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| **Creating an Order**   1. From home screen, click on the menu button. Garbage 2. Click on **Dispatch**. 3. Click on +**New Order**. 4. Enter the order information. (Fields with an asterisk [\*] are required.) 5. If everything has been correctly entered, there should be three icons at the top of the page.  * The **backwards arrow** will cancel this order build. * The **downward arrow** will save this order and return you to the list of orders. * The **three boxes** will build this order into a load and take you to the Create Load screen. |

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| **The Sections of the *Build Order* Screen**  **#1 ORDER INFORMATION**   1. Select the branch and agent responsible for the load (if not already populated.) 2. Under **Load Type**, indicate whether the load is **LTL** or **FTL**. 3. Select the customer. 4. Enter the customer PO# (if desired).   **#2 REFERENCE INFORMATION**   1. Select **Reference Type** to indicate the type of Reference number. 2. Type the number in the second field. 3. Hit Enter or click the green + sign to add the reference #.   **#3 RATE INFORMATION**   1. Enter any flat rates associated with the order here. (The codes will be the same as those previously used in Broker V.) 2. Be sure to hit Enter or click the green + sign to add the line to your order.   **#4 MISC INFORMATION**   1. Indicate the **Commodity Typ**e by selecting from the dropdown. 2. Selecting certain commodities will change the **Min/Max Temp** fields to be required (\*). 3. Enter the temperature range. (If no range, enter the same temperature twice.) 4. Select the **Payment Type** if not **Prepaid.** 5. Optional: Indicate the number of pallets on the order.   **#5 NOTES (OPTIONAL)**   1. Enter any notes or internal notes associated with the order. 2. Notes can be seen by the driver, internal can only be seen by Arcus Users.   **#6 EQUIPMENT INFORMATION (OPTIONAL)**   1. Indicate the **Equipment type** using the dropdown. 2. Fill in any other needed information. 3. This section is geared towards users intending to use the Loadboard to post loads.   **#7 HANDLING REQUIREMENTS (OPTIONAL)**   1. Select any other **Handling Requirements** by checking them. 2. This section is geared towards users intending to use the Loadboard to post loads, but can also be used for more specific confirmation instructions.   **#8 STOP INFORMATION**   1. Click **+Add New Stop**. 2. Indicated whether the stop is a **pick or a drop**. 3. Enter the stop **date and time**, and indicated whether the appointment has been confirmed. 4. Enter the stop location. (Clicking the + symbol will allow you to build a new location. Clicking the star symbol will pull up your list of stop favorites.) 5. Enter the Pickup (or if a drop, Delivery) number. This will auto-populate into the reference list below. 6. Contact information and instructions will auto-fill based on the information saved in the system. 7. Enter any rate information regarding specific stops or items. 8. Hit Save to add the stop to the list. |

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| **Building a Load**   1. After hitting the **Build Load** button (three boxes), the screen will open to the **Create Load** screen. 2. Use this screen to select a carrier and indicate any additional **Carrier Instructions**. 3. You can also add additional orders (manifests) to the load from this screen. 4. When finished entering information, select Save Load at either the very top or very bottom of the screen (you will have to scroll). |

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| **Sections on the *Create Load* Screen**  **LOAD INFORMATION (OPTIONAL)**   1. Indicate who this load is assigned to from the dropdown menu. 2. Indicate who the dispatcher for this load will be from the dropdown menu.   **CARRIER INFORMATION**   1. Select a carrier. (Selecting the + will open a window to search the DOT for a new carrier not yet in our system.) 2. Optional: Indicate brokerage %, tractor number, and trailer number. 3. To select a carrier contact, click the **little blue person** next to “Carrier Contact”. 4. Select **the green checkmark** next to the person you’d like to select. 5. To select a driver, click the **little blue person** next to Driver(s). 6. You can select multiple people using the **checkboxes**. Once selected, click **SAV**E. 7. The **RATES button** will show you all the rates associated with this load. You can quickly edit any rates from this screen. 8. The **CARRIER LANE SEARCH button** will allow you to search past loads for available carriers.   **STOP INFORMATION**   1. This area is primarily informative. 2. You can sort the stops by selecting **SORT STOPS** or by clicking and dragging individual stops.   **CARRIER INSTRUCTION**   1. Indicated any additional instructions that should be on the confirmation by clicking the checkboxes. 2. You can create a custom instruction at the very bottom.   **ORDER INFORMATION**   1. This will be a list of all orders on a load. 2. If the orders are marked LTL, you can add them to the load. 3. Click on +**Existing Order** to select from the Order List. Click on **+New Order** to build another order to add to the load.   **LOAD BOARD**   1. Select the checkbox to post the load to the Loadboard for carriers to view. |