

User Manual for Receivers

Version 1.2



World Headquarters

IAS-Trinium 520 Third Street, Suite 101 Oakland, CA 94607 U.S.A. www.ias trinium.com

Tel: +1 (510) 844-3000 Fax: +1 (510) 844-3001

Worldwide 24x7 Technical Support U.S.A. Support:

Tel: +1 (866) 829-8804 support@interasset.com

Asia Support:

Tel: +852-2529-8038

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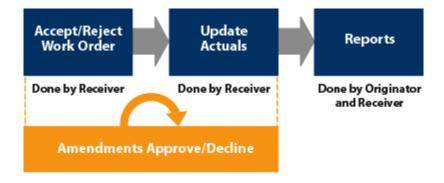
Introduction

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 fowarder, 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 Receiver



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Logging In



To log into DispatchManager:

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

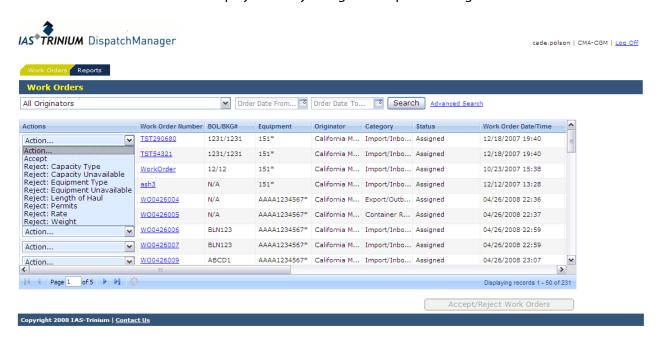
Note: If DispatchManager is being used for training purposes, go to: http://dm-training.iastrinium.com/dispatchmanager/
Data in the training system will not appear in production screens or reports.

- 2. Enter your username
- 3. Enter your password
- 4. Click LogIN

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Work Orders for Receivers

The Work Orders detail screen is displayed after you log into DispatchManager.



Work Orders Detail Screen Column Descriptions		
Column Name	Column Description	
Work Order Number	Originator's reference for a work order number.	
BOL/BKG#	Bill of Lading, Booking Number, or both.	
Equipment	Number of the container or chassis.	
Originator or Receiver	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.	
Category	Type of move. Can be Import/Inbound Dray, Export/Outbound Dray, Container Reposition or Chassis Reposition.	
Status	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.	
Work Order Date/Time	Originator's date/time of the work order.	
Vessel	Ocean vessel executing an import or export.	
Voyage	Code for the regularly scheduled arrival or departure of the vessel.	
Cutoff Date	Date/time an export move must be gated-in at the terminal.	
Last Free Day	Date/time by which an import must be gated-out from the terminal.	
Respond By Date	Date/time deadline to respond to assignment.	
Pickup Name	Name of the pickup for the stop.	
Pickup City	Name of the pickup city for the stop.	
Delivery Name	Name of the delivery for the stop.	
Delivery City	Name of the delivery city for the stop.	
Source	Source of the work order. For manual orders, this will be the user's username.	

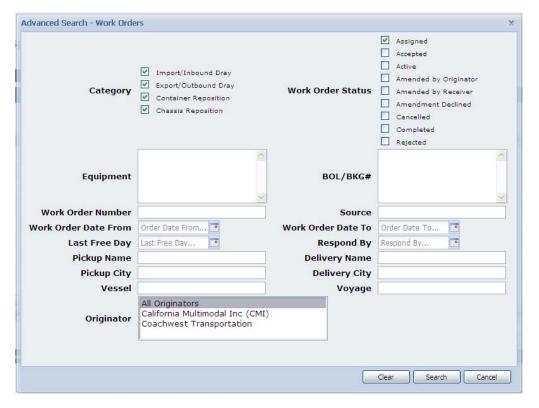
Search

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 multicontainer 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.



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 in the Work Orders detail screen. 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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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.

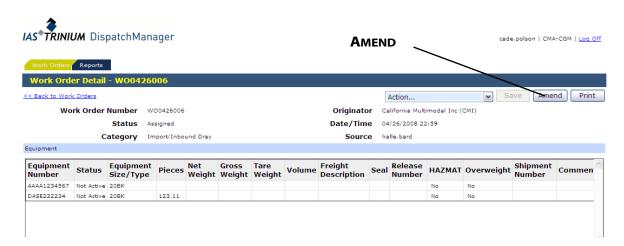
The following information can be amended for a work order:

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

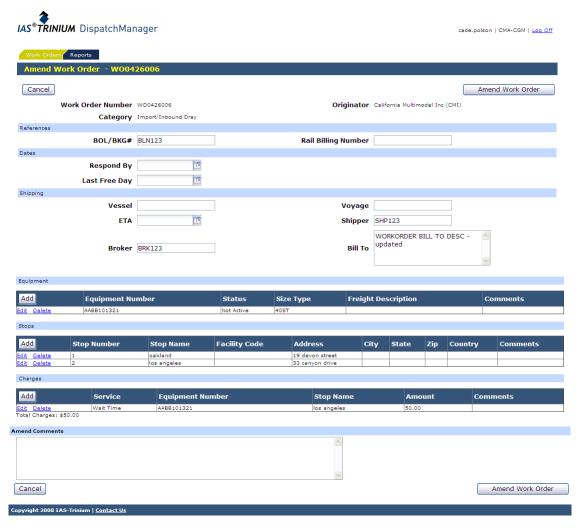
Comments		
Amend Comments	Enter general comments about the work order amendments.	
Charges Charges can be created for a variety of services and then associate them to one or more equipment on a work order. The charge can optionally be associated with a stop.		
Add Charge	Originators or Receivers can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

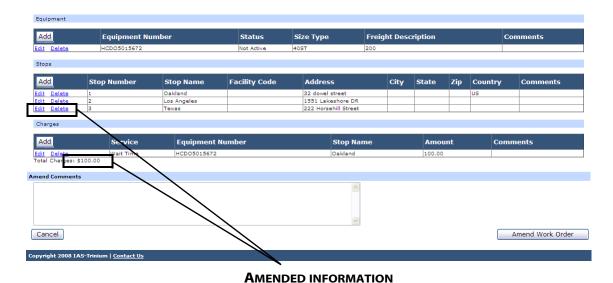
1. Click AMEND



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.



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

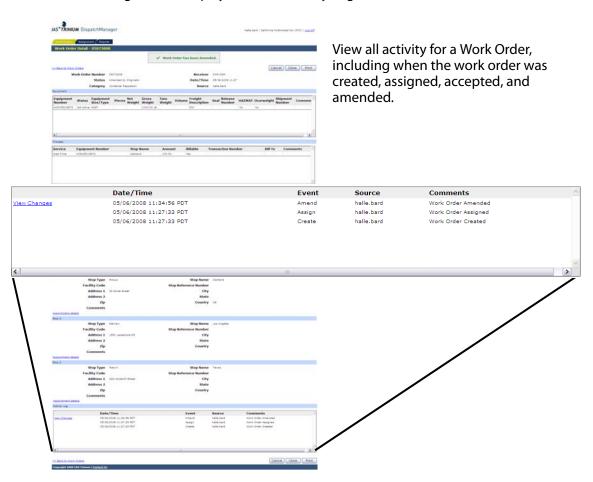


3. Click **AMEND WORK ORDER** to add the information to the work order.

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.



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.



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

Details:	
	 _

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

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/

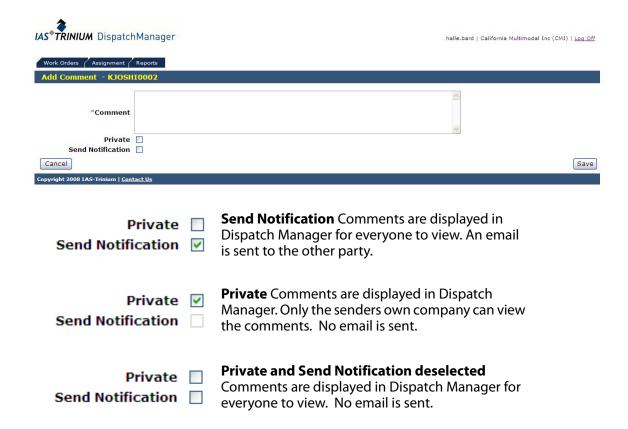
Thank you,

Dispatch Manager 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.

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.



When a work order has been commented on the Receiver 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,
Dispatch Manager Customer Support
This massage (including any attachments) may contain confidential proprietary and privileged
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

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.

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Accepting a Work Order

Note: When a work order is assigned, all users of the receiver are sent an email with the details of the work order.

When an originator assigns a work order to a receiver, the receiver can accept or reject the work order.

Accepting a work order means you agree to the move and rate as outlined.

Work orders can be accepted on the Work Orders tab or the Work Orders details page.

Note: Multiple work orders can be accepted and rejected at one time on the Order Workbench.

To accept a work order, do the following:

- 1. Verify that Advanced Search is showing Assigned work orders.
- 2. Select **Accept** in the action menu next to the work orders to be accepted.
- 3. Click **Accept/Reject Work Orders** to accept those work orders.

To accept a work order on the Order Details page:

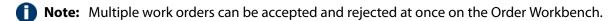
- 1. Find the work order to accept or reject on the Order Workbench.
- 2. Click on the **WORK ORDER NUMBER** to go to the Work Order details page.
- 3. Click **Accept Work Order** to accept the work order.

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Rejecting a Work Order

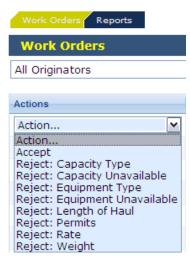
Rejecting a work order means the user does not agree to the move and rate as outlined.

Work orders can be rejected on the Order Workbench or the Work Order details page.

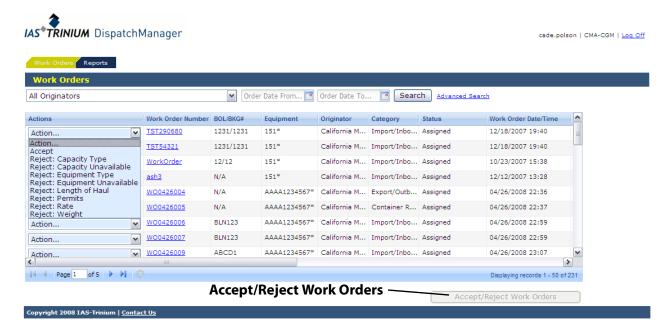


To reject a work order, do the following:

- 1. Verify that the Advanced Search is showing Assigned work orders.
- 2. Select **REJECT** and a corresponding rejection reason in the action menu next to the work orders yto be rejected.



3. Click Accept/Reject Work Orders to accept those work orders.



To reject a work order on the Order Details page:

- 1. Find the work order to be rejected.
- 2. Click on the **WORK ORDER NUMBER** to go to the Work Order details page.
- 3. Click **REJECT WORK ORDER** to reject the work order.

When a work order is rejected the Receiver 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

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 is declined the Receiver will receive the following email:

The following amendement 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,
Dispatch Manager 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.

Saving a Work Order

Editing Scheduled and Actual Information

Receivers use the Work Order Detail screen to add appointment and actual information for each stop on different legs. This gives the originator instant visibility into first and last mile activities.

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

Scheduled Appointment

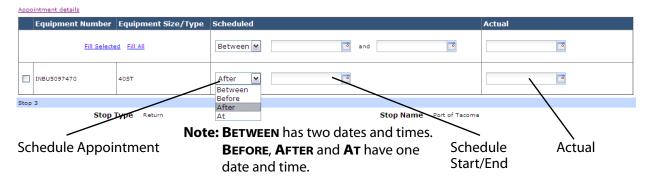
The type of the appointment can be Between, After, At or Before. Between displays two drop-down dates and times. All other types are just one date.

Scheduled Start/End

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

Actual

The date/time the delivery or pickup was actually made.



To edit appointments on a stop 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.

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.

- 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.

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

Reports

Trucker Performance Report

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

Columns

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

Accept/Reject Responsiveness Report

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

Columns

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

Volume Report

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

Columns

Total Work Orders	Total number of completed work orders.
Work Orders Accepted	Total number of work orders accepted.
Work Orders Rejected	Total number of work orders rejected.
Work Orders Amended	Total number of work orders amended.
Work Orders Cancelled	Total number of work orders cancelled.
Work Orders Completed	Total number of work orders completed.
Total Charges for Completed Work Orders	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
- 200T 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

Request from the Originator to move a load from point A to B to C etc. Work Order

Also called a Transport Order.

A facility where pickup and deliveries occur. Legs occur as moves Stop

between stops.

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