Totally Internet Based Software

Brokerage Dispatch

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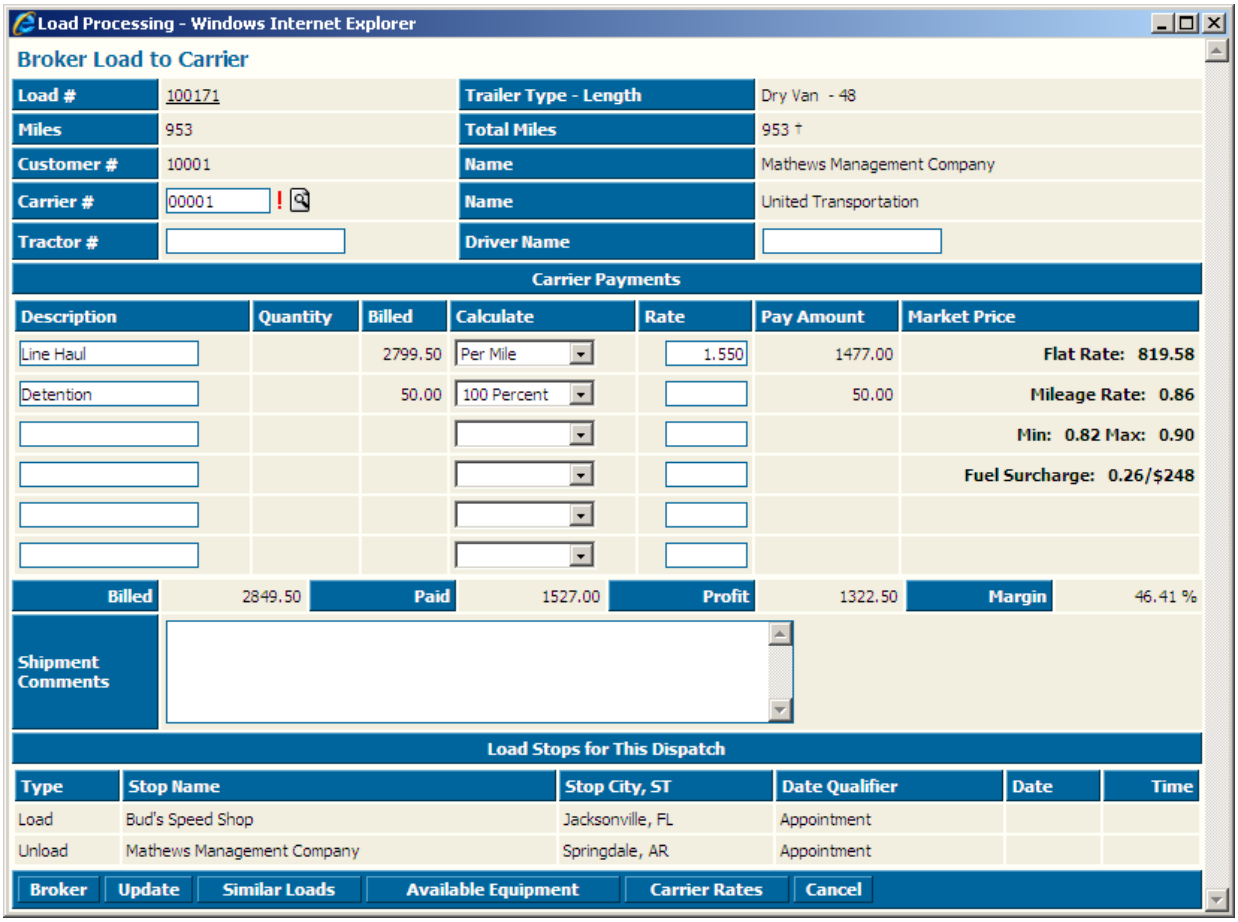
Brokering a Load

To broker a load simply hover the load number on the Brokerage tab and choose Broker from the menu.

The Broker Load to Carrier screen will be displayed. This where the carrier and the pay information will be entered and calculated.



Enter the information according to the following field definitions:

Carrier #:	The carrier the load is being brokered to.
Tractor #:	The number of the carrier's tractor.
Driver #:	The name of the carrier's driver.
Description:	The description of the pay item.
Shipment Comments:	Any comments for the carrier.

Enter all the necessary information and click the Broker button. Use the buttons as follows:

Broker:	Assign the load to the selected carrier.
Update:	Update all calculations.
Similar Loads:	Generate a Similar Brokered Loads report.
Available Equipment:	Generate a report of matching Available Equipment
Carrier Rates:	Generate a report of all carriers with rates matching the load.
Cancel:	Cancel the broker load to carrier and close the window.

A window for the In-House Brokerage worksheet will open and a window for the Carrier Confirmation will open. To print these simply click the print icon in the top right corner of each window.

Marking Confirmation Received

There are two ways to mark a load that the confirmation has been received. The first is to hover over a load on the Brokerage Tab that meets the following criteria:

1. It has been Brokered (that is, the status is Brokered, Delivered, or Archived, and it has a Carrier on it)
2. It has not already had the confirmation marked as received on it.

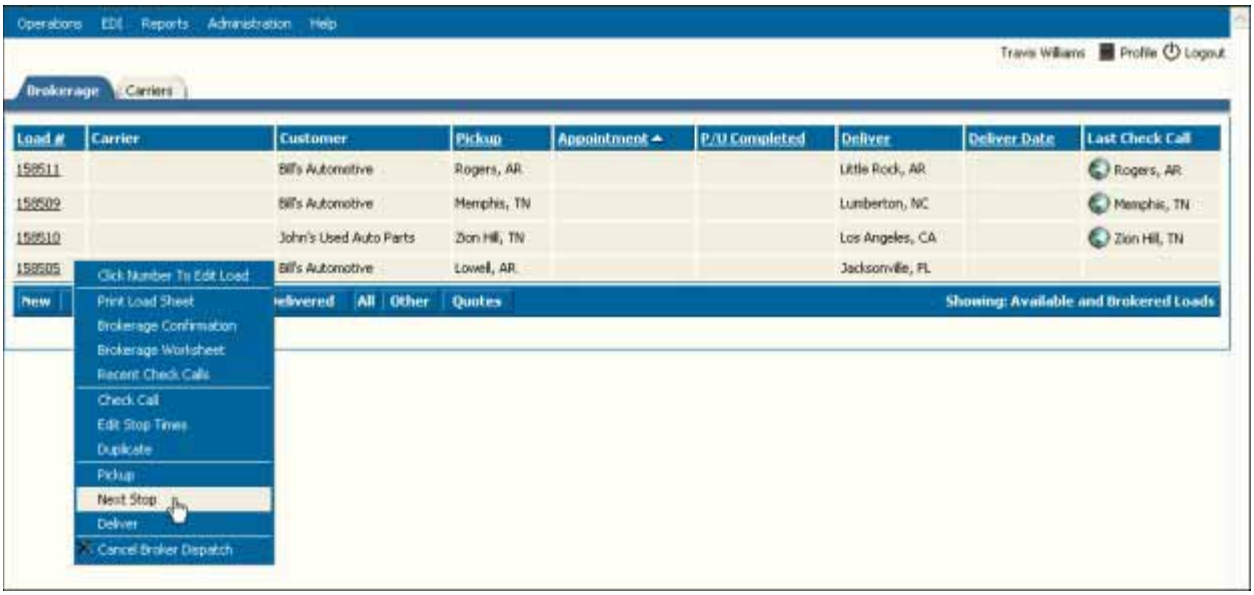
You'll see the following new entry on the hover menu:

Once you mark it received, this menu option will no longer appear for this load.

The second way is to pull up the load and go to the Operations tab:

Completing Load Stops

To complete a stop, simply hover over the load number and choose Next Stop.



Delivering the Load

To complete the load, simply hover over the load number and choose Deliver. Once the load is delivered it will automatically be removed from the Brokerage tab and be placed in Billing.

You must manually update the pay information or rebroker the load if you edit the load information after it is initially brokered to a carrier.