TWO	Jaipur	BKN111	OJBG0014...	VES111	VYG111
<input type="checkbox"/>	F029	12/30/2007 11:30 PST	WSX Stop ONE	Jaipur	QAZ Stop TWO	Jaipur	BKN111	OJBG0014...	VES111	VYG111
<input type="checkbox"/>	F030	12/30/2007 11:30 PST	WSX Stop ONE	Jaipur	QAZ Stop TWO	Jaipur	BKN111	OJBG0014...	VES111	VYG111
<input type="checkbox"/>	F032	12/30/2007 11:30 PST	NAME ONE	Jaipur	NAME TWO	Jaipur	BKN111	PTRD3357...	VES111	VYG111

Assign | **Create Work Order**

**Receivers** Advanced Search

<input type="checkbox"/>	Name	Phone	Fax	Email
<input type="checkbox"/>	Test Receiver A			
<input type="checkbox"/>	Test Receiver B			

Create Work Order

2. Click **CREATE WORK ORDER**

The New Work Order screen is displayed.

IAS-TRINIUM DispatchManager halle.bard | California Multimodal Inc (CMI) | [Log Off](#)

Work Orders Assignment Reports

**New Work Order**

Cancel Save Save and Add Another

\*Work Order Number  Receiver

Category

References

BOL/BKG#  Rail Billing Number

Vendor Order Number

Dates

Respond By

Last Free Day

Shipping

Vessel  Voyage

ETA  Shipper

Broker  Bill To

Comments

\* Equipment

New	Equipment Number	Size Type	Freight Description	Comments
-----	------------------	-----------	---------------------	----------

\* Stops

New	Stop Number	Stop Name	Facility Code	Address	City	State	Zip	Country	Comments
-----	-------------	-----------	---------------	---------	------	-------	-----	---------	----------

Charges

New	Service	Equipment Number	Stop Name	Amount	Comments
-----	---------	------------------	-----------	--------	----------

Total Charges: \$0.00

Cancel Save Save and Add Another

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**Note:** Vendor Order Number is the receivers reference number for a work order. The user can search using the vendor order number.

# Add Header Information and References Details

1. Enter header information for the work order.

The screenshot shows the 'New Work Order' form in the IAS TRINIUM DispatchManager. The form is titled 'Header information' and is divided into several sections:

- References:** Includes fields for \*Work Order Number, Receiver (set to 'Unassigned'), Category (set to 'Import/Inbound Dray'), BOL/BKG#, and Rail Billing Number.
- Dates:** Includes fields for Respond By and Last Free Day.
- Shipping:** Includes fields for Vessel, ETA, Broker, Voyage, Shipper, and Bill To.
- Comments:** A large text area for entering comments.

Buttons for 'Cancel', 'Save', and 'Save and Add Another' are located at the top of the form.

Add Header Information and Reference Details	
Field Name	Field Description
<b>Work Order Number</b>	Enter the work order number. This should be unique.
<b>Receiver</b>	Select a receiver to assign the work order to a trucking company. If you want to assign the work order later using the Assignment Board, select <i>Unassigned</i> .
<b>Category</b>	Select if the work order is for an Import, Export, Container Reposition or Chassis Reposition. Imports and Exports can include round-trip or one-way moves.
<b>Bill of Lading (BOL)</b>	Enter the Bill of Lading number for an import.
<b>Booking Number (BKG#)</b>	Enter the booking number for an export.
<b>Rail Billing Number</b>	The Rail Waybill number. The railroad issues this when the rail billing is submitted outside of Dispatch manager.

# Add Dates/Time and Shipping Details

1. Enter Dates/Time and Shipping Details for the work order.

The screenshot shows the 'Dates/Time and Shipping Details' form in the IAS TRINIUM DispatchManager. The form is divided into several sections:
 

- Header:** IAS TRINIUM DispatchManager logo, user 'halle.bard', and company 'California Multimodal Inc (CMI) | Log Off'.
- Navigation:** 'Work Orders', 'Assignment', and 'Reports' tabs. A 'New Work Order' header with 'Cancel', 'Save', and 'Save and Add Another' buttons.
- Form Fields:**
  - \*Work Order Number (text input)
  - Receiver (dropdown menu, currently 'Unassigned')
  - Category (dropdown menu, currently 'Import/Inbound Dray')
  - References section: BOL/BKG# (text input) and Rail Billing Number (text input).
  - Vendor Order Number (text input)
  - Dates Section:** Respond By (date/time picker) and Last Free Day (date/time picker).
  - Shipping Section:** Vessel (text input), Voyage (text input), ETA (date/time picker), Shipper (text input), Broker (text input), and Bill To (text area).
  - Comments:** A large text area at the bottom for general notes.

Add Dates/Time and Shipping Details	
Field Name	Field Description
<b>Respond By Date</b>	Date and Time by which the Receiver must respond to the work order by accepting or rejecting.
<b>Cutoff Date</b>	Date and Time by which the export move must be gated in.
<b>Last Free Day</b>	Date and Time by which the import box must be gated out.
<b>Vessel</b>	Ocean vessel executing an import or export.
<b>Voyage</b>	Code for the regularly scheduled arrival or departure of the vessel.
<b>ETA</b>	Enter the Date/Time of the ETA of the vessel for an export.
<b>Shipper</b>	Enter the shipper of the goods.
<b>Broker</b>	Enter broker information, if applicable.
<b>Bill To</b>	Enter billing address.
<b>Comments</b>	Enter general comments about the work order.

# Adding Equipment

To add equipment to a work order:

1. Click **NEW** under the Equipment section of the Create Work Order screen.

The screenshot shows the 'Add Equipment to Work Order' screen. At the top, there is a section for 'Equipment' with a 'NEW' button highlighted by an arrow. Below this are sections for 'Stops' and 'Charges', each with their own 'NEW' buttons. The 'Equipment' table has columns for Equipment Number, Size Type, Freight Description, and Comments. The 'Stops' table has columns for Stop Number, Stop Name, Facility Code, Address, City, State, Zip, Country, and Comments. The 'Charges' table has columns for Service, Equipment Number, Stop Name, Amount, and Comments. At the bottom, there are buttons for 'Cancel', 'Save', and 'Save and Add Another'. The footer includes 'Copyright 2008 IAS-Trinium | Contact Us'.

Add Equipment to Work Order screen is displayed.

The screenshot shows the 'Add Equipment to Work Order' screen with the form fields filled out. The 'Equipment Number' is 'HCDS015672'. The '\*Equipment Size/Type' is '40ST - 40' Standard'. The 'Pieces' is '1'. The 'Net Weight' is '500'. The 'Tare Weight' is empty. The 'Gross Weight' is '1000'. The 'Weight Unit of Measure' is 'LB - Pounds'. The 'Volume' is empty. The 'Volume Unit of Measure' is 'Square Meters'. The 'Freight Description' is empty. The 'Seal' is empty. The 'Release Number' is empty. The 'HAZMAT' checkbox is unchecked. The 'Overweight' checkbox is unchecked. The 'Shipment Number' is empty. Below the form is a 'Comments' section with a text area. At the bottom, there are buttons for 'Cancel', 'Save', and 'Save and Add Another'. The footer includes 'Copyright 2008 IAS-Trinium | Contact Us'.

2. Enter equipment information.

Add Equipment Field Descriptions	
Field Name	Field Description
<b>Equipment Number</b>	This is in the ISO format of the BIC code, a 6 digit number, and a 7th check digit.
<b>Equipment Size/Type</b>	Size/Type of the equipment. See Chapter 9 for the descriptions of each size/type.
<b>Pieces</b>	Number of items of freight in the container.
<b>Net Weight</b>	Weight of the freight in a container.
<b>Tare Weight</b>	Weight of the container.
<b>Gross Weight</b>	Weight of the container and freight.
<b>Weight Unit of Measure</b>	Weight of the container in kilograms or pounds.
<b>Volume</b>	Volume of the container.
<b>Volume Unit of Measure</b>	Volume measurement of the container in square meters or square feet
<b>Freight Description</b>	Description of freight.
<b>Seal</b>	Seal number.
<b>Release Number</b>	Authorization to pickup equipment.
<b>HAZMAT</b>	Hazardous material.
<b>Overweight</b>	Container overweight.
<b>Shipment Number</b>	A reference number for the work order and container.
<b>Comments</b>	General comments about the equipment.

3. Click **SAVE** or **SAVE AND ADD ANOTHER** to save the equipment and create a new one.

**Note:** Edit and delete equipment already added by selecting Add or Edit next to each equipment.

Equipment is added to the work order.

The screenshot shows a software interface for adding equipment. It features three main sections: 'Equipment', 'Stops', and 'Charges'. The 'Equipment' section contains a table with the following data:

New	Equipment Number	Size Type	Freight Description	Comments
Edit Delete	HCD8015672	40ST		

Below the 'Equipment' section is the 'Stops' section with a table for stop information, and the 'Charges' section with a table for charges. At the bottom, there are buttons for 'Cancel', 'Save', and 'Save and Add Another'. The footer indicates 'Copyright 2008 IAS-Trinium | Contact Us'.

# Add Stops, Appointments and Charges

## Adding Stops

Stops are the facilities where pickup and deliveries occur. For example, an import move could have stops for the ocean terminal, the consignee, and the depot.

An unlimited amount of stops can be entered. Specify the location and activity at each stop.

1. Click **NEW** under the Stops section of the Create Work Order screen.

**NEW**

Equipment			
<input type="button" value="New"/>			
Equipment Number	Size Type	Freight Description	Comments

**NEW**

Stops								
<input type="button" value="New"/>								
Stop Number	Stop Name	Facility Code	Address	City	State	Zip	Country	Comments

**NEW**

Charges				
<input type="button" value="New"/>				
Service	Equipment Number	Stop Name	Amount	Comments

Total Charges: \$0.00

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Add Stop to Work Order screen is displayed.

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Work Orders / Assignment / Reports

**Add Stop to Work Order - 05062008**

\*Stop Type: Pickup  
Facility Code:   
Stop Reference Number:   
\*Stop Name: Oakland  
Address 1: 32 dowel street  
Address 2:   
City:   
State:   
Zip:   
Country: US

Appointments

Equipment Number	Scheduled
<a href="#">Fill Selected</a> <a href="#">Fill All</a>	Between <input type="text"/> and <input type="text"/>
<input checked="" type="checkbox"/> HCDS015672 40ST	Between 05/06/08 00:00 and 05/07/08 00:00


Comments

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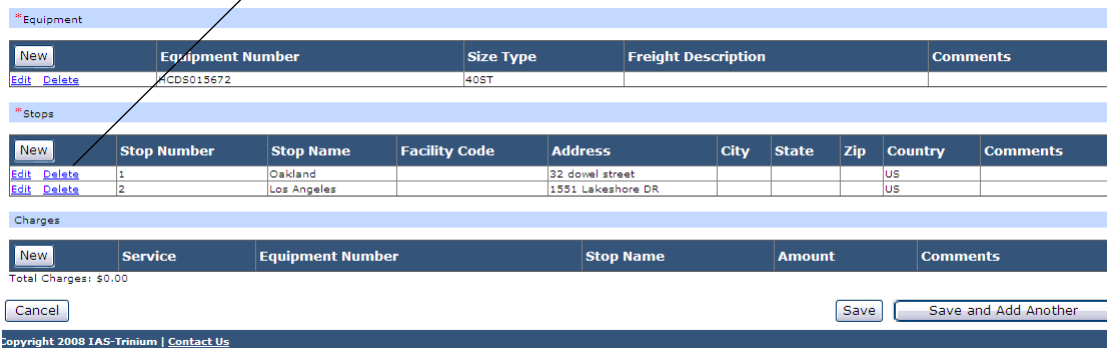
2. Enter Stop information.

Stops	
Field Name	Field Description
<b>Stop Number</b>	DispatchManager will assign a sequential stop number.
<b>Stop Type</b>	Optionally specify what type of action will occur at the stop. This includes Live Load, Live Unload, Drop and Pick, Pickup, Delivery, and Return.
<b>Facility Code</b>	IAS-Trinium code for the stop.
<b>Stop Reference Number</b>	Specific reference number for a stop.
<b>Stop Name</b>	Name of the stop.
<b>Address 1</b>	First line of the address of the stop.
<b>Address 2</b>	Second line of the address of the stop.
<b>City</b>	City of the stop.
<b>State</b>	State of the stop.
<b>Zip</b>	Zip code, postal code of the stop.
<b>Country</b>	Country of the stop.
<b>Comments</b>	General comments about the stop.

3. Click **SAVE** or **SAVE AND ADD ANOTHER** to save the stop and create a new one.

 **Note:** Edit and delete stops already added by selecting Add or Edit next to each stop.

Stops are added to the work order.



The screenshot shows a software interface with several sections. At the top is the 'Equipment' section with a table containing one row: Equipment Number 'ACDS015672', Size Type '40ST', and empty Freight Description and Comments. Below this is the 'Stops' section, which has a table with columns: Stop Number, Stop Name, Facility Code, Address, City, State, Zip, Country, and Comments. It contains two rows: Stop 1 (Oakland) and Stop 2 (Los Angeles). Below the 'Stops' table is a 'Charges' section with a table containing one row: Service, Equipment Number, Stop Name, Amount, and Comments. At the bottom of the interface, there are buttons for 'Cancel', 'Save', and 'Save and Add Another'. A line from the text 'Stops are added to the work order.' points to the 'Stops' table.



## Appointments

In addition to the stop details, appointments can also be specified. Appointments are optional and can either be entered by the Originator or Receiver.

There is a potential appointment for every stop for each piece of equipment. The appointment information is made up of two parts:

### Scheduled Appointment

The type of the appointment can be Between, After, At or Before. Between displays two drop-down dates and times. All other types are just one date.

### Scheduled Start/End

The date/time when the delivery or pickup is scheduled to be made.

Equipment Number	Scheduled
<input type="checkbox"/> HCD05015672 40ST	Between 05/06/08 00:00 and

Schedule Appointment

**Note: BETWEEN** has two dates and times.  
**BEFORE, AFTER** and **AT** have one date and time.

Schedule Start/End

To add appointments to the stop:

1. Click on **APPOINTMENT DETAILS** for the stop you want to edit.
2. Select if the scheduled appointment is **BETWEEN, AFTER, AT, or BEFORE**.
3. Enter the dates and times.

**i Note:** Several appointments can be updated at a time by using the top row and the "Fill All" and "Fill Selected" boxes. Stops already added can be edited and deleted by selecting **ADD** or **EDIT** next to each equipment.

## Adding Charges

In addition to the stop details, charges can also be specified.

Charges can be created for a variety of services and then associate them to one or more equipment on a work order. The charge can optionally be associated with a stop.

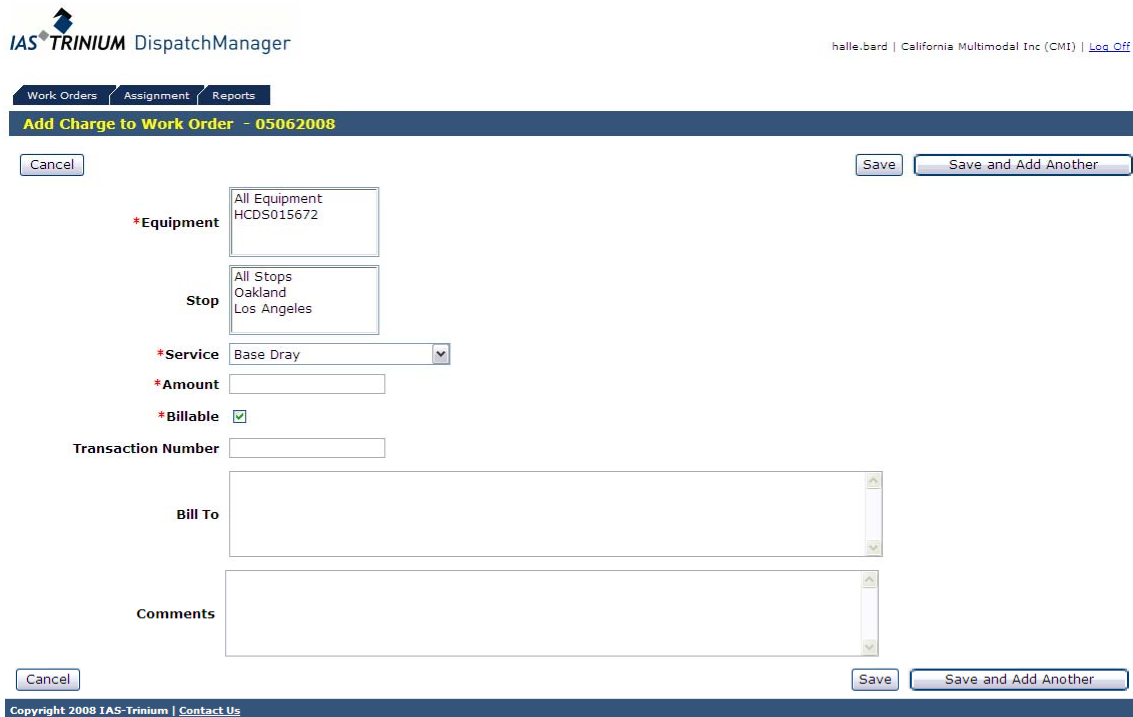
To add charges to the stop, do the following:

1. Click **NEW** under the Charges section of the Create Work Order screen.



The screenshot shows the 'Add Charge to Work Order' screen. At the top, there are sections for '\*Equipment' and '\*Stops'. Below these is the 'Charges' section, which contains a table with columns: 'Service', 'Equipment Number', 'Stop Name', 'Amount', and 'Comments'. A 'NEW' button is located at the beginning of this table, and an arrow points to it from the word 'NEW' written above the screenshot. At the bottom of the screen, there are 'Cancel', 'Save', and 'Save and Add Another' buttons. The footer includes 'Copyright 2008 IAS-Trinium | Contact Us'.

Add Charge to Work Order screen is displayed.



The screenshot shows the 'Add Charge to Work Order' screen with the following fields populated: '\*Equipment' is set to 'All Equipment HCDS015672'; 'Stop' is set to 'All Stops Oakland Los Angeles'; '\*Service' is set to 'Base Dray'; '\*Amount' is an empty text box; '\*Billable' is checked; 'Transaction Number' is an empty text box; 'Bill To' is an empty text box; and 'Comments' is an empty text box. The 'NEW' button is no longer visible. At the bottom, there are 'Cancel', 'Save', and 'Save and Add Another' buttons. The footer includes 'Copyright 2008 IAS-Trinium | Contact Us'.

**Note:** When adding a base dray charge, the originator can optionally specify a fuel surge charge percentage. The fuel surge charge will be added with the base dray.

2. Enter Charge information.

Charges	
Field Name	Field Description
<b>Equipment</b>	Select one or more equipment to have a charge associated to it.
<b>Stop</b>	The stop(s) that will have a charge associated to it.
<b>Service</b>	The type of service that will have a charge associated to it.
<b>Amount</b>	Amount of the charge.
<b>Billable</b>	Whether the charge is billable or not.
<b>Transaction Number</b>	Number of the current transaction that is to be charged.
<b>Bill To</b>	Enter billing address.
<b>Comments</b>	General comments about the charge.

3. Click **SAVE** or **SAVE AND ADD ANOTHER** to save the charge and create a new one.

**Note:** Edit and delete charges already added by selecting Add or Edit next to each charge.

Charges are added to the work order.

Equipment					
New	Equipment Number	Size Type	Freight Description	Comments	
Edit Delete	HCDS015672	40ST			

Stops									
New	Stop Number	Stop Name	Facility Code	Address	City	State	Zip	Country	Comments
Edit Delete	1	Oakland		32 dowl street				US	
Edit Delete	2	Los Angeles		1551 Lakeshore DR				US	

Charges					
New	Service	Equipment Number	Stop Name	Amount	Comments
Edit Delete	Wait Time	HCDS015672	Oakland	50.00	

Total Charges: \$50.00

Cancel Save Save and Add Another

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When a work order is assigned the Originator will receive the following email:

Congratulations! The following work order has been assigned to you:

Details:

-----

Originator: ABCD

Receiver: Direct Delivery - PCC

Work Order Number: 558804560-B

Work Order Date/Time: 05/07/2008 10:29

BOL/BKG#: 558804560-B

Bill To: DHL - CHS

Respond By Date/Time: 05/07/2008 14:00

Category: Import/Inbound Dray

Equipment: TCKU9542615 LCL

Stops: Burris Warehouse North Charleston, ThyssenKrupp Presta Ladson

Vessel/Voyage:

Cutoff Date:

Last Free Day: 05/07/2008 16:00

Comments: Rate: \$80.00 + 32% FSC per Kevin Woodall


To view more details, log in to DispatchManager:

<https://s02qaapp01/dispatchmanager/>

Thank you,

DispatchManager Customer Support

This message (including any attachments) may contain confidential, proprietary and privileged information intended for the specific individual or entity addressed, and is protected by law. If you are not the intended recipient you must not disseminate, forward, print or copy it in any form or take any action or reliance on it. If you have received this email in error, please notify the sender immediately by replying to this message or by calling +1 510-844-3000.

 **Note:** If the Receiver rejects a work order the Originator will receive an email.

# Amending and Commenting on a Work Order

## Amend a Work Order

Update and amend work orders and communicate changes throughout the work order lifecycle.

- Update work orders before they are assigned to a trucking company
- Make additional changes to the work order and submit them to the trucking company.
- Quickly approve Assessorial and other amendments made by your trucking company.

The following information can be amended for a work order:

Equipment	
<b>Add Equipment</b>	Originators or Receivers can add equipment to the work order. The amendment must be approved or declined by the other party.
<b>Delete Equipment</b>	Originators or Receivers can delete equipment off the work order. The amendment must be approved or declined by the other party.
<b>Update Equipment</b>	Originators or Receivers can update equipment on the work order. The amendment must be approved or declined by the other party.
Updates	
<b>Update:</b> BOL/BKG#, Rail Billing Number, Vessel, Voyage, ETA, Cutoff Date, Respond By, or Last Free Day	<p><b>BOL/BKG#:</b> Enter the booking number for an export.</p> <p><b>Rail Billing Number:</b> The Rail Waybill number. The railroad issues this when the rail billing is submitted outside of DispatchManager.</p> <p><b>Vessel:</b> Ocean vessel executing an import or export.</p> <p><b>Voyage:</b> Code for the regularly scheduled arrival or departure of the vessel.</p> <p><b>ETA:</b> Estimated Time of Arrival</p> <p><b>Cutoff Date:</b> Date/time an export move must be gated-in at the terminal.</p> <p><b>Respond By:</b> Date and Time by which the Receiver must respond to the work order by accepting or rejecting.</p> <p><b>Last Free Day:</b> Date/time by which an import must be gated-out from the terminal.</p>

Comments	
<b>Amend Comments</b>	Enter general comments about the work order amendments.
Charges	
Charges can be created for a variety of services and then associate them to one or more equipment on a work order. The charge can optionally be associated with a stop.	
<b>Add Charge</b>	Originators or Receivers can add charges to the work order. The amendment must be approved or declined by the other party.
<b>Delete Charge</b>	Originators or Receivers can delete charges to the work order. The amendment must be approved or declined by the other party.
<b>Update Charge</b>	Originators or Receivers can update charges to the work order. The amendment must be approved or declined by the other party.
Stop	
<b>Add Stop</b>	Originators or Receivers can add stops to the work order. The amendment must be approved or declined by the other party.
<b>Delete Stop</b>	Originators or Receivers can delete stops to the work order. The amendment must be approved or declined by the other party.
<b>Update Stop</b>	Originators or Receivers can update stops to the work order. The amendment must be approved or declined by the other party.

To amend information to an existing work order, do the following:

1. Click **AMEND**

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**AMEND**

Work Orders | Assignment | Reports

**Work Order Detail - 012345**

✓ Work Order has been created successfully.

[<< Back to Work Orders](#)

Cancel Clone **Amend** Print

Work Order Number: 012345      Receiver: CMA-CGM  
 Status: Assigned      Date/Time: 05/06/2008 07:01  
 Category: Chassis Reposition      Source: halle.bard

Equipment

Equipment Number	Status	Equipment Size/Type	Pieces	Net Weight	Gross Weight	Tare Weight	Volume	Freight Description	Seal	Release Number	HAZMAT	Overweight	Shipment Number	Commen
AABB101321	Not Active	40ST	1.00								No	No		

The Amend Work Order screen is displayed. References, Dates and Shipping can be edited. Equipment, Stops and Charges can also be added, edited or deleted.

Work Orders Assignment Reports

**Amend Work Order - 012345**

Cancel Amend Work Order

Work Order Number 012345  
 Category Chassis Reposition

References

BOL/BKG# Rail Billing Number

Dates

Respond By Cutoff  
 Last Free Day

Shipping

Vessel Voyage  
 ETA Shipper  
 Broker Bill To

Equipment

Add	Equipment Number	Status	Size Type	Freight Description	Comments
Edit Delete	AABB101321	Not Active	40ST		

Stops

Add	Stop Number	Stop Name	Facility Code	Address	City	State	Zip	Country	Comments
Edit Delete	1	oakland		19 devon street					
Edit Delete	2	los angeles		33 canyon drive					

Charges

Add	Service	Equipment Number	Stop Name	Amount	Comments
Edit Delete	Wait Time	AABB101321	los angeles	50.00	

Total Charges: \$50.00

Amend Comments

Cancel Amend Work Order

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2. The information that has been amended will display in the work order.

Equipment					
Add	Equipment Number	Status	Size Type	Freight Description	Comments
<a href="#">Edit</a> <a href="#">Delete</a>	HCDO5015672	Not Active	H0ST	200	

Stops									
Add	Stop Number	Stop Name	Facility Code	Address	City	State	Zip	Country	Comments
<a href="#">Edit</a> <a href="#">Delete</a>	1	Oakland		32 dowel street				US	
<a href="#">Edit</a> <a href="#">Delete</a>	2	Los Angeles		1551 Lakeshore DR					
<a href="#">Edit</a> <a href="#">Delete</a>	3	Texas		222 Horsehill Street					

Charges					
Add	Service	Equipment Number	Stop Name	Amount	Comments
<a href="#">Edit</a> <a href="#">Delete</a>	Wait Time	HCDO5015672	Oakland	100.00	
Total Charges: \$100.00					

Amend Comments

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**AMENDED INFORMATION**

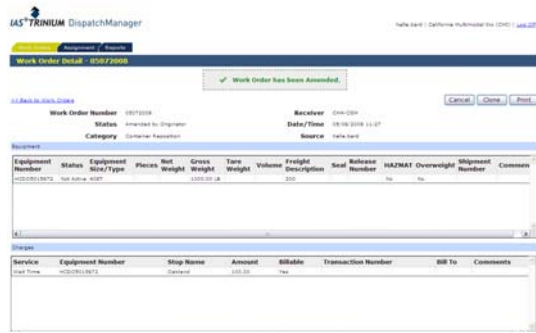
3. Click **AMEND WORK ORDER** to add the information to the work order.

An email is sent to the receiver that they have the amendment. They can Approve or Decline the work order.

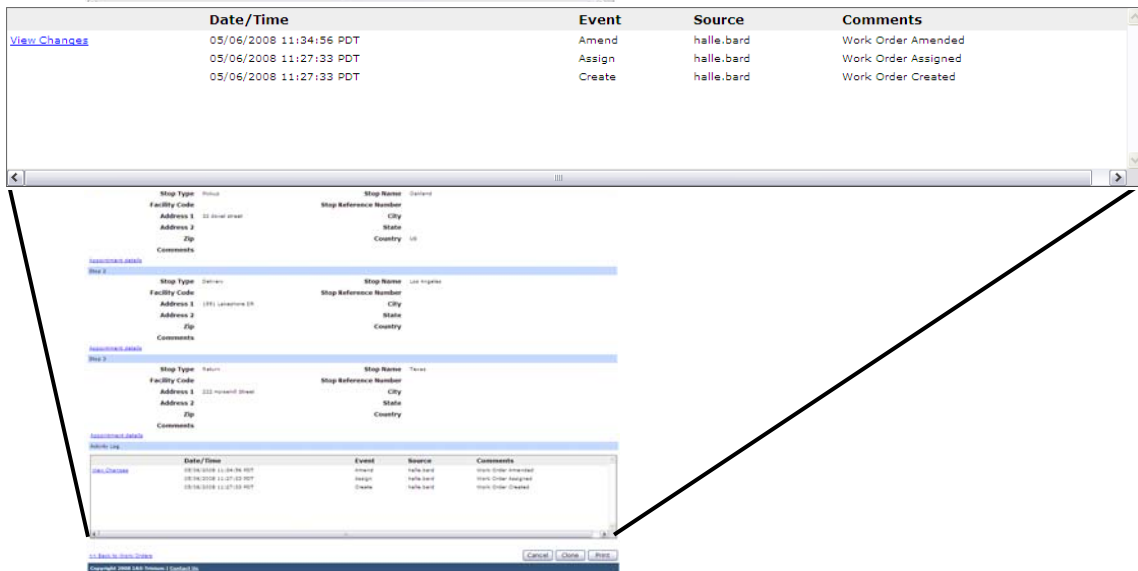
- If the receiver **Declines** the work order they can amend the work order back to the originator. The originator can then re-amend, cancel or comment on the work order.
- If the receiver **Approves** the work order, it goes back to the actual state it originally was, prior to amending.



**Note:** Whenever there is a change to the work order the Activity Log will be updated. Any change that is displayed in the Activity Log can be viewed.

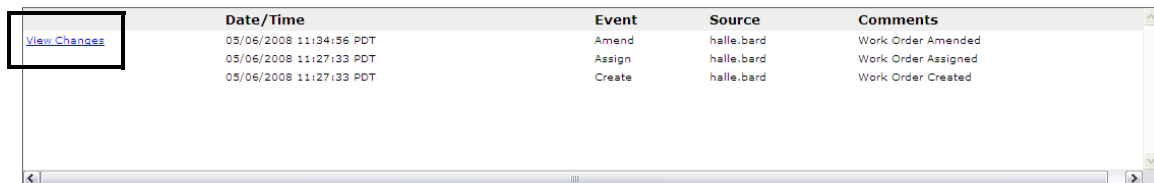


View all activity for a Work Order, including when the work order was created, assigned, accepted, and amended.



To view activities in the current work order, do the following:

1. In the Activity Log, click **VIEW CHANGES**.



The View Activity screen is displayed. It shows all the activity details for the specific work order.

IAS **TRINIUM** DispatchManager halle.bard | California Multimodal Inc (CMT) | [Log Off](#)

Work Orders / Assignment / Reports

**View Activity - 05072008**  
[<< Back to Work Orders](#)

Date/Time	Event	Source	Comments
05/06/2008 00:00:00 PDT	Amend	halle.bard	Work Order Amended

New Stops

**New Stop 1**

Stop Type Return  
Stop Name Texas  
Facility Code  
Stop Reference Number  
Address 1 222 Horsehill Street  
City  
Address 2  
State  
Comments  
Zip

Charges

Charge 1

Amount

Old Value	50.00
New Value	100.00

[<< Back to Work Orders](#)

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When a work order has been declined the Originator will receive the following email:

The following amendment has been declined:

Details:

-----

Originator: ABCD

Receiver: Direct Delivery - PCC

Work Order Number: 558804560-B

Work Order Date/Time: 05/07/2008 10:29

BOL/BKG#: 558804560-B

Bill To: DHL - CHS

Respond By Date/Time: 05/07/2008 14:00

Category: Import/Inbound Dray

Equipment: TCKU9542615 LCL

Stops: Burris Warehouse North Charleston, ThyssenKrupp Presta Ladson

Vessel/Voyage:

Cutoff Date:

Last Free Day: 05/07/2008 16:00

Comments: Rate: \$80.00 + 32% FSC per Kevin Woodall

To view more details, log in to DispatchManager:

<https://s02qaapp01/dispatchmanager/>

Thank you,

DispatchManager Customer Support

This message (including any attachments) may contain confidential, proprietary and privileged information intended for the specific individual or entity addressed, and is protected by law. If you are not the intended recipient you must not disseminate, forward, print or copy it in any form or take any action or reliance on it. If you have received this email in error, please notify the sender immediately by replying to this message or by calling +1 510-844-3000.

When a work order has been amended the Originator will receive the following email:

The following work order has been amended and needs your approval:

Details:

-----

Originator: DHL

Receiver: Direct Delivery - PCC

Work Order Number: 558804560-D

Work Order Date/Time: 05/12/2008 14:26

BOL/BKG#: BOL12345

Bill To: DHL - CHS

Respond By Date/Time:

Category: Import/Inbound Dray

Equipment: TCKU9542615 40ST, TCKU9543422 40ST

Stops: Burris Warehouse North Charleston, ThyssenKrupp Presta Ladson

Vessel/Voyage:

Cutoff Date:

Last Free Day:

Comments: Rate: \$80.00 + 32% FSC per Kevin Woodall

To view more details, log in to DispatchManager:

<https://s02qaapp01/dispatchmanager/>

Thank you,

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# Adding Comments to a Work Order

Originator or Receiver can add private or public comments to a Work Order. Comments are sent via email and displayed in Dispatch Manager.

The screenshot shows the 'Add Comment' interface in the IAS TRINIUM DispatchManager. At the top left is the logo 'IAS TRINIUM DispatchManager'. At the top right, it says 'halle.bard | California Multimodal Inc (CMT) | [Log Off](#)'. Below the logo are navigation tabs: 'Work Orders', 'Assignment', and 'Reports'. The main heading is 'Add Comment - KJOSHI0002'. There is a large text area for entering a comment. Below the text area are two checkboxes: 'Private' (unchecked) and 'Send Notification' (unchecked). At the bottom left is a 'Cancel' button, and at the bottom right is a 'Save' button. At the very bottom, there is a footer: 'Copyright 2008 IAS-Trinium | [Contact Us](#)'.

- Private**  **Send Notification**  **Send Notification** Comments are displayed in Dispatch Manager for everyone to view. An email is sent to the other party.
- Private**  **Send Notification**  **Private** Comments are displayed in Dispatch Manager. Only the senders own company can view the comments. No email is sent.
- Private**  **Send Notification**  **Private and Send Notification deselected** Comments are displayed in Dispatch Manager for everyone to view. No email is sent.

When a work order has been commented on the Originator will receive the following email:

A comment has been added to the following work order:

Details:

-----

Originator: DHL

Receiver: Direct Delivery - PCC

Work Order Number: 558804560-B

Work Order Date/Time: 05/07/2008 10:29

New Comments: Freight and customs cleared.

To view more details, log in to DispatchManager:

<https://s02qaapp01/dispatchmanager/>

Thank you,

DispatchManager Customer Support

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# Work Orders Workbench for Originators

The Work Orders Workbench is the first page to appear after logging into DispatchManager.

IAS TRINIUM DispatchManager hallebard | California Multimodal Inc (CMI) | [Log Off](#)

Work Orders Assignment Reports

**Work Orders**

All Receivers Order Date From... Order Date To... Equipment... Search [Advanced Search](#)

Work Order Number	BOL/BKG#	Equipment	Receiver	Category	Status	Work Order Date/Time	Vessel	Voyage	Cutoff Date
<a href="#">IASTEST001</a>	123	1*	Evergreen	Export/Outbound ...	Assigned	12/18/2007 16:32	IdealX	Voyage1	12/11/200
<a href="#">213</a>	12/12	151*	Hamburg Su...	Chassis Reposition	Accepted	10/23/2007 15:38	12	1	10/23/200
<a href="#">217</a>	12/12	151*	Hamburg Su...	Container Reposit...	Accepted	10/23/2007 15:38	12	1	10/23/200
<a href="#">290682</a>	1231/1231	151*	CMA-CGM	Import/Inbound ...	Assigned	12/18/2007 19:40	12	1	12/17/200
<a href="#">290683</a>	1231/1231	151*	Hamburg Su...	Import/Inbound ...	Accepted	12/18/2007 19:40	12	1	12/17/200
<a href="#">290684</a>	1231/1231	151*	CMA-CGM	Import/Inbound ...	Accepted	12/18/2007 19:40	12	1	12/17/200
<a href="#">290685</a>	1231/1231	151*	Hamburg Su...	Import/Inbound ...	Assigned	12/18/2007 19:40	12	1	12/17/200
<a href="#">394734</a>	12/12	151*	CMA-CGM	Container Reposit...	Assigned	10/23/2007 15:38	12	1	10/23/200
<a href="#">394734</a>	12/12	151*	Hamburg Su...	Export/Outbound ...	Assigned	10/23/2007 15:38	12	1	10/23/200
<a href="#">394734</a>	12/12	151*	Hamburg Su...	Import/Inbound ...	Assigned	10/23/2007 15:38	12	1	10/23/200
<a href="#">54322</a>	1231/1231	151*	Evergreen	Import/Inbound ...	Assigned	12/18/2007 19:40	12	1	12/17/200
<a href="#">54323</a>	1231/1231	151*	Evergreen	Import/Inbound ...	Assigned	12/18/2007 19:40	12	1	12/17/200

Page 1 of 9 | Displaying records 1 - 50 of 446

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<b>Work Orders Workbench Column Descriptions</b>	
<b>Column Name</b>	<b>Column Description</b>
<b>Work Order Number</b>	Originator's reference for a work order number.
<b>BOL/BKG#</b>	Bill of Lading, Booking Number, or both.
<b>Equipment</b>	Number of the container or chassis.
<b>Originator or Receiver</b>	For originators, this column will show the trucking company doing the move described in the work order. For receivers, it will show the originator of the work order.
<b>Category</b>	Type of move. Can be Import/Inbound Dray, Export/Outbound Dray, Container Reposition or Chassis Reposition.
<b>Status</b>	Status of the Work Order. When an actual is added to any appointment, the work order and that equipment will become active. When an actual is added to the last stop for equipment, the equipment will become completed. When all actuals are added to the last stop for equipment, the work order will become completed.
<b>Work Order Date/Time</b>	Originator's date/time of the work order.
<b>Vessel</b>	Ocean vessel executing an import or export.
<b>Voyage</b>	Code for the regularly scheduled arrival or departure of the vessel.
<b>Cutoff Date</b>	Date/time an export move must be gated-in at the terminal.
<b>Last Free Day</b>	Date/time by which an import must be gated-out from the terminal.
<b>Respond By Date</b>	Date/time deadline to respond to assignment.
<b>Pickup Name</b>	Name of the pickup for the stop.
<b>Pickup City</b>	Name of the pickup city for the stop.
<b>Delivery Name</b>	Name of the delivery for the stop.
<b>Delivery City</b>	Name of the delivery city for the stop.
<b>Source</b>	Source of the work order. For manual orders, this will be the user's username.



## Search

Use **SEARCH** to quickly find a work order that contains an equipment number or is within a specified range.

**TIP: If the container the user is looking for is located in a multi-container work order, the results will include these work orders, but the equipment number might not be viewed in the Equipment Number column. Click on the work order number to view see all of the equipment on that work order.**

## Advanced Search

By default, the Search window displays basic search options. Click **ADVANCED SEARCH** to display additional search options.

Advanced Search - Work Orders

**Category**

- Import/Inbound Dray
- Export/Outbound Dray
- Container Reposition
- Chassis Reposition

**Work Order Status**

- Unassigned
- Assigned
- Accepted
- Active
- Amended by Originator
- Amended by Receiver
- Amendment Declined
- Cancelled
- Completed
- Rejected

**Equipment**

**Work Order Number**

**Work Order Date From** Order Date From...

**Last Free Day** Last Free Day...

**Pickup Name**

**Pickup City**

**Vessel**

**Receiver**

- All Receivers
- CMA-CGM
- Evergreen
- Hamberg Sued

**BOL/BKG#**

**Work Order Date To** Order Date To...

**Respond By** Respond By...

**Delivery Name**

**Delivery City**

**Voyage**

**Source**

Clear Search Cancel

**Note:** Verify that the correct Status checkboxes are checked for the work orders that are to be viewed. Otherwise, the work orders will not appear on the workbench. The default filter for Originators is Assigned, Accepted, and Active Work Orders. The search criteria will be reset each time the screen is revisited.

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# Cloning a Work Order

Cloning is designed to support a quick and dirty copy of data from an existing work order to a new work order.

Once an originator clicks **CLONE**, the following fields are copied and available for editing in the new work order:

- Category
- Receiver
- Broker
- Shipper
- Comments
- No equipment information
- Stops
- Stop Type
- Name
- Code
- Address 1
- Address 2
- City
- State
- Zip
- Comments

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# Assignment Board

The assignment board allows an originator to assign work orders to receivers.



test.0a | Test Originator A | [Log Off](#)

Order Workbench | **Assignment** | Reports

**Work Orders** Advanced Search

<input type="checkbox"/>	Work Order Number	Work Order Date/Time	Pickup Name	Pickup City	Delivery Name	Delivery City	BOL/BKG#	Equipment	Vessel	Voyage
<input type="checkbox"/>	<a href="#">F028</a>	12/30/2007 11:30 PST	WSX Stop ONE	Jaipur	QAZ Stop TWO	Jaipur	BKN111	OJBG0014...	VES111	VYG111
<input type="checkbox"/>	<a href="#">F029</a>	12/30/2007 11:30 PST	WSX Stop ONE	Jaipur	QAZ Stop TWO	Jaipur	BKN111	OJBG0014...	VES111	VYG111
<input type="checkbox"/>	<a href="#">F030</a>	12/30/2007 11:30 PST	WSX Stop ONE	Jaipur	QAZ Stop TWO	Jaipur	BKN111	OJBG0014...	VES111	VYG111
<input type="checkbox"/>	<a href="#">F032</a>	12/30/2007 11:30 PST	NAME ONE	Jaipur	NAME TWO	Jaipur	BKN111	PTRD3357...	VES111	VYG111

Assign | Create Work Order

**Receivers** Advanced Search

<input type="checkbox"/>	Name	Phone	Fax	Email
<input type="checkbox"/>	Test Receiver A			
<input type="checkbox"/>	Test Receiver B			
<input type="checkbox"/>	Test Receiver C			

**Note:** If a work order is rejected, the originator can reassign the work order to another receiver from the assignment board.

Work Orders shows unassigned work orders only. Work orders can also be searched using the **ADVANCED SEARCH**.

To assign a work order:

1. Select one or more work orders by clicking on a **CHECKBOX**.
2. Select a **RECEIVER**. You can only select one receiver at a time.

3. Click **ASSIGN**. When a work order is assigned, all users of the receiver are sent an email with the details of the work order.

When a work order is assigned the Originator will receive the following email:

Congratulations! The following work order has been assigned to you:

Details:

-----

Originator: ABCD  
Receiver: Direct Delivery - PCC  
Work Order Number: 558804560-B  
Work Order Date/Time: 05/07/2008 10:29  
BOL/BKG#: 558804560-B  
Bill To: DHL - CHS  
Respond By Date/Time: 05/07/2008 14:00  
Category: Import/Inbound Dray  
Equipment: TCKU9542615 LCL  
Stops: Burris Warehouse North Charleston, ThyssenKrupp Presta Ladson  
Vessel/Voyage:  
Cutoff Date:  
Last Free Day: 05/07/2008 16:00  
Comments: Rate: \$80.00 + 32% FSC per Kevin Woodall

To view more details, log in to DispatchManager:

<https://s02qaapp01/dispatchmanager/>

Thank you,  
DispatchManager Customer Support

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<b>Assignment Board Columns</b>	
<b>Column Name</b>	<b>Column Description</b>
<b>Work Order Number</b>	Originator's reference for a work order number.
<b>BOL/BKG#</b>	Bill of Lading, Booking Number, or both.
<b>Equipment</b>	Number of the container or chassis.
<b>Category</b>	Type of move. Can be Import/Inbound Dray, Export/Outbound Dray, Container Reposition or Chassis Reposition.
<b>Work Order Date/Time</b>	Originator's date/time of the work order.
<b>Vessel</b>	Ocean vessel executing an import or export.
<b>Voyage</b>	Code for the regularly scheduled arrival or departure of the vessel.
<b>Cutoff Date</b>	Date/time an export move must be gated-in at the terminal.
<b>Last Free Day</b>	Date/time by which an import must be gated-out from the terminal.
<b>Origin Name</b>	Name of the first stop.
<b>Origin City</b>	The city of the first stop.
<b>Destination Name</b>	Name of the last stop.
<b>Destination City</b>	City of the last stop.
<b>Source</b>	Source of the work order. For manual orders, this will be the user's username.



# Reassigning a Work Order

When a Receiver rejects a work order with a reason code the Rejection appears on activity log. The work order is available on the Originator Assignment tab as Rejected.

To Reassign a work order, do the following:

1. Click on the **ASSIGNMENT** tab.

The Assignment board displays the work orders.

The screenshot shows the IAS TRINIUM DispatchManager interface. At the top, there are tabs for 'Work Orders', 'Assignment', and 'Reports'. The 'Assignment' tab is active. Below the tabs, there is a 'Work Orders' section with an 'Advanced Search' button. A table lists work orders with columns: Work Order Number, Status, Work Order Date/Time, Pickup Name, Pickup City, Delivery Name, Delivery City, and BOI. The table contains four rows, all with a status of 'Rejected'. Below the table are 'Assign' and 'Create Work Order' buttons. Below that is a 'Receivers' section with an 'Advanced Search' button. A table lists receivers with columns: Name, Phone, Fax, and Email. The table contains three rows: CMA-CGM, Evergreen, and Hamberg Sued. At the bottom, there is a copyright notice: 'Copyright 2008 IAS-Trinium | Contact Us'.

Work Order Number	Status	Work Order Date/Time	Pickup Name	Pickup City	Delivery Name	Delivery City	BOI
1	Rejected	04/29/2008 09:27	XYZ NAME	OAKLAND	NAME	OAKLAND	N/A
CLL201	Rejected	04/22/2008 21:14	5		6		100
BB203	Rejected	04/22/2008 21:20	5		8		100
BB204	Rejected	04/22/2008 21:28	6		8		100

Name	Phone	Fax	Email
CMA-CGM	510-111-45672	510-844-3000	
Evergreen	555-555-5555	555-555-5555	
Hamberg Sued	555-555-5555	555-555-5555	

There are two options that can be done when reassigning a rejected work order.

1. Click on the work order to open the Work Order Detail screen to **AMEND** the work order, and reassign the work order to the same receiver.
2. **REASSIGN** the work order to a different Receiver without amending.
2. Click on a work order that has been Rejected.
3. Review the rejection and reason code.

- Click on the **CHECKBOX** next to the work order that is to be reassigned.
- Click on the **CHECKBOX** next to the new Receiver that the work order is to be reassigned to.

IAS TRINIUM DispatchManager

Work Orders | Assignment | Reports

Work Orders

Work Order Number	Status	Work Order Date/Time	Pickup Name	Pickup City	Delivery Name	Delivery City	BO
<input type="checkbox"/>	Rejected	04/29/2008 09:27	XYZ NAME	OAKLAND	NAME	OAKLAND	N/A
<input checked="" type="checkbox"/>	Rejected	04/22/2008 21:14	5		6		100
<input type="checkbox"/>	Rejected	04/22/2008 21:20	5		8		100
<input type="checkbox"/>	Rejected	04/22/2008 21:28	6		8		100

Assign | Create Work Order

Receivers

Name	Phone	Fax	Email
<input type="checkbox"/>	CMA-CGM	510-111-45672	510-844-3000
<input checked="" type="checkbox"/>	Evergreen	555-555-5555	555-555-5555
<input type="checkbox"/>	Hamburg Sued	555-555-5555	555-555-5555

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- Click **ASSIGN**.

IAS TRINIUM DispatchManager

Work Orders | Assignment | Reports

Work Orders

Work Order Number	Status	Work Order Date/Time	Pickup Name	Pickup City	Delivery Name	Delivery City	BO
<input type="checkbox"/>	Rejected	04/29/2008 09:27	XYZ NAME	OAKLAND	NAME	OAKLAND	N/A
<input checked="" type="checkbox"/>	Rejected	04/22/2008 21:14	5		6		100
<input type="checkbox"/>	Rejected	04/22/2008 21:20	5		8		100
<input type="checkbox"/>	Rejected	04/22/2008 21:28	6		8		100

Assign | Create Work Order

Receivers

Name	Phone	Fax	Email
<input type="checkbox"/>	CMA-CGM	510-111-45672	510-844-3000
<input checked="" type="checkbox"/>	Evergreen	555-555-5555	555-555-5555
<input type="checkbox"/>	Hamburg Sued	555-555-5555	555-555-5555

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- DispatchManager creates a new work order with a new activity log and the rejected work order is cancelled and retained for historical purposes.
- The new receiver is notified by email or outbound message.
- The new receiver has the option to accept or reject the work order.

When a work order is rejected the Originator will receive the following email:

The following work order was rejected:

Details:

-----  
Originator: ABCD  
Receiver: Direct Delivery - PCC  
Work Order Number: 558804560-B  
Work Order Date/Time: 05/07/2008 10:29  
BOL/BKG#: 558804560-B  
Bill To: DHL - CHS  
Respond By Date/Time: 05/07/2008 14:00  
Category: Import/Inbound Dray  
Equipment: TCKU9542615 LCL  
Stops: Burris Warehouse North Charleston, ThyssenKrupp Presta Ladson  
Vessel/Voyage:  
Cutoff Date:  
Last Free Day: 05/07/2008 16:00  
Comments: Rate: \$80.00 + 32% FSC per Kevin Woodall

To view more details, log in to DispatchManager:

<https://s02qaapp01/dispatchmanager/>

Thank you,  
DispatchManager Customer Support

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# Cancelling a Work Order

To cancel a work order:

1. Use the **ADVANCED SEARCH** on the Order Workbench to find the work order to be canceled. The work order must be Unassigned or Assigned.

The screenshot shows the 'Advanced Search - Work Orders' dialog box. The 'Work Order Status' section is highlighted with a red box, showing the following options:

- Unassigned
- Assigned
- Accepted
- Active
- Amended by Originator
- Amended by Receiver
- Amendment Declined
- Cancelled
- Completed
- Rejected

Other sections include:

- Category:**  Import/Inbound Dray,  Export/Outbound Dray,  Container Reposition,  Chassis Reposition
- Equipment:** [Empty text box]
- Work Order Number:** [Empty text box]
- Work Order Date From:** [Order Date From... dropdown]
- Last Free Day:** [Last Free Day... dropdown]
- Pickup Name:** [Empty text box]
- Pickup City:** [Empty text box]
- Vessel:** [Empty text box]
- Receiver:** [All Receivers, CMA-CGM, Evergreen, Hamberg Sued]
- BOL/BKG#:** [Empty text box]
- Work Order Date To:** [Order Date To... dropdown]
- Respond By:** [Respond By... dropdown]
- Delivery Name:** [Empty text box]
- Delivery City:** [Empty text box]
- Voyage:** [Empty text box]
- Source:** [Empty text box]

Buttons at the bottom: Clear, Search, Cancel.

**Note:** Active work orders can be canceled, but make sure that the receiver is notified. Active orders must have at least one actual delivery or pickup.

2. View the details page of the Work Order.

3. Click **CANCEL**.

IAS **TRINIUM** DispatchManager halle.bard | California Multimodal Inc (CMI) | [Log Off](#)

Work Orders Assignment Reports

**Work Order Detail - 394734**

[<< Back to Work Orders](#)

Work Order Number: 394734      Receiver: Hamberg Sued  
Status: Assigned      Date/Time: 10/23/2007 15:38  
Category: Export/Outbound Dray      Source:

Equipment

Equipment Number	Status	Equipment Size/Type	Pieces	Net Weight	Gross Weight	Tare Weight	Volume	Freight Description	Seal	Release Number	HAZMAT	Overweight	Shipment Number	Comments
151	Active	20ST									No	No	55	
151	Active	20ST									No	No	55	

Charges

Service	Equipment Number	Stop Name	Amount	Billable	Transaction Number	Bill To	Comments
No Charges are applied							

The work order will now have a status of cancel. Canceled orders can still be viewed on the Orders Work tab.

**i Note:** A receiver can optionally acknowledge a cancellation using work order comments.

When a work order is cancelled the Originator will receive the following email:

The following work order has been cancelled:

Details:

-----

Originator: DHL  
Receiver: Direct Delivery - PCC  
Work Order Number: 558804560  
Work Order Date/Time: 05/07/2008 10:19  
BOL/BKG#: HDMUGBWB0414188  
Bill To: DHL - CHS  
Respond By Date/Time: 05/07/2008 14:00  
Category: Import/Inbound Dray  
Equipment: TCKU9542615 LCL  
Stops: Burris Warehouse North Charleston, ThyssenKrupp Presta Ladson  
Vessel/Voyage: MOL Explorer/007W  
Cutoff Date:  
Last Free Day: 05/15/2008 16:00  
Comments: Rate: \$80.00 + 32% FSC per Kevin Woodall

To view more details, log in to DispatchManager:

<https://s02qaapp01/dispatchmanager/>

Thank you,  
DispatchManager Customer Support

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# Reports

## Trucker Performance Report

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<b>Header</b>	Date/Time Report was run, username, all parameters, # of results.
<b>Summary Description</b>	Appointment vs. Actual Performance
<b>Roles who can run the report</b>	Originator, Receiver
<b>Parameters</b>	Originator/Receiver Name Multi-Select, Work Order Completed Date/Time Range
<b>Order By</b>	Originator or Receiver Name, Work Order Number, Equipment Number, Stop Number

## Columns

<b>Originator or Receiver Name</b>	Originator, Receiver
<b>Work Order Number</b>	Originator's reference for a work order number.
<b>Work Order Creation Date/Time</b>	When the work order was created in DispatchManager
<b>Work Order Assignment Date/Time</b>	When the work order was assigned in DispatchManager
<b>Equipment Number</b>	Number of the container or chassis.
<b>Stop Number</b>	Sequence number of the Stop
<b>Stop Name</b>	Name of the stop
<b>Final Appointment Date/Time Type</b>	Type of appointment: At, Begin, End, Start
<b>Final Appointment Date/Time Start</b>	Beginning of last appointment window received before the actual
<b>Final Appointment Date/Time End</b>	End of the last appointment window received before the actual
<b>Actual Date/Time</b>	Actual date/time of the delivery or pickup

## Accept/Reject Responsiveness Report

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<b>Header</b>	Date/Time Report was run, username, all parameters, # of results.
<b>Summary</b>	Response time from Assignment to Accept or Reject
<b>Roles who can run the report</b>	Originator, Receiver
<b>Parameters</b>	Originator/Receiver Name Multi-Select, Work Order Creation Date/Time Range
<b>Order By</b>	Originator or Receiver Name, Work Order Number

## Columns

<b>Originator or Receiver Name</b>	The name of the originator or receiver
<b>Accept/Reject</b>	If the receiver accepted or rejected the work order
<b>Work Order Number</b>	Work order number
<b>Work Order Creation Date/Time</b>	Date/time the order was created in DispatchManager
<b>Work Order Assignment Date/ Time</b>	Date/time the order was created in DispatchManager
<b>Work Order Accept/Reject Date/ Time</b>	Date/time the work order was accepted or rejected in DispatchManager

## Volume Report

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<b>Header</b>	Date/Time Report was run, username, all parameters, # of results
<b>Summary Description</b>	Response time from Assignment to Accept or Reject
<b>Roles who can run the report</b>	Originator, Receiver
<b>Parameters</b>	Originator/Receiver Name Multi-Select, Work Order Completed Date/Time Range
<b>Order By</b>	Originator or Receiver Name

## Columns

<b>Total Work Orders</b>	Total number of completed work orders
<b>Work Orders Accepted</b>	Total number of work orders accepted
<b>Work Orders Rejected</b>	Total number of work orders rejected
<b>Work Orders Amended</b>	Total number of work orders amended
<b>Work Orders Cancelled</b>	Total number of work orders cancelled
<b>Work Orders Completed</b>	Total number of work orders completed
<b>Total Charges for Completed Work Orders</b>	Total number of work orders completed

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# Supported Summary Size/Types

- 20BK 20' Bulk Dry Van
- 20CZ 20' Chassis
- 20DV 20' Dry Van
- 20FR 20' Flatrack
- 20HC 20' High Cube Dry Van
- 20HR 20' High Cube Reefer
- 20OT 20' Open Top
- 20RF 20' Reefer
- 20TC 20' Tank
- 20FB 20' Flatbed Trailer
- 20RFTR 20' Refrigerated Trailer
- 20TR 20' Domestic Trailer
- 40BK 40' Bulk Dry Van
- 40CZ 20' Chassis
- 40DV 40' Dry Van
- 40FB 40' Flatbed Trailer
- 40FR 40' Flatrack
- 40HC 40' High Cube Dry Van
- 40HCOT 40' High Cube Open Top
- 40HCRF 40' High Cube Flatrack
- 40HR 40' High Cube Reefer
- 40OT 40' Open Top
- 40RF 40' Reefer
- 40RFTR 40' Refrigerated Trailer
- 40PB 40' Piggyback
- 40TR 40' Domestic Trailer
- 45CZ 45' Chassis
- 45HC 45' High Cube Dry Van
- 45OT 45' Open Top
- 45FB 45' Flatbed Trailer
- 45RFTR 45' Refrigerated Trailer
- 45PB 45' Piggyback

- 45TR 45' Domestic Trailer
- 48DM 48' US Domestic Dry Van
- 48PB 48' Piggyback
- 48FR 48' Flatrack
- 48FB 48' Flatbed Trailer
- 48TRRF 48' Refrigerated Trailer
- 48DD 48' Drop Deck
- 48EMPU 48' EMPU
- 48NACS 48' NACS
- 48FB 48' Flatbed Trailer
- 48TR 48' Domestic Trailer
- 53DM 53' US Domestic Dry Van
- 53TR 53' Domestic Trailer
- 53DV 53' International Dry Van
- 53EMHU 53' EMHU High Cube
- 53EMUU 53' EMUU Standard
- 53AIR 53' Domestic Trailer Air Ride
- GENSET Genset
- SPEC Special

# DispatchManager Glossary

Work Order	Request from the Originator to move a load from point A to B to C etc. Also called a Transport Order.
Stop	A facility where pickup and deliveries occur. Legs occur as moves between stops.

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