**Changing Load Status**

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| **Option #1:** Change from the Loads Screen  **To get to the Loads Screen**   1. Click on the “Dispatch” block on the homepage   **OR**   1. Click on the menu icon. 2. Click on Dispatch 3. Click on Loads.   **Change the Load Status**   1. Find the load you wish to change the status on (do not click anything). 2. Click on its colored status block. (It will say something like IN ROUTE, OPEN, BOOKED, ALERT, etc.) 3. This will open a pop-up window. 4. About halfway down the page, under the Carrier name, is a dropdown for **Status Type.** 5. Change this option to the status you desire. 6. Once changed, select **Save Checkin** to submit it. |

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| **Option #2:** Change from Within a Specific Load  **Open a Load**   1. To open a specific load for editing, simply click on its **blue Load Number** on the Loads Screen. 2. This will open to the **Stops tab** of the Load Track screen.   **Change the Load Status**   1. Click on the **Check-Ins tab** at the top of the screen. 2. Click on **+Add Check-In**. 3. Under **Status Type**, use the dropdown to change your load status. 4. Select **Save Check-In** to submit. |

**Use this option to:**

* Mark loads as delivered
* Release loads
* Track complicated loads that are in route.