Vehicle Desktop Application User Guide

DRAFT

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Recommended Specifications for Desktop Application

This is the minimum requirements for each installation of the application. Some situations may require additional resources.

Windows
- Intel system, 2 GB RAM and 350 MB free hard disk space, Windows 7, Windows 2008 or above.
- Windows Vista and XP are not supported

The Vehicle Desktop Application may run on other versions of the systems listed, however those are not tested configurations. Mophilly Technology Inc. does not certify proper operation on such systems. Assistance with systems not listed here may be provided on a fee basis if requested by clients with a current support agreement.

Font Size

Font size must be set at 100%, not large fonts, in order for buttons and text to align correctly. Please review your display settings.

Monitor Resolution

In the VDA as of v1.2.0100, the tallest window is wEMailLogViewer at 823 pixels, widest is wWorkInProcess at 1545 pixels. So any monitor with more than 1545W x 823H would work. An HD 1080p TV monitor would be fine, at 1920W x 1080H pixels.

PDF creation software

Default Printer

Workstation Uninstall Instructions (Windows)

Before installing the latest major release of the application you will need to first uninstall the current version if installed. This will not affect your data.

1. Click on the Start Menu, go to All Programs, scroll down to Transport and click to open that folder. Click on Uninstall Transport.

Workstation Installation

1. Go to URL http://www.mophilly.com/general/VDA.html
   Username: general
   Password: 12Three!

2. This application can be installed on either Windows or Mac. Click the "Download" button next to your operating system. The installer file will begin to download. This file is large and may take 10-15 minutes to download, depending on your download speed.
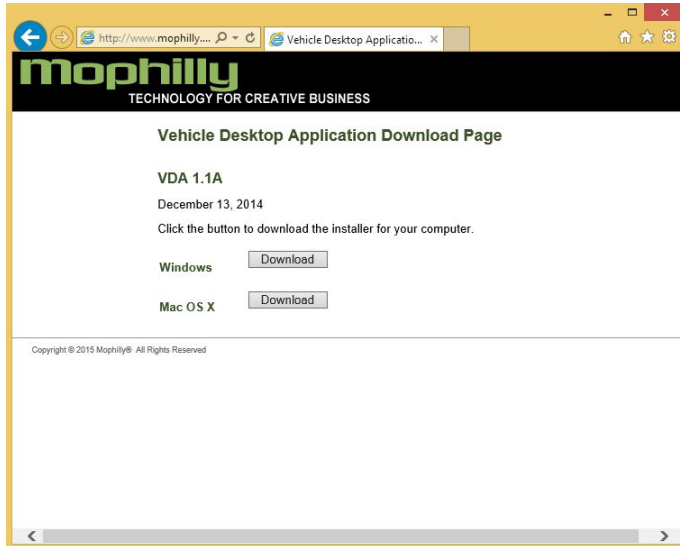
3. Locate the file in your Downloads folder. Save the file to a location on your internal shared server that other users will be able to access.

4. Double-click to begin the installation. The Setup Wizard will open
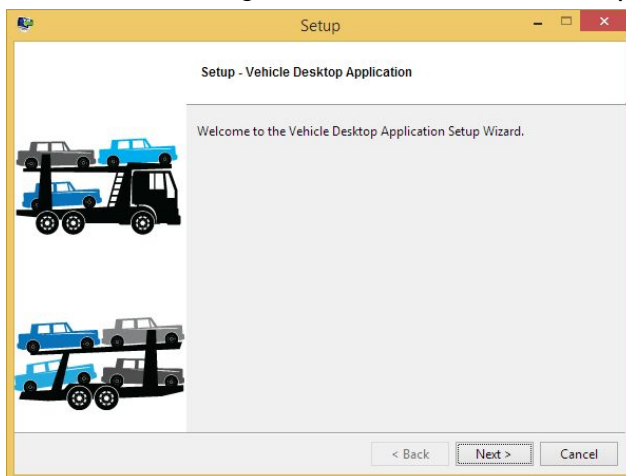
   a. At the Welcome screen, click Next.

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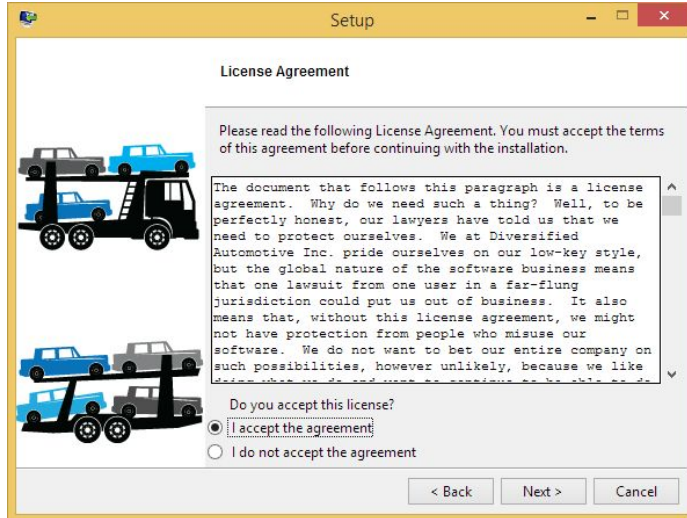
b. Review and accept the license agreement and click Next.
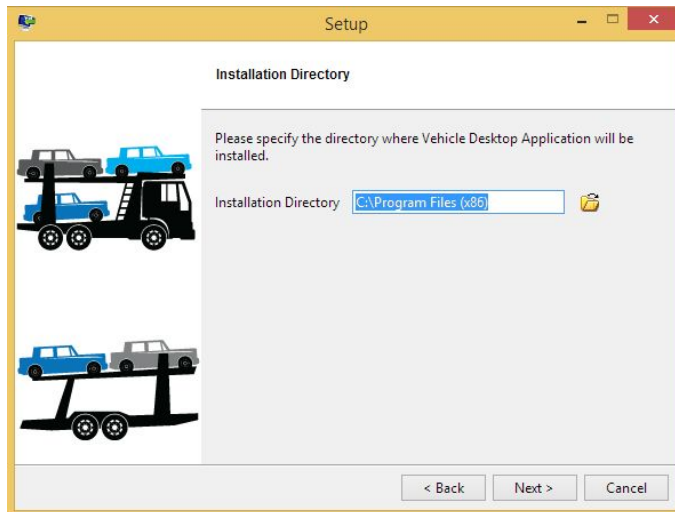
c. Confirm the Installation Directory and click Next.

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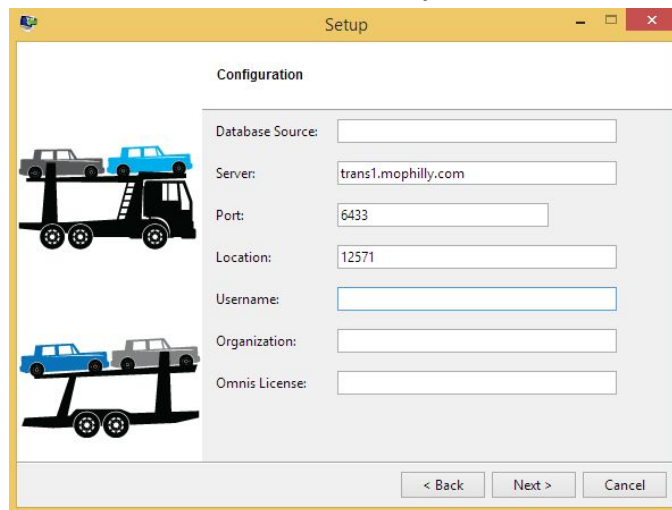
d. Configuration. Complete the fields as follows:

Database Source	{customer database name}
Server	trans1.mophilly.com
Port	6433
Location	{location code for your location, or default}
Username	Shows your logged in Username. This is not used anyplace but the Omnis registration in the registration file.
Organization	Your Company Name
Omnis License	{each user has a unique license number}
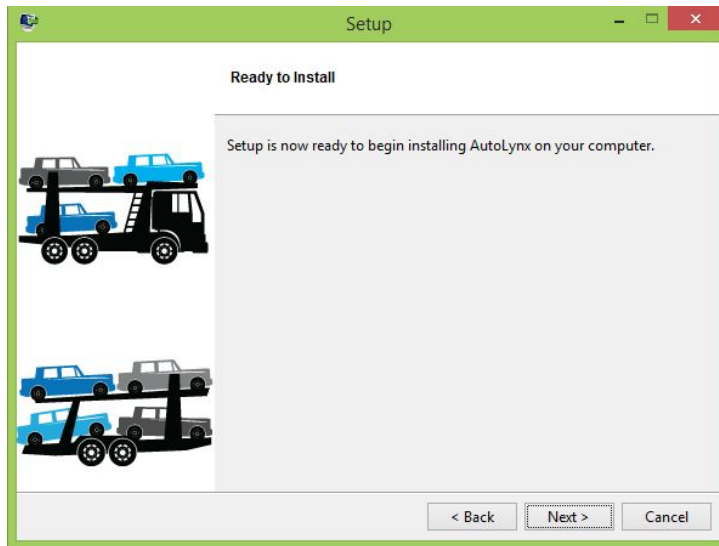
e. Ready to Install. Click Next. The application will be installed on your computer.
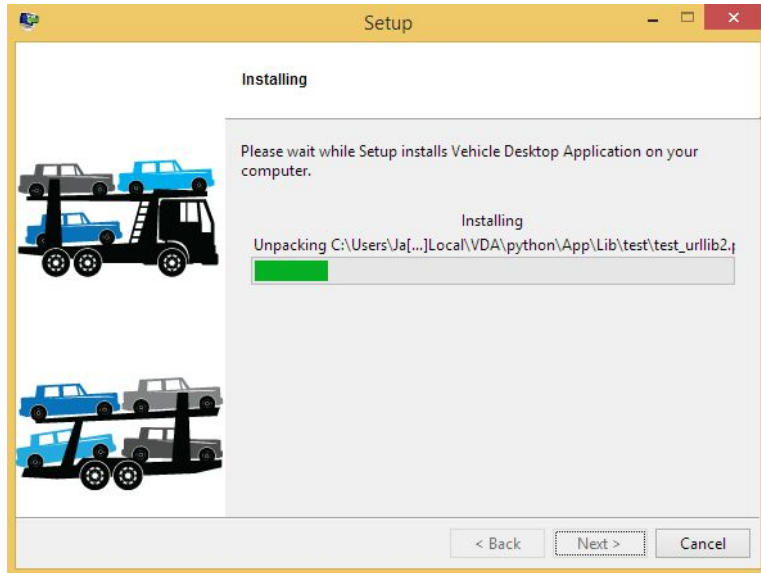
After it is complete, click Finish to exit the Install program.
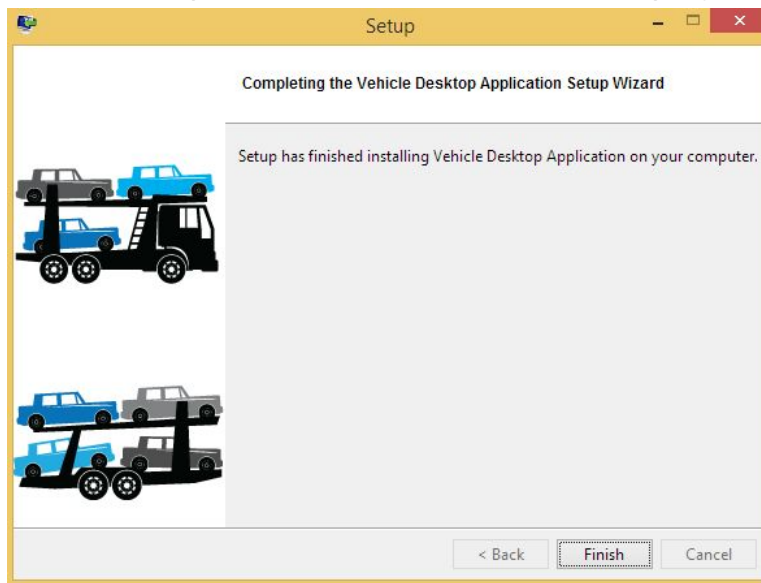
5. The application has now been installed. A shortcut to the program "Vehicle" was created on your desktop.

Single Location View Set Up

To set up access so only vehicle inventory for a specific location will show from your installation, the LoadLocationID.txt file is placed in the c:\users\yourname\appdata\local\vda\startup directory.

Launching Vehicle Desktop Application

Double click on the Vehicle Desktop Application icon on your desktop to launch the application.

First the application will automatically check to see if there is a Software Update available.
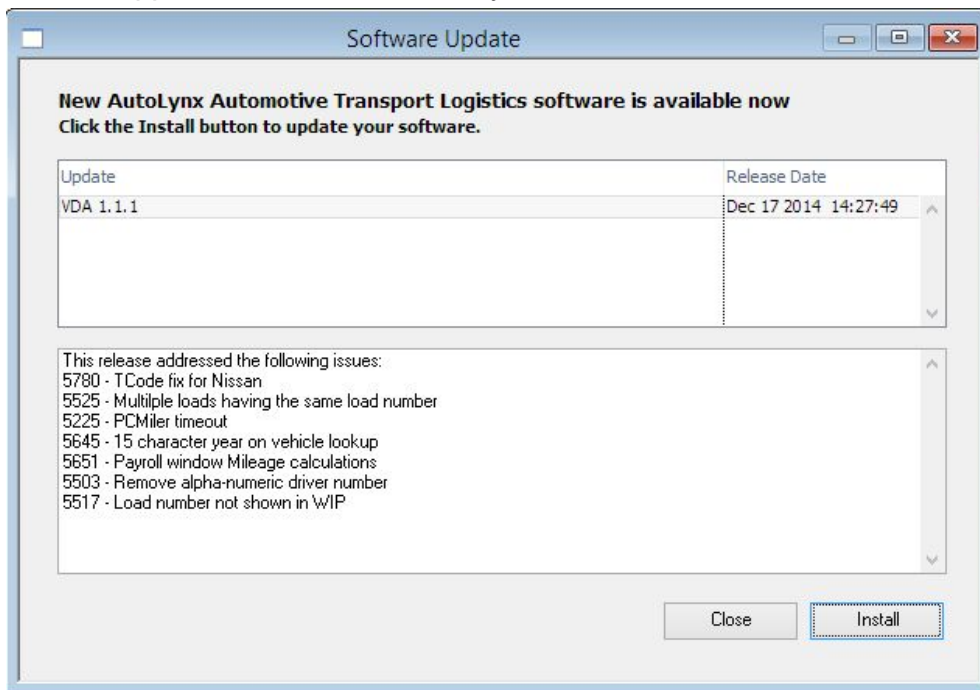
Click Install. The update will be downloaded and installed automatically. When finished you'll see this message:
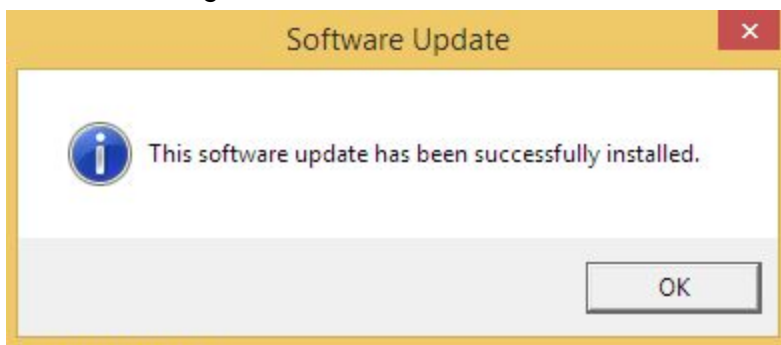
Click OK, then you'll see the Welcome Screen. Click the button to Login.
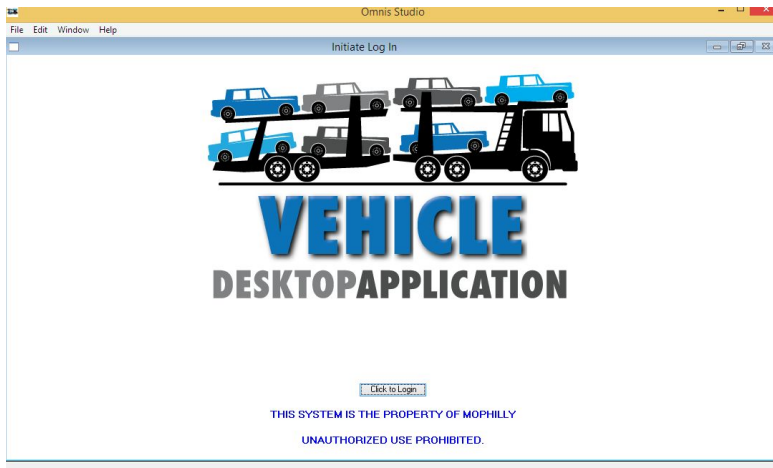
1. Log in with the User Name and Password that were provided to you.

Support

Screen Sharing Application

By installing TeamViewer on your workstation, our support staff will be able to better troubleshoot any questions you may have about the application.

Go to www.teamviewer.com to download the latest version. Install. Select Basic installation, Personal/Non-Commercial Use.

Dispatch

Creating an Order

To create orders for customers who do not have automated imports, start from Dispatch>Orders.

Click New and search for the Customer.

Select the Customer, click Continue. Their information will be filled in at the top of the Order window. From here you can either Select an existing Origin and Destination, create new Origins and Destinations, or Import new locations.

Fill in the Order Details tab:
Pickup Date
Delivery Date
# of Units
Pricing - configure pricing for this order, either a rate or fixed price, per unit or flat rate.

Next, add Vehicles to the order.
Click on the Vehicles Tab. You can Add vehicles by typing them in, or by importing an Auction List. Click Add Vehicle. Start by typing in the VIN.

If you type in the full VIN, the application will populate the Year, Make, Model, Body. Complete additional data that you have available. You can also indicate here if this vehicle is a Priority or Hot item.

When complete, either click OK, or Add Another.

After you have added all the vehicles to the order, click OK on the Orders window.

You can now Build a Load with these vehicles right from the Vehicles tab of the Orders screen.

About the use of Colors on the Order window

If you look on the Vehicles tab on the order, you may see that a VIN is shown in red. This means that the Destination on the Vehicle does not match the Destination on the Order.

If you see a VIN in blue on the Order then the Origin on the Order doesn't match the Origin on the VIN.

If you see a VIN in purple it means that both the Origin and Destination on the Order don't match the Origin and Destination on the VIN.

Red will be the most common color that you see as we may get data in from a subsequent file that changes the Destination on the vehicle from what it was when the Order was originally created.

Building a Load from Work in Process Window

Selecting a pick-up location

To start building a load select Dispatch in the toolbar and click on Work in Process. Under the Available Vehicles tab you'll see the checkbox option to view orders sorting by OEM By Location. Then select which location you'll be building the load from. Once you've selected a pick-up location you'll see a list of drop-off locations and the number of units (vehicles) going to each location.

Selecting drop-off location(s)

Next select the drop-off locations by clicking and dragging consecutive locations on the list or clicking on each individual location you'd like to select while holding down the "Control" key. What's important to note on this window is how destinations are color coded by age, which helps dispatch determine the priority of vehicles going to different locations. Currently, lines displayed in black indicate the vehicle has been at the terminal up to two days. Blue indicates two to four days. Purple indicates four to six days, and red means the vehicle has been at the terminal more than six days. You'll also notice some drop-off locations have a red lightning bolt next to them, or a checkmark in the Priority box. This means at least one of the units going to that location is hot tagged and should be considered a priority.

Priority vs. Hot status on vehicles

Priority is generally indicated on a vehicle by the OEM when the import file is received. Hot status is usually set when a Dealer requests the vehicle as soon as possible.

Vehicle Action Window

Once you have selected the desired destinations click View Vehicle Details. The Vehicle Action Window will open. In this window you'll see VIN level details for all the cars you have selected for your desired drop-off locations. Items to note on this screen are the priority vehicle indicator (the lightning bolt), as well as the release date and vehicle make/model. To ease the load building process, all of the fields are sortable by clicking on the header. A left click will sort in ascending order and a right click will sort in descending order.
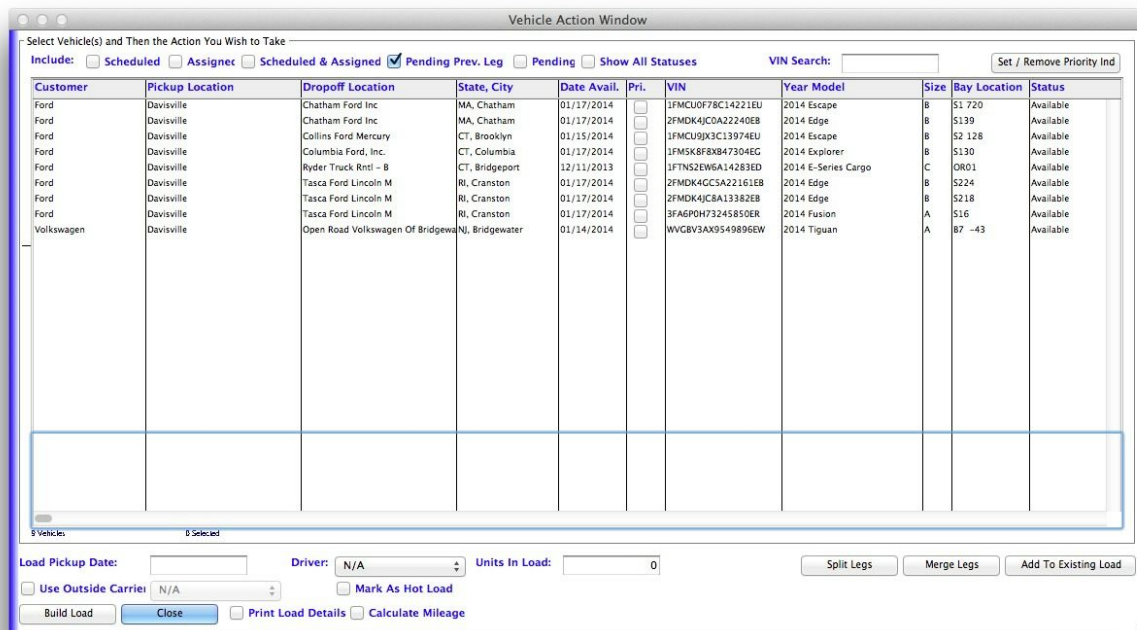
Selecting vehicles

From here you can begin adding vehicles to the load. To select a vehicle click on it and drag up or down to include multiple vehicles in the load. Or you can independently select vehicles by holding down "control" while clicking on the vehicles you'd like in your load. If you'd like to finish building your load, skip to "Build Load" below, otherwise we're going to go through some of the other tasks you can complete on this window.

Select a Driver

On this screen you can also select a driver for the load by clicking on the drop down menu titled Driver and selecting the driver to whom you'd like to assign the load. If you're a

dispatcher and would like to mark the load as hot, or a priority, click the checkbox "Mark As Hot Load" located under the Driver drop down menu. Also, indicate if the driver is a an outside carrier by clicking on the checkbox and selecting the carrier in the dropdown menu. If you'd like the load to be scheduled on a specific day, indicate that by filling in a date in the Load Pickup Date field.

NOTE: If you choose to build a load without assigning a driver, these loads will be displayed to the drivers when they check in at the terminals in the "unassigned loads" tab.

Altering a Vehicle or Load

You also have the option to split legs, merge legs, and add vehicles to an existing load.

Split Leg

To split legs from the vehicle action window, select a single vehicle or multiple vehicles with the same origin and destination and then hit the "Split Leg" button. This will bring up the Split Leg window.

In the Location name box at the top of the window begin to type the name of the "intermediate location" that you wish to apply to these VINS. Once you fill in the field, hit the "tab" key and the Locations box will populate with the matching search criteria. Keep in mind, locations are specific to customers with the exception of common locations. If this is a new location, you may need to add this "intermediate" point as a location by selecting the "New Intermediate Location" button. Once your location pops up in the locations window, highlight it and hit "Set intermediate location." **At this point you may choose to specify some carrier financials on the individual legs.**

- Select Percentage Driver Yes or No
- Set percentage or flat rate amount

Note about Splitting Legs: When Splitting Legs from this window, once you split the leg, it is likely that the vehicles no longer match the search criteria and may disappear from the list on the Vehicle Action Window. *It is recommended to split legs from the Legs Tab of the Vehicle window instead.*

Merge Legs

Adding a Unit to Existing Load

Another option available from the vehicle action window is to add a unit to an existing load. Simply highlight the VINS you wish to add and hit the "Add to Existing Load" button. This will

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call up the Load Locator where you enter search criteria to find the load to which you want to add the units.

To finalize the load you've just built, select the vehicles in the list that you want and click "Build Load." When you build the load, the selected units will be removed from the Vehicle Action Window and assigned to the driver (if specified). The units still available for the selected destinations remain in the Vehicle Action Window and you can continue to build additional loads. If you chose a driver the driver, they will see the new load when they log in at the terminal from which the load is originating. They can also see the assignment on their mobile device by refreshing their assignments (select "Refresh from Dispatch" on the mobile app menu).

Updated Inventory

Return to the Available Vehicles window and click on the location where you just built your load. Notice the updated inventory no longer includes any of the vehicles you included in the loads you created.

Building a Load from an Order

One other alternative way to create a load is through the order screen. After you have manually entered an order into the system, you can build a load right from the order. From the Vehicles tab on the order screen hit the "build load" button and all of the units from this order will be placed in a load. This feature will not work if any of the vehicles on the order are already in another load or in another status other than available. You cannot assign a driver using this method. However, if you would like to assign a driver you can do so by going to your configured loads tab. If the origin is listed here you can click that location and find the load. If it is not listed, you can click on "All" and the load most recently created will appear on the bottom of the list.

Building a Load from the Vehicle Locator

The third and final method is by building a load through the vehicle locator. Once you have performed a search and have a list of available vehicles, you can select vehicles by clicking and dragging or selecting individual vehicles through clicking and holding down the control key. Then click the "Build Load" button. It's important you are aware of the vehicle statuses on this screen. You do not want to add vehicles into a load that do not have an "available" status, and the system will not allow you to build a load with units already in the load. And you also cannot assign a driver through this method. However, if you would like to assign a driver you can do so by going to your configured loads tab. If the origin is in your list of origins you can click that location and find the load. If it is not a normal origin, you can click on "All" and the load if the most recently created should appear on the bottom of the list.

Recording Delivery of a Load

Generally, delivery of a load will be recorded through the Driver's mobile device. If you are using the Vehicle Desktop Application without the mobile application, or need to manually record or make changes to the delivery of a load, please follow these steps:

Click on Dispatch on the top menu and select Work in Process. To locate the Load, select the Configured Loads tab. Click on the Origin location in the top left window. Locate and select the Load.
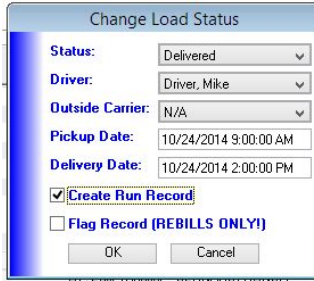
NOTE: Even if you have multiple loads to deliver, only select 1 load at a time.

Click the Change Load Status Button. Update the Status of the Load to Delivered, select the Driver and enter pickup and delivery dates and times. You can enter the date by typing 100114 (without slashes) and then hit the space bar and type the time in, 0900. When you hit tab it will automatically update the date and time to the system format. Click OK.

NOTE: Both dates MUST have the exact time entered, the system will not allow you to leave the default time.

After you click OK, the following window will pop up:
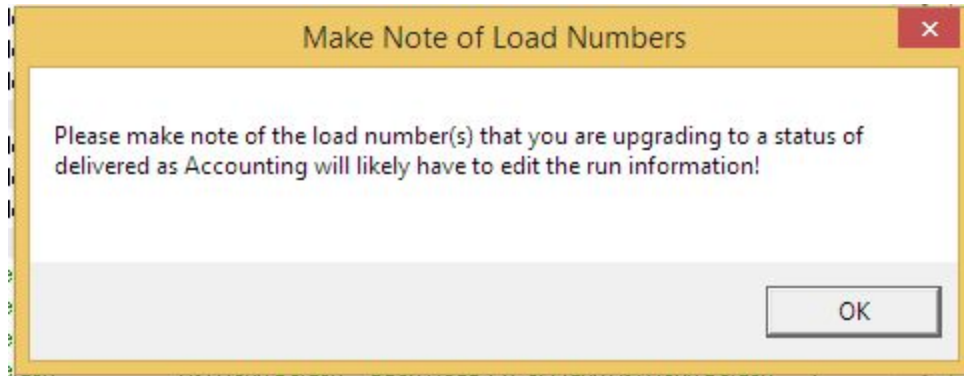
This window alerts you as a reminder that you are manually making a change that may affect Accounting. Refer to your company's internal business processes for policies and procedures.

Driver Activity Tab

In the Work in Process window this tab shows Driver Activity and is color coded.

Green = Last Activity Was Today

Red = Last Activity Was Yesterday

Purple = Last Activity Was At Least Two Days Ago

Gold = Driver Is Off

Driver Time Off | 199 OC Ins Expiries | 5406 Unreviewed File Batche: | 82 Priority Exce

Available Vehicles | Configured Loads | Loads By Driver And Date | En Route | Delivered | Driver Activity

☐ **Include Company Drivers** ☐ **Include Brokers**

Driver Activity

Refresh

Driver	Driver #	Truck #	Load Number	Load Status	Activity Date	Status	Last Location
Raymond Lewin	413	344	15071971	EnRoute	08/03/2015 2:36 PM	Pickup	Baltimore- Nissan. - Baltimore, MD
Ibrahim Haidara	368	1904	15031690	Delivered	03/25/2015 8:33 AM	Dropoff	Infiniti Auto Of Norwood - Norwood, MA
DL Roberts	590	001	15061118	Delivered	06/16/2015 5:00 PM	Dropoff	Wesley Chapel Nissan - Wesley Chapel, FL
Alfredo Roman	353	82777	15032180	Delivered	03/30/2015 11:43 AM	Dropoff	Colonial Nissan/Medford - Medford, MA
Romans Transportat	598	001	15060767	Delivered	06/11/2015 5:00 PM	Dropoff	Courtesy Nissan Tampa - Tampa, FL
Christopher Roth	485	001	15080178	Delivered	08/04/2015 11:47 AM	Dropoff	North Bay Cadillac Co., Inc. - Hempstead, NY
Scott Transportation	647	001	15031902	Delivered	03/26/2015 7:00 PM	Dropoff	CROWLEY R/V CENTER - BRISTOL, CT
Gilson "JR" Siqueira	218	434	15072230	EnRoute	08/05/2015 9:12 AM	Dropoff	Oak Ridge Nissan - Oak Ridge, TN
Jose Pena	347	354	15071701	Delivered	07/27/2015 1:29 PM	Dropoff	North Plainfield Nissan - North Plainfield, NJ
Hector Bido	348	425	15031788	Delivered	03/25/2015 11:00 AM	Dropoff	Van Buren Truck Sales Corp. - Garden City Park, NY
Donny Cabrera	357	203	15080239	Delivered	07/31/2015 3:00 PM	Dropoff	Enterprise - Wayne, NJ
Fray Rodriguez	358	141	15060443	Delivered	06/08/2015 7:17 AM	Dropoff	LEGACY NISSAN - Hicksville, NY
Miguel Cabrera	362	310	15040189	Delivered	04/04/2015 4:26 PM	Dropoff	Buffalo Auto Auction - Angola, NY
Randall Victor	366	200	15041122	Delivered	04/17/2015 1:01 PM	Dropoff	Smithtown Nissan - Saint James, NY
Eduard Bueno	372	352	15071950	Delivered	08/04/2015 10:06 AM	Dropoff	Enterprise Rent A Car - Rogers, AR
WLADYMIR DALUZ	379	401	15051071	Delivered	05/19/2015 9:00 AM	Dropoff	Robert Chevrolet Inc - Hicksville, NY
Joel Sosa	217	346	15072083	Delivered	07/31/2015 10:20 AM	Dropoff	ENTERPRISE RENT-A-TRUCK - East Syracuse, NY
Junior Espinal	385	370	15072152	Delivered	08/03/2015 3:16 PM	Dropoff	Newton Nissan South - Shelbyville, TN
Norberto Coelho	430	347	15072059	Delivered	07/24/2015 3:00 PM	Dropoff	Union Park BMW - Wilmington, DE
Sebastaio Silva	440	418	15072233	Delivered	08/04/2015 11:15 AM	Dropoff	Chandler Nissan - Oxford, MS
Jaroslaw Chodnicki	444	371	15080252	Delivered	08/05/2015 8:18 AM	Dropoff	King O'rourke Buick Gmc, Llc - Smithtown, NY
Vishal Nelson Autar	445	361	15072047	Delivered	07/31/2015 11:24 AM	Dropoff	Sutherlin Nissan of Vero Beach - Vero Beach, FL
Mikhail Polozov	447	367	15071183	Delivered	07/19/2015 2:31 PM	Dropoff	Courtesy Nissan Tampa - Tampa, FL
Luis De Los Angeles	448	373	15080076	EnRoute	08/04/2015 5:35 PM	Pickup	Enterprise Rent A Car - Jamaica, NY
David Montalvo	449	210	15052052	Delivered	05/30/2015 10:58 AM	Dropoff	GRAND PRIZE BUICK GMC - Nanuet, NY
Amauris Malave	452	409	15080141	Delivered	08/04/2015 12:02 AM	Dropoff	National Car Rental - Jamaica, NY
Aurelio Paredes	453	82194	15041307	Delivered	04/21/2015 11:29 AM	Dropoff	Stevens Ford - Milford, CT
Carlos Diaz	454	202	15070597	Delivered	07/13/2015 9:56 AM	Dropoff	City Cadillac-Oldsmobile, Inc. - Long Island City, NY
Angel Barbosa	455	433	15080023	Delivered	08/04/2015 8:04 PM	Dropoff	Bill Gatton Nissan - Bristol, TN
Leonel Valerio	432	427	15071933	Delivered	07/29/2015 2:08 PM	Dropoff	EVERETT NISSAN - Boone, NC
Carlos Taylor	466	001	14060993	Delivered	06/30/2014 9:00 AM	Dropoff	ENTERPRISE HOLD INDI - INDIANAPOLIS, IN
Kelvin Torres	468	411	15080247	EnRoute	08/05/2015 9:14 AM	Pickup	Doremus D1 - Newark, NJ

View Load Details

Handling Mobile App "Exceptions"

Under some conditions the mobile app does not have enough information to proceed and an "exception" is generated. This section defines the different types of exceptions and how to respond to them in the Desktop Application. The numbers in parentheses after the exception names are their internal exception numbers.

VIN Not Found (1)

- Driver is attempting to load a VIN number that is not in the system
- When the driver sends to dispatch, the system creates an exception in the unacknowledged state and returns it to the mobile app
- Driver is presented with a "VIN Not Found" exception on the Manage Exceptions screen, and acknowledges it with YES, meaning "Keep this vehicle in my load"
- Dispatcher gets a priority exception in the Work in Process window
- Dispatcher calls driver (or vice versa) to get origin, customer, destination information
- Dispatcher adds locations
  - If there is already an Order existing in the system with the correct Customer, Origin and Destination the Dispatcher can highlight the Exception(s) and select the Add VIN To Order option. This brings up the Order locator window so that the Dispatcher can find the Order to add the VINs to.
  - Alternatively the Dispatcher can highlight the Exception(s) and select the Create Order For VIN button. This brings up the Customer Locator window so that the Dispatcher can find the correct Customer and then hit the Continue button.The Dispatcher is then brought to the Orders window where they can hit modify and then select the Origin and Destination for the Vehicle(s).
- Driver does "Refresh from Dispatch" in the mobile app to get the updated origin, customer, and destination information from the dispatcher

VIN already delivered (3)
- Driver is attempting to load a VIN number that is in the system, and the vehicle shows that it has already been delivered

VIN assigned to another driver
- Driver is attempting to load a VIN number that is in the system, and the vehicle shows that it is assigned to a different driver

VIN was not assigned
- Driver is attempting to load a VIN number that is in the system, and the vehicle shows that it was not yet assigned to him

VIN already delivered
- Driver is attempting to deliver a VIN number that is in the system, and the vehicle shows that it has already been delivered

Unexpected Delivery Location
- Driver is attempting to deliver a VIN number that is in the system, and the vehicle shows that it has already been delivered

Assigned VIN not loaded
- Driver is syncing with the server after loading vehicles, and the system shows that there is another vehicle assigned to the driver that was not loaded

Assigning Special Move Numbers

Sometimes a group of VINs requires the manufacturer to give the dispatcher a special authorization number. Instead of transmitting back, for example, Nissan's normal D6 number they want the special number instead. This might be called a special move number or a Vehicle Special Authorization (VSA).

In these cases, all that needs to be done is that the Customer Identification field in the vehicle record has to be updated with the VSA number instead of the usual D6 number.

If the VSA numbers are all the same for a group of vehicles, the dispatcher can use the "Multiple VIN Search" button from the Vehicle Locator window (see section on "Using Multiple VIN Search") to pull up the list of VINs, then select them all in the list and use the Vehicle Locator window's "Assign Cust Ident" button to add update the Cust Ident field (Vehicle.CustomerIdentification) with the new number.
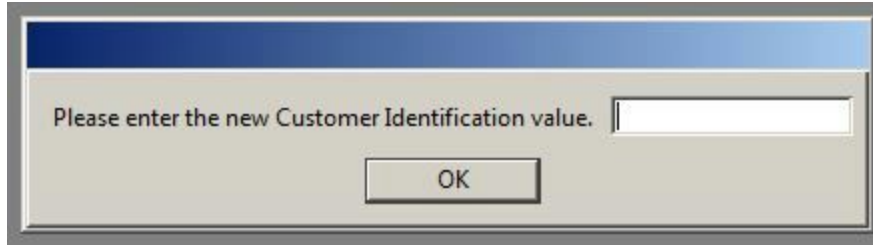
If you pressed "Assign Cust Ident" by accident and need to exit, leave the new Customer Identification value blank and it will not take any action.

Using Multiple VIN Search

When searching for vehicles with the Vehicle Locator, you can search for more than one VIN at a time. To do this, open the Vehicle Locator window and press the "Multiple VIN Search" button. This opens the "Multiple VIN Search" dialog where you can paste in a list of VINs, one per line. Press Continue, it will put you back on the Vehicle Locator window, press Search on there and it will look for the VINs and display them in the list.
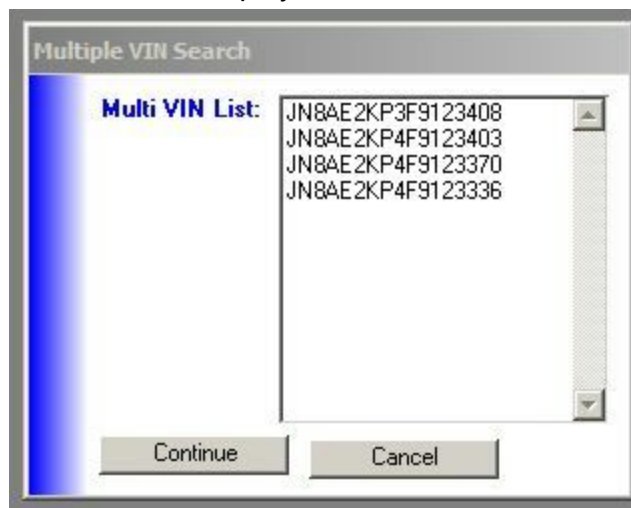
Warning: when using the Multiple VIN Search, the Vehicle Locator will search for VINs that match your list of VINs AND match any other criteria you might have entered (like Load # or Origin Name. So normally, when using the Multiple VIN Search you would leave the other fields blank so you're sure to get all the vehicles in your list.

Vehicle Holds

Sometimes vehicles can't be delivered right away, perhaps the dealership has unpaid bills. When this happens, the vehicles are put on hold. This could be from a hold file, a yard putting a hold.

Where holds come from

They receive lists of holds from an email.

How we tell the OEMs about holds

When we have holds, for three of the manufacturers we send the OEM a file:
- Chrysler, send a 550 file
- Ford, send two files
  - COPAC Delay
  - V.V. Delay
- GM, send 916

Viewing vehicle holds

Holds for vehicles from different manufacturers can be viewed on the Dispatch/Vehicle Holds submenu. Which windows are on this submenu depends on which OEMs are set up for this database. At Excel, they have:
- Delivery Holds
- Ford Holds
- GM Holds
- Vehicle Holds
- Vista Holds

Also, a report of holds may be printed from Dispatch Reports/Rail Reports/Vehicles On Hold.

Run Splitter

This function is located on the Payroll menu, and is used to split a Run apart when loads have gotten stuck together.

Daily Activities

There are items that need to be reviewed on a daily basis.

i92 Audit Report

Rail Vehicles Created Log

Dispatch>Work in Process

Work In Process				
Driver Time Off	199 OC Ins Expiries	5406 Unreviewed File Batches	82 Priority Exceptions	623 Rail Vehicles Created

When rail files come in with the automated import and a vehicle is not recognized as being in the system already from an Advance Shipping Notice or Generic Vehicle Import, that vehicle gets logged here and must be reviewed.

Each vehicle should be reviewed and action taken:

Make Available

If the unit is your vehicle and should be active in your inventory, highlight the vin and hit "Make Available" button. You will be prompted for an available date. Generally you would want to use the date that the unit was placed in the Vehicle Created Window. This window was originally designed to handle product launches. Some OEM's would not provide an ASN until

the launch window. The downside to that is that when the ASN is received, you won't have important info attached to the VIN such as bay location. In launch cases, you would use the "Put On Hold" option until the launch window opens.

<u>Leave As Is</u>

When a unit enters the vehicle created window, it defaults to a "Pending" status. If you choose "Leave As Is", the vehicle will remain as an order, but should not be active in your inventory. This option should not be used often. If you are unsure of a direction on a vin, your best bet is to leave it in the window until you know how to act on it so you keep visibility on it.

<u>Delete Vehicle</u>

If you are not the only carrier moving vehicles for your customer from this yard, it is important to Delete Vehicle (and not just leave as is) if the vehicle is not yours to move. If you do not delete and an additional rail file comes in again with that same vehicle, the system may make the vehicle available as it recognizes it as already created.

<u>Put On Hold</u>

As mentioned previously, in some cases an OEM might not send you an ASN because they don't want you to ship the car at the time it hits the port/railhead. If that is the case, we still create the order for tracking purposes, but the unit should be placed on hold with proper notation as to why it is being held.

<u>Export to Excel</u>

The export to Excel feature is for convenience. You can copy the vin list and paste into applications such as ICL, VinVision, HondaWeb, or other OEM systems if you need to get more information about the VINS.

Unreviewed File Batches

A way to review exception situations. Many are minor, but need to be reviewed. When you open any of these batches, hit cleared finished to see what items you need to review.

When a batch comes in and everything is imported correctly, it will not show up as an unreviewed file batch.

VIN Not Found
VIN Grounding - Batch may have warning messages of VIN Not Found if the VIN Grounding event came in before the tender event. Actively reviewing the batches allows you to catch this same day rather than finding out the next day the vehicles are not in inventory.
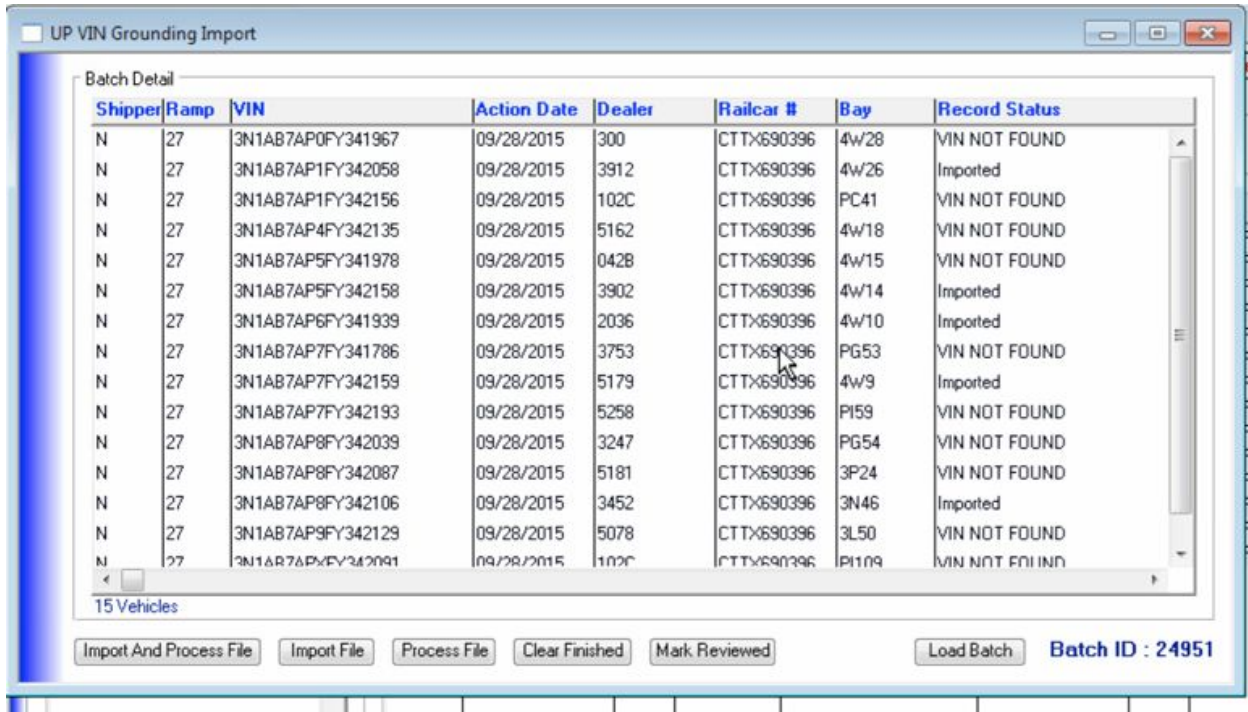
Click clear finished - it clears out everything that came in correctly. Then start to review the VIN Not found errors.
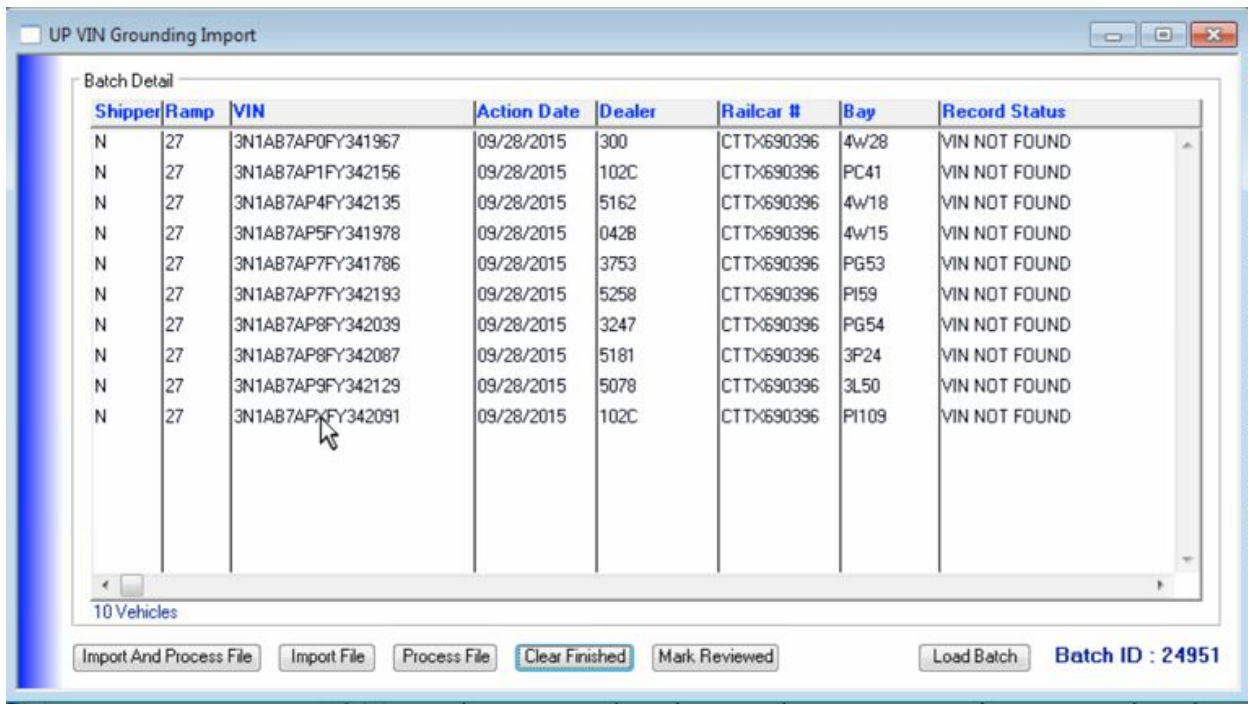
Review vehicles to recognize if they are your vehicles. If they are, note the information, enter vehicle as an order and make it available.

Mark Reviewed button - if the vehicles are not yours, clicking this button will stop it from appearing on this window in the future.

Import and Process File - if you have a file on the server that didn't import due to file automation issues or received from OEM or Rail company directly, you can use these buttons to import file.

Ford ASN Import Review

Orig Cd 36 Not Found -
i.e. file sent for a ramp that you do not handle

VIN Already Exists
Another ASN already came in on it

Destination Changed
informational notice that the VIN Destination changed with this ASN import

Mark Reviewed

Ford Railcar Switchout

Orig Cd 36 Not Found

Destination Changed

Railcar Number Updated

Mark Reviewed

Ship Cars Now Tender Import

Dest Mismatch - Delivered
Gives you the warning message that it occurred, but doesn't change anything since vehicle is already delivered.

Copy VIN and put into Vehicle Locator.

Priority Exceptions

Driver Menu

For Drivers arriving at a terminal:
When you arrive at a terminal you have two options.
1. You can check in on your mobile app, and if you have a preassigned load you can print your shag sheet from there and start loading your truck.
2. Otherwise it is important you check in at one of the computers available to you.

Open Transport and Login
On the computer, open Transport from the icon on the desktop and click "Click to Login". Enter your username and password, and click OK to log in. (If you've forgotten your username or password call Dispatch or your Administrator to change your password.)

Driver Load Options
Once you've logged in, the Driver Loads screen will automatically open. If this screen doesn't open automatically, click on "Driver Menu" in the toolbar and select "Driver Loads" in the drop down menu. This is where you'll find three options for your next load.
1. The first option is found on this first tab. Listed here are any loads that Dispatch has already created specifically for you.
2. If there are not any loads listed, click on the next tab, "Unassigned Loads." Here are the loads Dispatch has created from the terminal where you are currently located. You may select from these loads.
3. If there are no loads already created here, you may have the option to build your own load.

Load Already Built for You
Loads Assigned To
If there is a load built for you in the "Loads Assigned to" tab, highlight it by clicking the checkmark box on the left, and select "View Load Details." This is a list of the vehicles in your load.

Add Another Unit
If you would like to add more vehicles to the load, click "Add Another Unit" and perform a search. Select the vehicles and click "Continue".

Complete Load

When your load is complete, click "Finish" and your shag sheet will print with your vehicles listed. You'll be automatically logged out of the system.

Choose Unassigned Loads

If there are no loads assigned to you, click on the "Unassigned Loads" tab. Here you'll find any loads Dispatch has created from this terminal. If you have the opportunity to choose loads, remember to be mindful of your company's philosophy of aging units and priority sold units. Choose a load by clicking on the box to the left of the load and click "View Load Details." This will bring up a list of vehicles within the load.

Add Another Unit

Here you have the option to add more vehicles to your load. Click "Add Another Unit" and perform a search. Select the vehicles and click "Continue".

If you decide that you don't want to choose this load, hit the cancel button and you'll return to the load selection screen.

If you are ready to accept the load, click "Finish" and the load will be assigned to you. The system will automatically print your shag sheet and log you out.

Build Your Own Load

If you are unsure if you have the permissions required to build your own load, check in with Dispatch.

Building a Load

If you do have the permission to build a load, start by clicking on "Build New Load". Once you've opened the "Build New Load" window, you'll see on the left side of the page a list of the cities where all the available vehicles are going. They are sorted alphabetically by state then city. Each city is color coded based on the oldest vehicle going to that city, and if there are any hot units a lightning bolt will appear next to the city name. Depending on your company philosophies for vehicle priority, click on a city that you wish to build a load for and the vehicles available for that city will be listed in the box at the bottom of the page. Vehicles that have been set as "Priority" will have the word "Yes" in the Priority column. Vehicles that have been set as "Hot" will have a lightning bolt in the Priority column. Click on each vehicle you'd like to add to your load. Once you have clicked on all the vehicles you'd like, click "Add Selected to Load." This will move the vehicles to the top box on the page, which is a list of your load.

Adding or Removing a Vehicle

To add a vehicle from another location, just click on the city you'd like on the left and repeat the vehicle selection process. If you'd like to remove a vehicle from your load, select the vehicle you'd like to remove from the top box and click "Remove Selected." Once the load is complete, click "Build the Load." The load will be automatically assigned to you, your shag sheet will print and the system will automatically log you out.

Making Changes to Your Built Load

Keep in mind that you may cancel your load at any time. That is, up until you click "Build the Load." If you'd like to cancel your load once it has been built and assigned to you you'll need to contact Dispatch. However, if you'd like to add another unit onto your load after it's been built, just log back in, highlight your load and click the "View Load Details" button, then the "Add Another Unit" button. Add in your search criteria, like the destination city, hit search and a result set will appear. Highlight the vehicle you'd like to add and then hit the "Continue" button. Once you are done, click "Finish," and the system will automatically log you out and reprint your shag sheet.

Check in With Dispatch

If there are no loads available to you and you cannot build your own load, check in with Dispatch for further instructions. And remember, if you enter the terminal during business hours, check in with Dispatch.
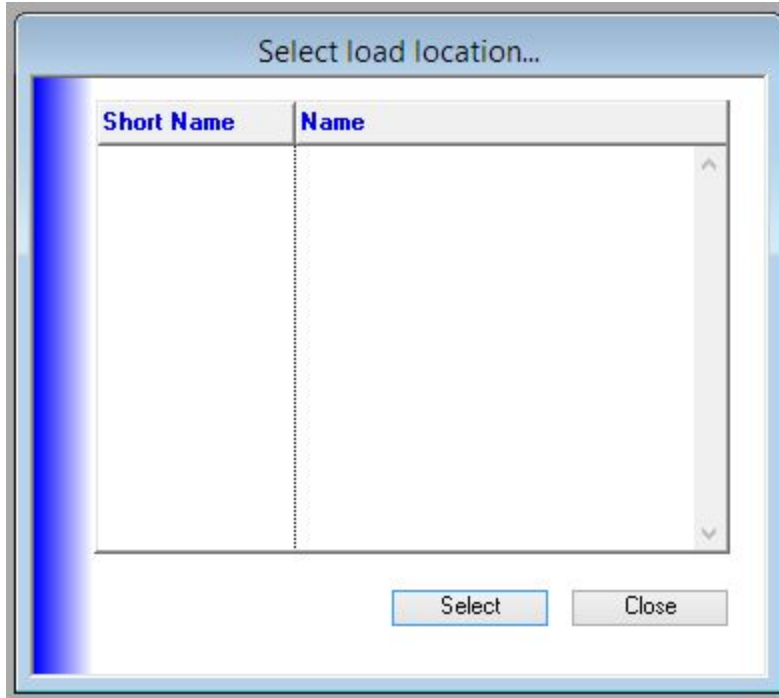
Priority vs Hot status on vehicles

Priority is generally indicated on a vehicle by the OEM when the import file is received. Hot status is usually set when a Dealer requests the vehicle as soon as possible.

Change Load Locations

If this option is enabled for your company, go to Driver Menu>Change Load Location

Claims

Damage Claims

Inspections & Damage tab

The damages visible here are from all inspections done for the vehicle. When creating a damage claim it is necessary to indicate which damages (and from which inspection) are being related to the claim since there could be more than one claim per vehicle and also there could be recorded damages that are not part of this claim.

If your claim has already been started and you need to add an additional inspection/damage to the claim:
 Highlight the associated damage/inspection you would like to add to the claim and click "Add Sel To Claim Detail Damage List". Once the damage code is associated with the claim, the damage code will appear on the first tab of the Claim window.

Driver Damages

The initial incident report is generated here.

Damage Incident Report

Inspections & Damage tab

The damages visible here are from all inspections done for the vehicle. When creating an incident report it is necessary to indicate which damages (and from which inspection) are being related to the incident since there could be more than one incident per vehicle and also there could be recorded damages that are not part of this incident.

Once the damage code is associated with the incident, the damage code will appear on the first tab of the Incident window.

If your incident report has already been started and you need to add an additional inspection/damage to the report:

> Highlight the associated damage/inspection you would like to add to the claim and click "Add Sel To Incident Detail Damage Code List". Once the damage code is associated with the incident, the damage code will appear on the first tab of the Damage Incident Report window.

Damages entered prior to the driver loading the vehicle

These are damages found by inspectors before the driver goes to load the vehicle.

Entry of these damages can also be done from within the Desktop Application. Go to Dispatch/Vehicle Locator and find the vehicle you want. Then on the Vehicle Details window, go to the "Inspections And Damages" tab, click "Add Damage Code".

Printing

When this report is printed, you will receive 2 copies. One is intended for your files, the second one is for your driver as notification and record-keeping.

If you prefer to only print one copy, print to Screen, then select to just print current page only.

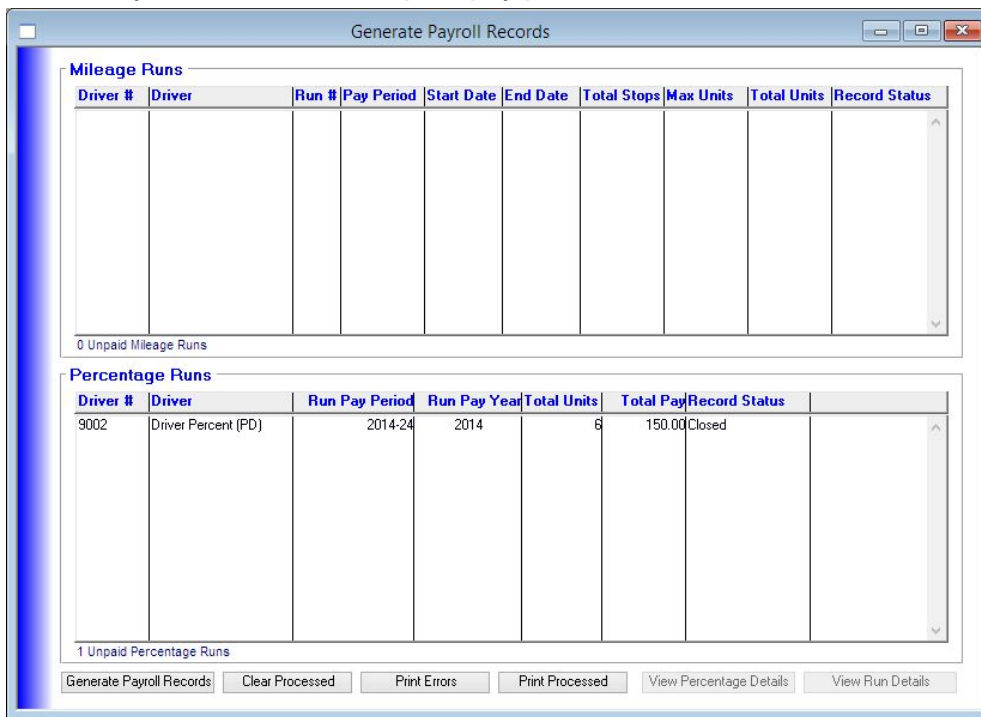## Payroll

reference: Driver Payroll Set Up Spreadsheet

For Drivers paid by Percentage through Payroll

1. Ensure all invoicing is up to date. Units must be invoiced in order to generate the records into payroll or outside carrier credits. *See Invoicing section*

2. Generate payroll. Go to Payroll>Generate Payroll Records.
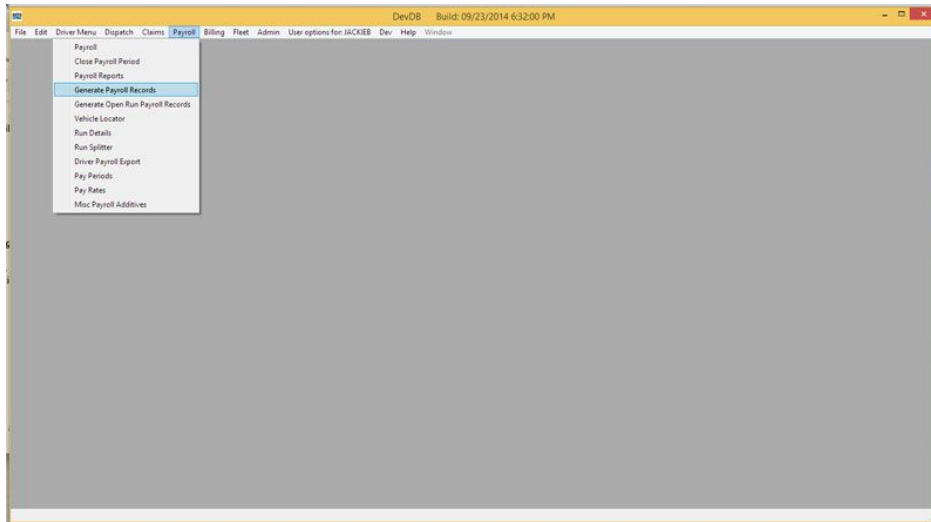
Completed and invoiced runs will be totaled by Driver in the Percentage Runs section. These may be from current or past pay periods.

3. Review Details.
   a. Mileage Runs:
      The view run details is typically only used if there is an error reported back in the processing of the payroll. Most typically it is a mileage calculation issue

caused by a bad or missing zip code. Viewing the run details allows the user to make the correction so that they can get the run to generate into payroll.

   b. Percentage Runs:

You can select the Driver and click on View Percentage Details. It will open the Outside Carrier Credits Locator Window with the Driver's name selected and the Record Status as Open, listing the vehicles included in the Driver pay.

4. When you are ready, click "Generate Payroll Records". Payroll records will be processed. Record Status of each record should now show "Processed". To view the payroll details, select "Print Processed" and choose your print destination. (If you select Screen, you will still be able to print from there as well).

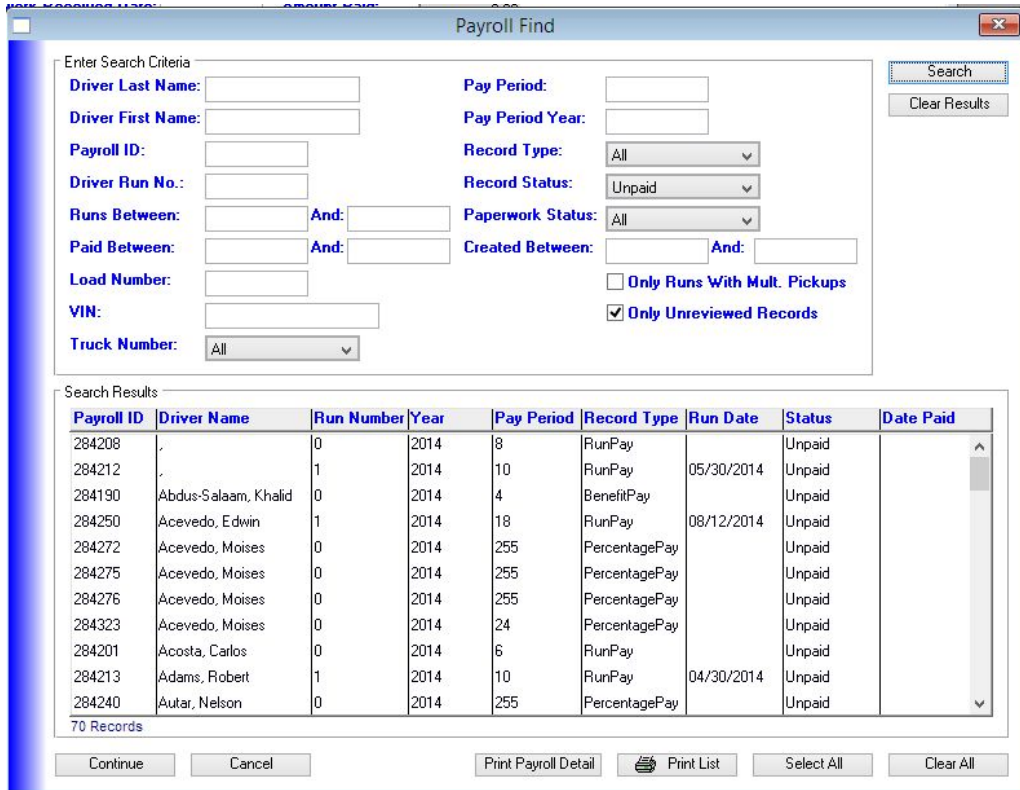5. Payroll now needs to be approved. Only users with a role of "PayrollApproval" are able to approve payroll (see the section "Adding a New User" for instructions on adding roles). Go to Payroll>Payroll
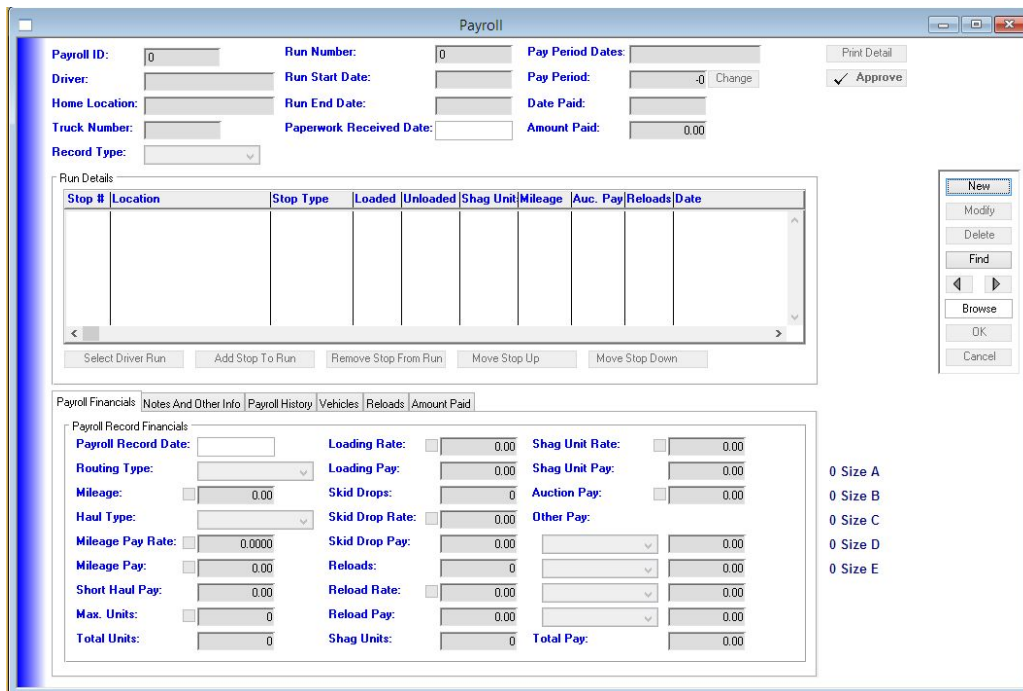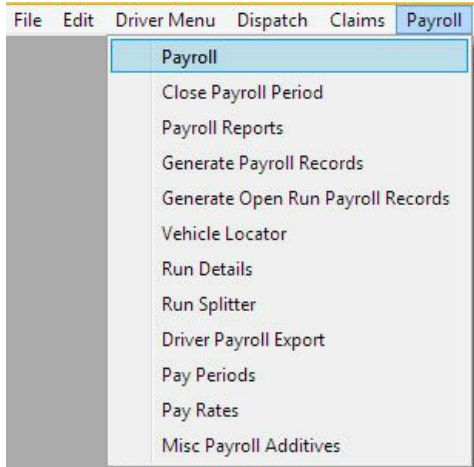
6. Search for All Unpaid payroll that has not been approved by clicking "Clear Results", then choosing Unpaid from the Record Status Field and checking the box next to Only Unreviewed Records. Click "Search".

Payroll Find

Enter Search Criteria

Driver Last Name:		Pay Period:	
Driver First Name:		Pay Period Year:	
Payroll ID:		Record Type:	All
Driver Run No.:		Record Status:	Unpaid
Runs Between:	And:	Paperwork Status:	All
Paid Between:	And:	Created Between:	And:
Load Number:		☐ Only Runs With Mult. Pickups	
VIN:		☑ Only Unreviewed Records	
Truck Number:	All		

Search | Clear Results

Search Results

Payroll ID	Driver Name	Run Number	Year	Pay Period	Record Type	Run Date	Status	Date Paid
284208	,	0	2014	8	RunPay		Unpaid	
284212	,	1	2014	10	RunPay	05/30/2014	Unpaid	
284190	Abdus-Salaam, Khalid	0	2014	4	BenefitPay		Unpaid	
284250	Acevedo, Edwin	1	2014	18	RunPay	08/12/2014	Unpaid	
284272	Acevedo, Moises	0	2014	255	PercentagePay		Unpaid	
284275	Acevedo, Moises	0	2014	255	PercentagePay		Unpaid	
284276	Acevedo, Moises	0	2014	255	PercentagePay		Unpaid	
284323	Acevedo, Moises	0	2014	24	PercentagePay		Unpaid	
284201	Acosta, Carlos	0	2014	6	RunPay		Unpaid	
284213	Adams, Robert	1	2014	10	RunPay	04/30/2014	Unpaid	
284240	Autar, Nelson	0	2014	255	PercentagePay		Unpaid	

70 Records

Continue | Cancel | Print Payroll Detail | Print List | Select All | Clear All

(Alternatively, you can search for only the current pay period, by a specific driver, or other fields.)

7. Click Select All, and click Continue. You will be brought to the Payroll window where you will be able to click through all of the records using the arrow buttons on the right side menu. Review each payroll record, make any adjustments by using the Other Pay section at the bottom, (examples: training pay, additions for loading truck to a certain level, incentive pay for working weekend/holiday), and then when ready, click the Approve button. Then click the blue arrow to go to the next.

   Payroll record for Drivers paid by Mileage (Run Pay)

Payroll record for Drivers paid by Percentage (Percentage Pay)

Notes and Other Info Tab

If you choose to add in any notes on this tab regarding the payroll for this driver, please be aware that these notes will print out on the following reports:

- Payroll Search Report
- Payroll Detail Audit
- Payroll Detail
- Driver Pay Sheets

8. All approved payroll records can now be exported for your current pay period. Go to Payroll>Driver Payroll Export.
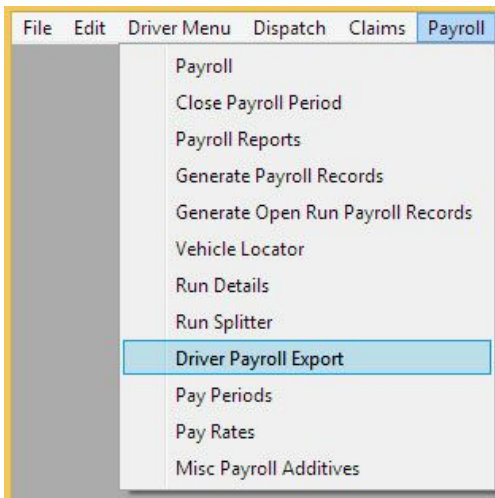
9. Select the current pay period and click Continue. In the example below, pay period #23 ends on 10/31/2014. This will export any approved payroll that has a delivery date on or before 10/31/2014 that has not already been exported.
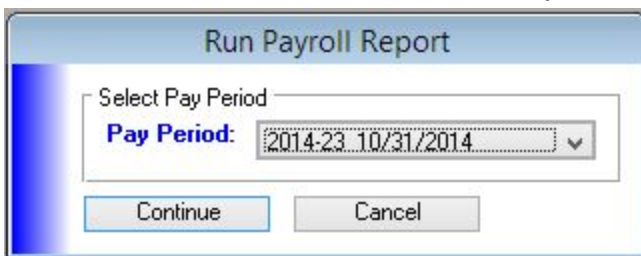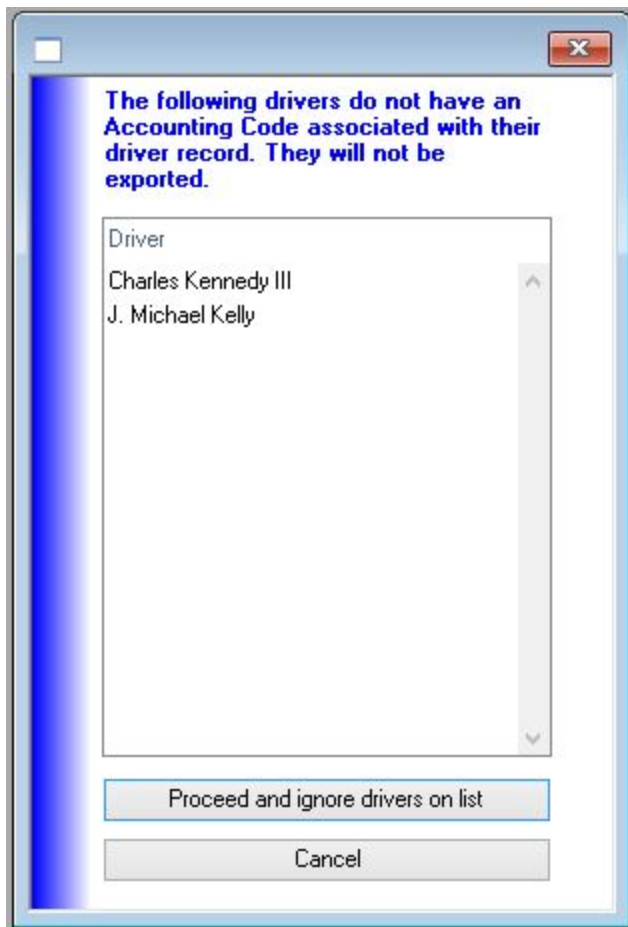
10. You will be asked to verify. Click Yes.

11. If there are any drivers that do not have Accounting Codes assigned, you may see the following alert window.

    a. You can choose to Proceed and ignore those drivers. If you proceed and ignore them, their records will not export, but the rest of the valid records will.

    b. If you click Cancel, go into their Driver record and add their code, and return to step #8 above.

12. Your export will process and place the file in the directory designated at setup. In our example, it was placed in C:\Transportation\1FUEL\PayrollExport. It will have a

filename of PayrollXX.iif (XX replaced by each sequential payroll that is exported)
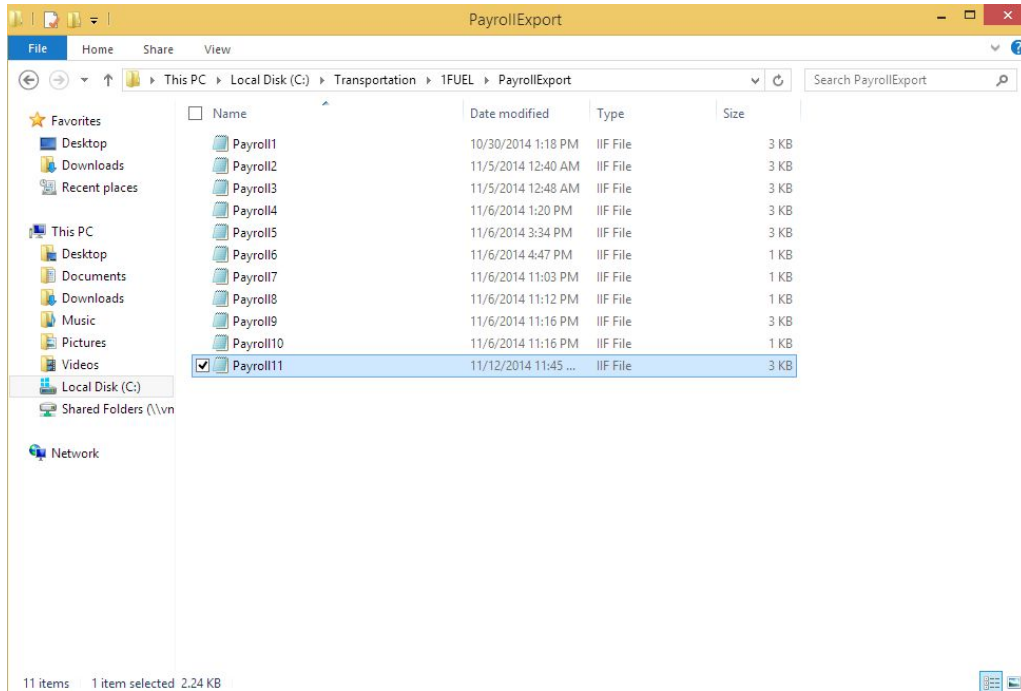
You can view the payroll export in a text editor:

13. Print the Export report to view and reference against the export data.
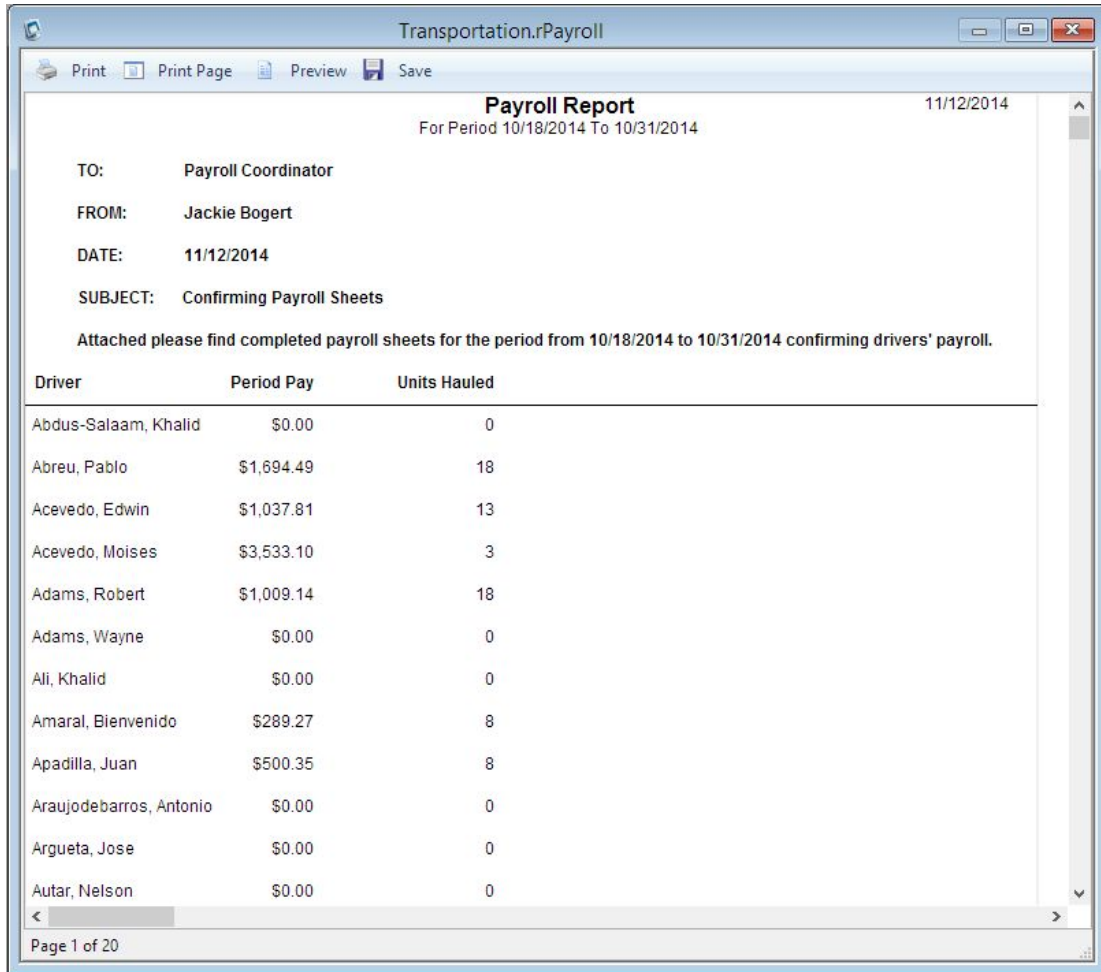
14. Import the iif file into your Quickbooks application.

> Note: Your Quickbooks account codes were set up in the code table during initial database set up.

15. Close the pay period. Go to Payroll>Close Payroll Period. Select the period to close and click Continue.

Click Yes to confirm you would like to close the pay period.

For Drivers paid through Outside Carrier

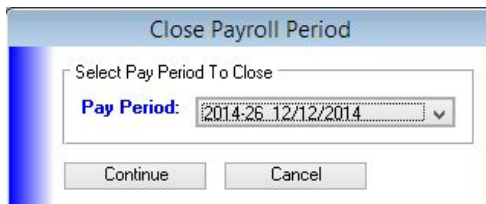1. Ensure all invoicing is up to date. Units must be invoiced in order to generate the record into outside carrier credits. *See Invoicing section*
2. Go to Billing>Outside Carrier Credit Export
3. Search Open records, select records you would like to export, click Flag for Export.

4. Search for Flagged records to see those that will be included in your current export.

5. You can also save the results to Excel and view the information outside the application before you do the actual export.

6. When you are ready, click Export OC Credits. Select New Outside Carrier Credits Only. Click Continue.

You will be asked to confirm. A status window will pop up indicating how many records are being exported. When completed, you'll see this message:

7. Click OK and you will have the option of printing a report.

8. Your export file will be located on your shared drive. This can be used to import into Quickbooks.

Billing

NOTE: In order to invoice a unit, its run must be closed/completed.

Invoicing Non-OEM Customers

To invoice non-OEM customers, go to Billing>Generate Invoices
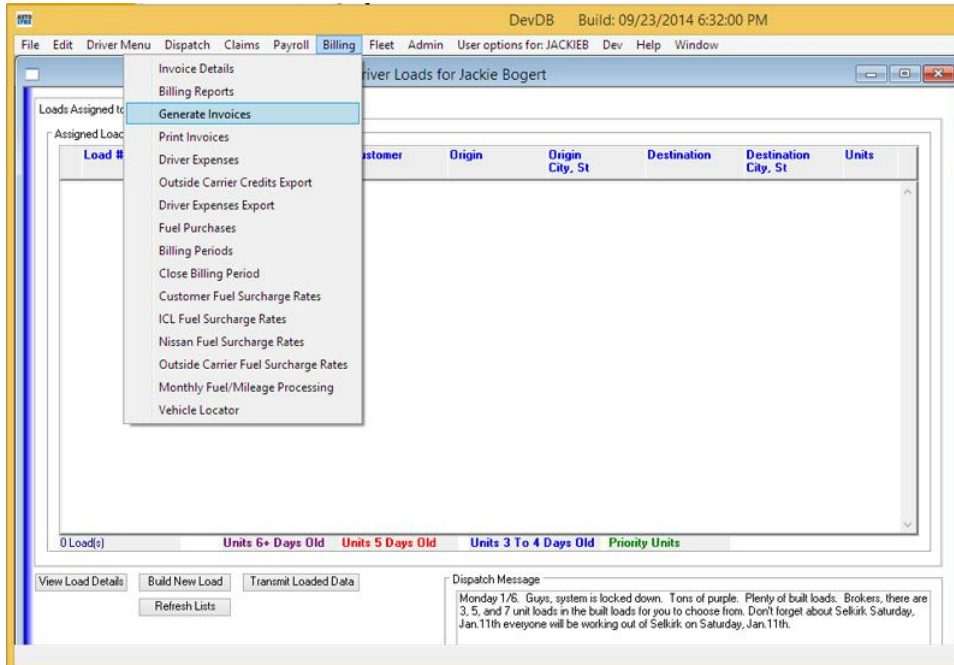
Uninvoiced Runs will appear in this window:
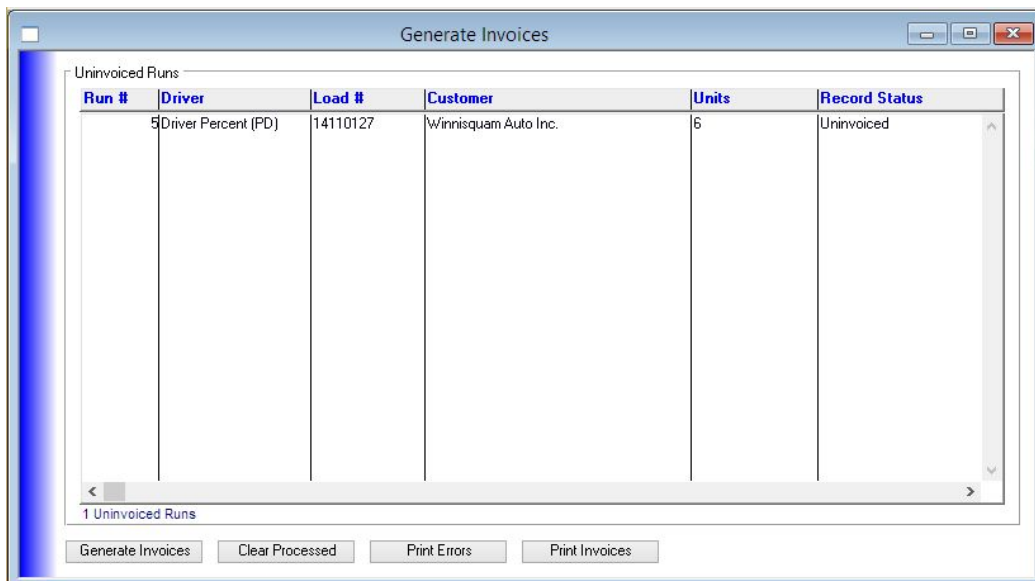
Select Generate Invoices. Your invoices will be processed.
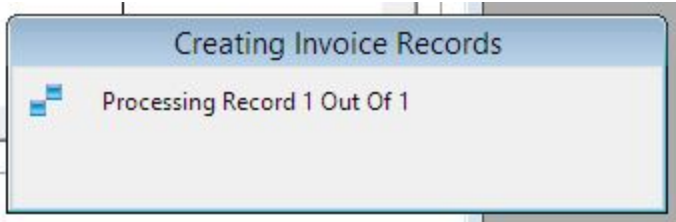
You MUST print your invoices or they will not be recorded. Select the Print Invoices button, choose Previously Unprinted, click Continue.
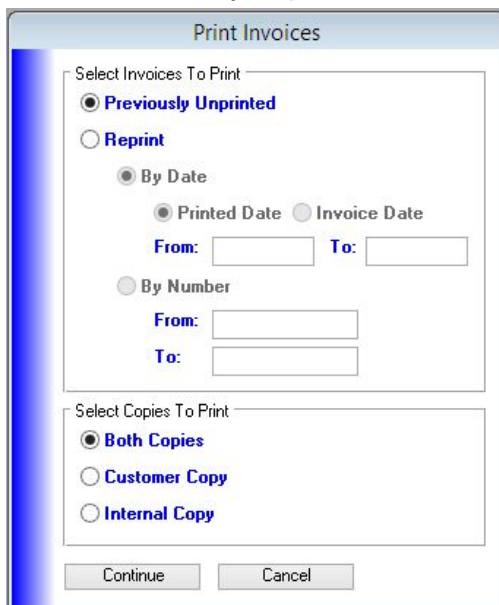
You will be given a choice of how you would like your invoices printed:

If you select Screen, you will also be able to Print from that window as well:

After closing this window, you may receive this message:

Be sure to select Yes in order for the invoices to record and be eligible for payroll generation.

Invoicing for OEM Customers

Chrysler - Export VISTA 510 (and also Export VISTA 540)
Nissan - Export Nissan WWL Invoice

ICL (Volkswagen/Suzuki/Mitsubishi) - Export ICL R92
Glovis (Hyundai/Kia) - Export ACES R92
Ford - Ford Payment 9A Import (need properly formatted file from OEM)
GM - GM 820 Import (need properly formatted file from OEM)
Honda - Dispatch/Delivery Export
Mercedes - Invoice Import (need properly formatted file from OEM)
Toyota - Carrier Payment Import (need properly formatted file from OEM)

Ford

9A Import

You will need to process your Ford 9A imports manually. This is done so that you can print the invoice detail if necessary and review for errors, such as missing or bad rates.

9A imports for vehicles should come in the day after the Delivery is submitted.

Nissan

WWL Invoice

Troubleshooting

Review Unbilled Vehicles
Billing>Billing Reports
Export unbilled vehicles
a csv file is exported where you can view the vehicles that have not billed

Review OEM Billing Exceptions
Billing>Billing Reports
OEM Billing Exceptions

Fuel Surcharge Rates

Your contract for fuel surcharges may be using a percentage method or a mileage method. The VDA can accommodate both.

You should set up up both the ICL (Volkswagen and Mitsubishi) and the Nissan Fuel Surcharge Rates (if you are participating in the Nissan fuel surcharge program). Setting this up allows you to bill for the Fuel Surcharge.

The rates should be set up at the beginning of the month for that month using the previous month's average fuel price as the basis. So on or around November 1st the fuel surcharge rate for the month of November is set up using the average price per gallon from October as the basis.

Example: Billing>Nissan Fuel Surcharge Rates
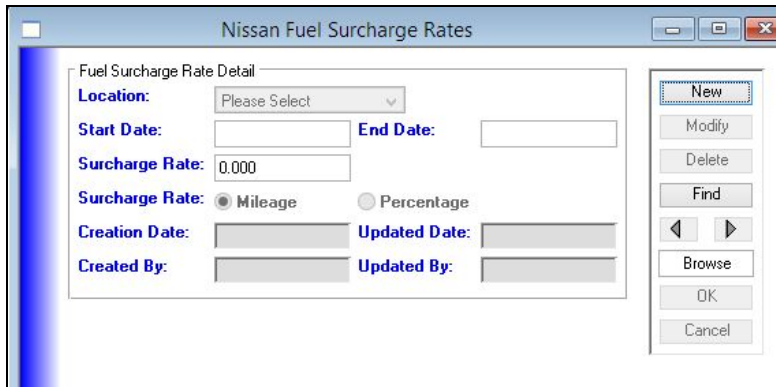
1. Click New
2. Select the Location (your common locations will be listed here in the drop down)
3. Create a Start Date and End date - for example, 071/01/2015 and 07/31/2015
4. Enter Surcharge Rate. If the surcharge rate Nissan allows for July from your selected location is 8%, you will enter 0.080 here.
5. Choose either Mileage or Percentage for this location, based on your contract
6. Creation Date and Created By date will automatically be filled in
7. Click OK to complete
8. Repeat this process for each location each month.

You can review past history of rates at any time by clicking Find.
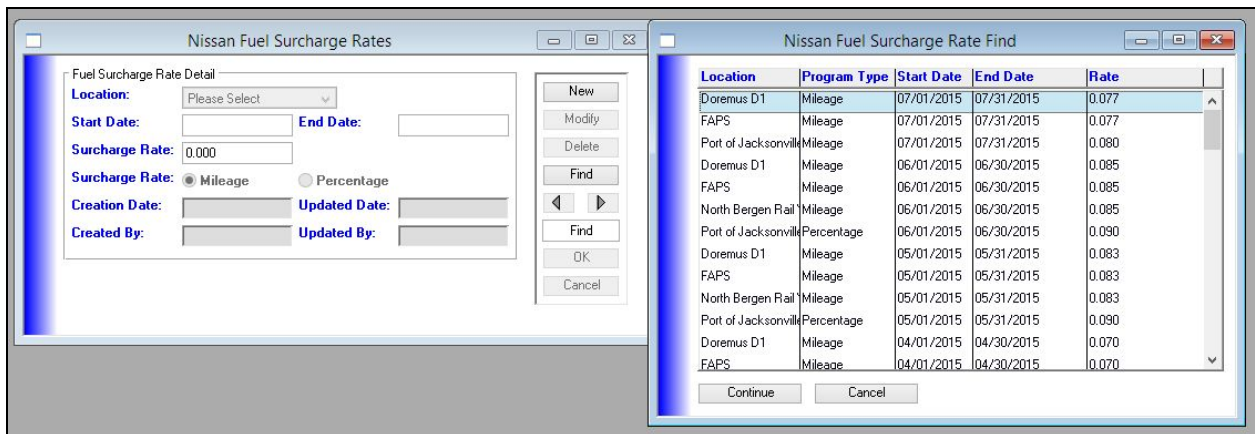
For Chrysler the rates are updated every four weeks to incorporate the Fuel Surcharge into the rate.

Ford does not require billing them for the Fuel Surcharge, they simply remit it along with the payment for Transportation.

Glovis (Hyundai and Kia) will require you to go to their website in order to bill for the Fuel Surcharge.

NOTE: None of these actually affect the payment of the fuel surcharge to the Outside Carrier (Transportation Company). Those are configured separately by OEM and Transportation Company and can be set up to not pay at all, pay a percentage of the rate on the vehicle, or pay a percentage of the fuel surcharge received by the OEM.

GM

820 Import
This file will come from GM. To import the file, Admin>Data Import and click on GM Files. Select 820 (Payment)
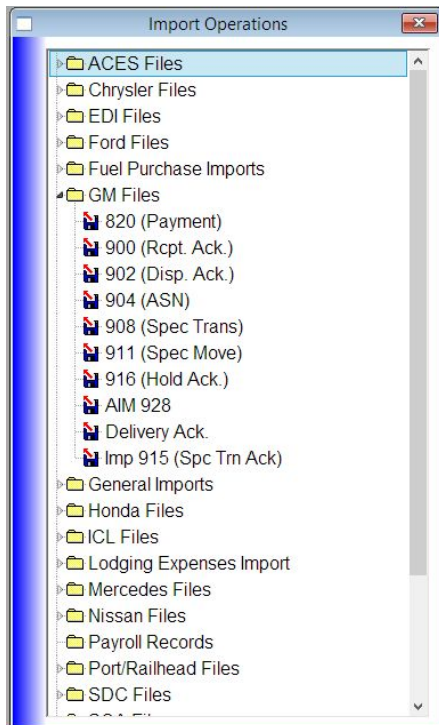
From the GM 820 Import window, the most common method is to use the single Import and Process File button.

If you would like to review the data before processing, click Import a File, review the data, and then Process File. NOTE: If you import multiple files before hitting the Process File button, the data will be in separate batches, however when Process Files is complete, the batches will be treated as one for generating invoices. If you do not wish this to happen, process each file after importing.
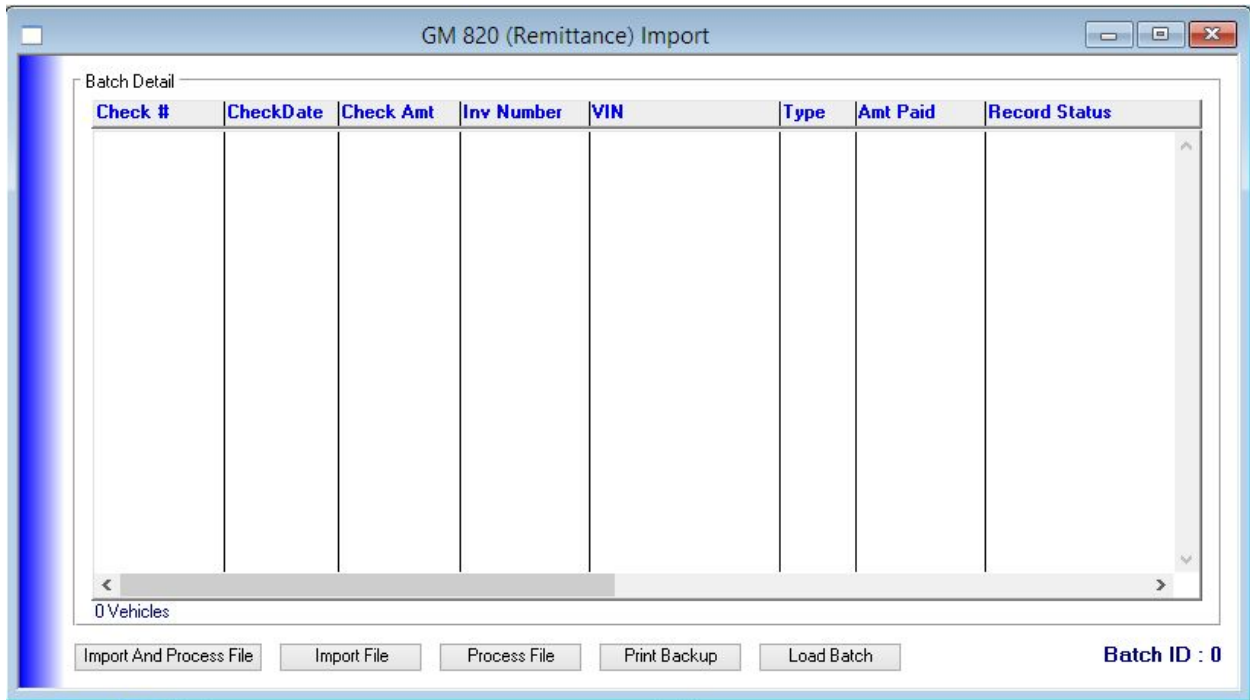
To load a previous batch, click Load Batch. You can then select the batch from the list, or type in a VIN to locate.
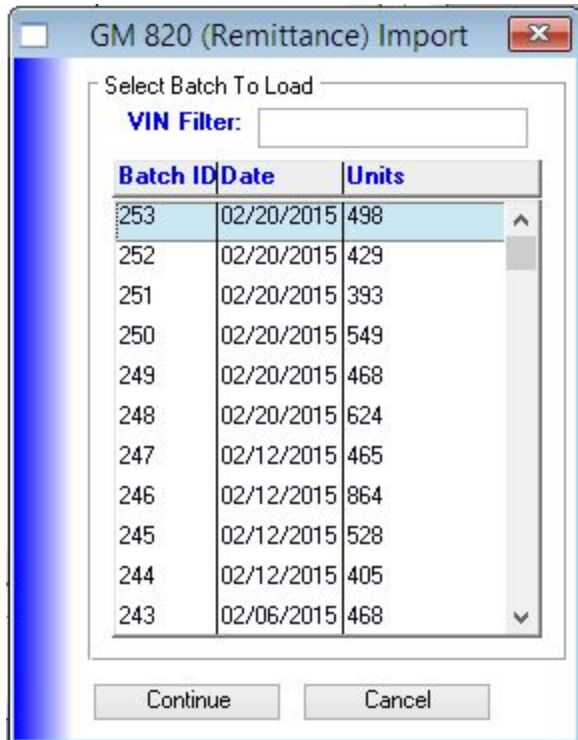
Click Continue and you will be returned to the window showing detail. From here you can also Print Backup for a report including this information.

If "Processing Completed, But With Errors" message is received, errors needs to be reviewed daily. Errors may fall into the following types:

1. **Incomplete Records:** Processing of the records depends on there being 3 records for each VIN (differentiated by the Service Reference Identification). The records that converted over from the other trucking company when Tribeca took over the contract had their LHV (Line Haul Vehicle) and SUR (Fuel Surcharge) records, but were missing the INS (Inspection) records. *One possible solution: add a zero dollar inspection record for each vehicle.*

2. **Duplicate Records:** If duplicate records are brought in, they will not process because there will be no unbilled Vehicle record found in the database (vehicles were marked as billed when the original records were brought in). *One possible solution: After verifying that these were duplicates records delete them from the table.*

3. **Undelivered Vehicles:** If a vehicle is not delivered the records will reject until such time that the vehicle is marked as delivered. This is an unusual situation since the vehicle has to be delivered prior to an 820 record generating. In this case the vehicles were moved through to a Delivered state, but were reverted due to an issue at the destination. *Possible solution: moving them to a delivered status again.*

4. **Missing Rates**: Once rates are put in for these vehicles these records will process the next time that the 820 file is imported.

Resubmits

Using the Resubmit Window

Generally speaking a resubmit is needed when something about the original export record is wrong or missing, but sometimes it can be as simple as the manufacturer not getting the file or not processing it correctly. The Search Criteria, Edit Data, and the Search Results list can be modified to add or remove specific data fields if required. Note that resubmits are processed for selected lines in the "Search Results" list only (processing is initiated by clicking the "Flag For Resubmit" button on the resubmit window). If a line is not selected, it will not be processed regardless of the user's changes to the line. In addition, new resubmit windows for newly acquired automotive lines can be created. Please contact your site administrator to discuss this with your vendor contact.

You access the Resubmits window by going to the Dispatch menu and selecting the "Resubmits" option. You'll then see a window like the one shown in Figure 1 below.
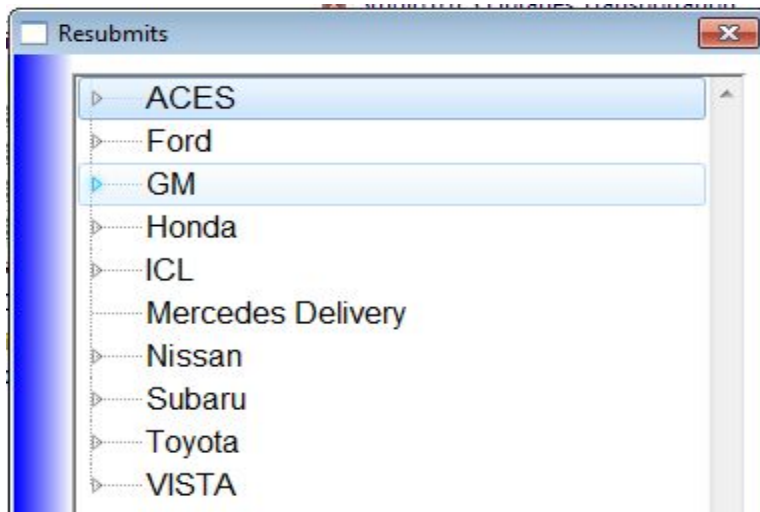
Figure 1 - Resubmits window listing the available manufacturers you may run a resubmit against. You may not see all of the manufactures shown here if your firm does not carry vehicles for a given manufacturer(es).

For our example, we'll be using the GM 900 resubmit, so click on the expander node on the tree-list to the left of "GM" (the little blue triangle) and you'll see the types of resubmits available for GM shown in Figure 2 below.
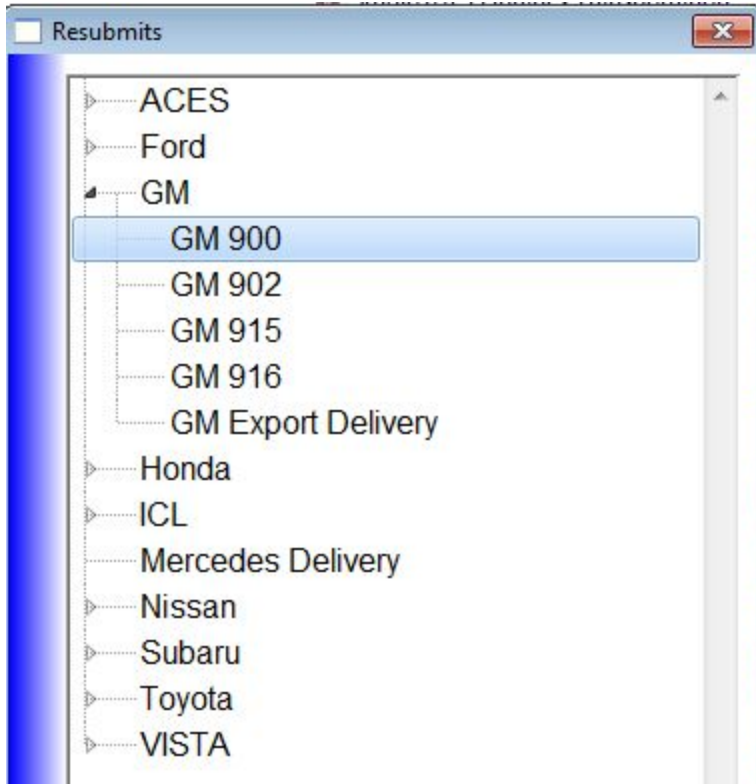
Figure 2 - GM resubmits expanded with the GM 900 Resubmit option selected.

Double-click on the GM 900 entry and you'll see a window like that shown in Figure 3 below.
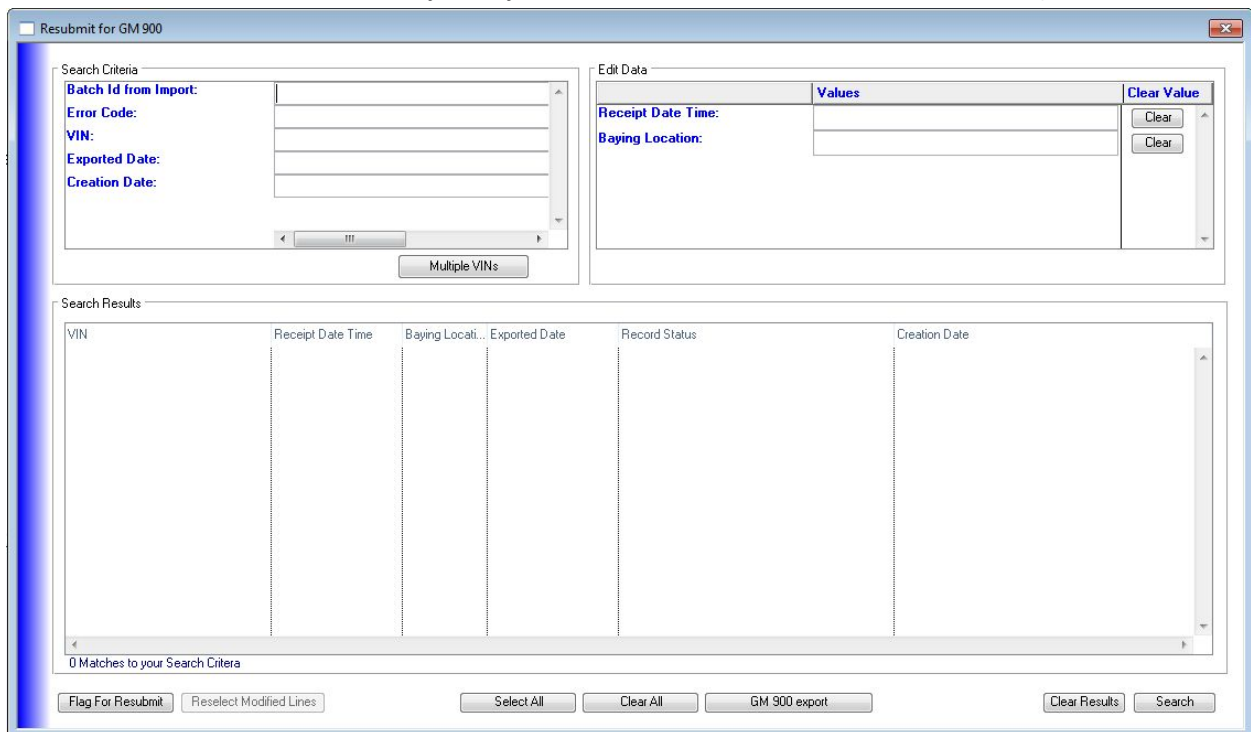
Figure 3 - The resubmit window for GM 900 files.

In our example, we'll be looking for some VINs that need updating. But we can also search on the Batch ID of the import file, an error code, or Exported and Creation dates or any combination of these criteria. If we only have a single VIN to look for, enter it in the "VIN" search field and click search. Here we'll use the Multiple VINs window to enter several VINs at once. To enter multiple VINs, simply click the "Multi-VINs" button and then enter your VINs manually or cut and paste in a listing of them (no commas required).
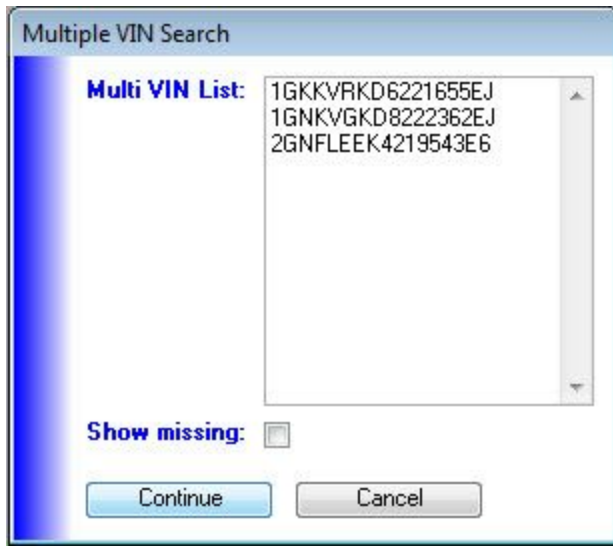
Figure 4 - Multiple VIN entry.

Click "Continue" and then click "Search" and the window will show the following data:
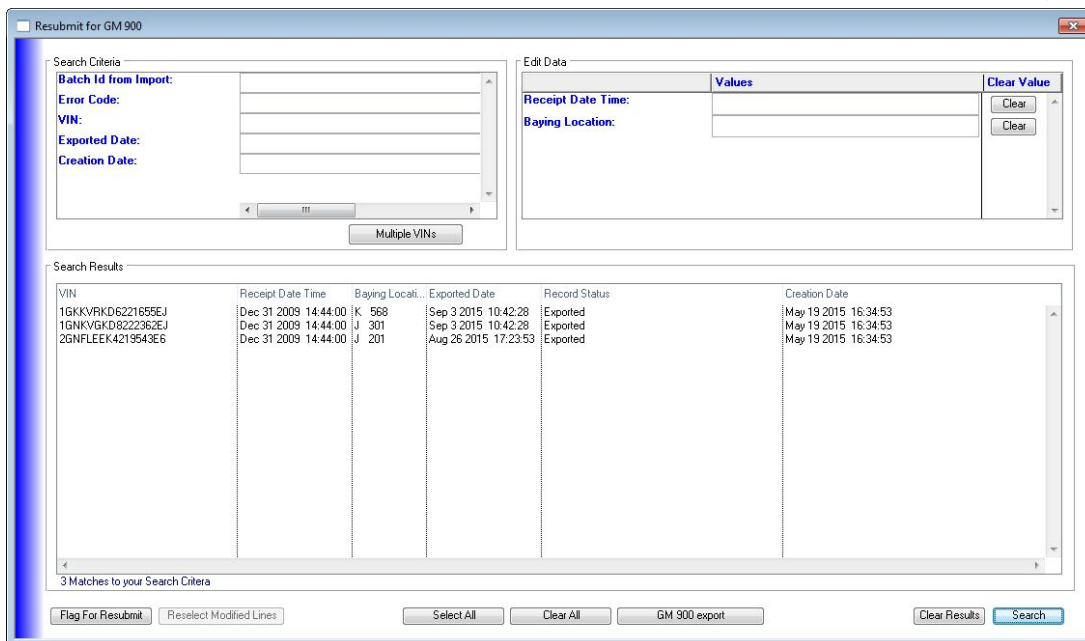
Figure 5 - Resubmit window populated with data from our VIN search.

To change data for a given row, the user simply select the line(s) they want to update and then enter in the changes in the "Edit Data" listing for the column(s) to be updated and then tab out of the field(s) and the Search Results list will reflect the updates if those columns are available for display. So let's assume two of our records here need to be changed. Let's say the "Baying Location" for the "J 301" records needs to be changed to "J 401." The user would do that by first selecting the two lines to update, enter in the new data in the Edit Data area of the screen and simply tab out of the field. The data on the screen will then be updated in the list as shown below:
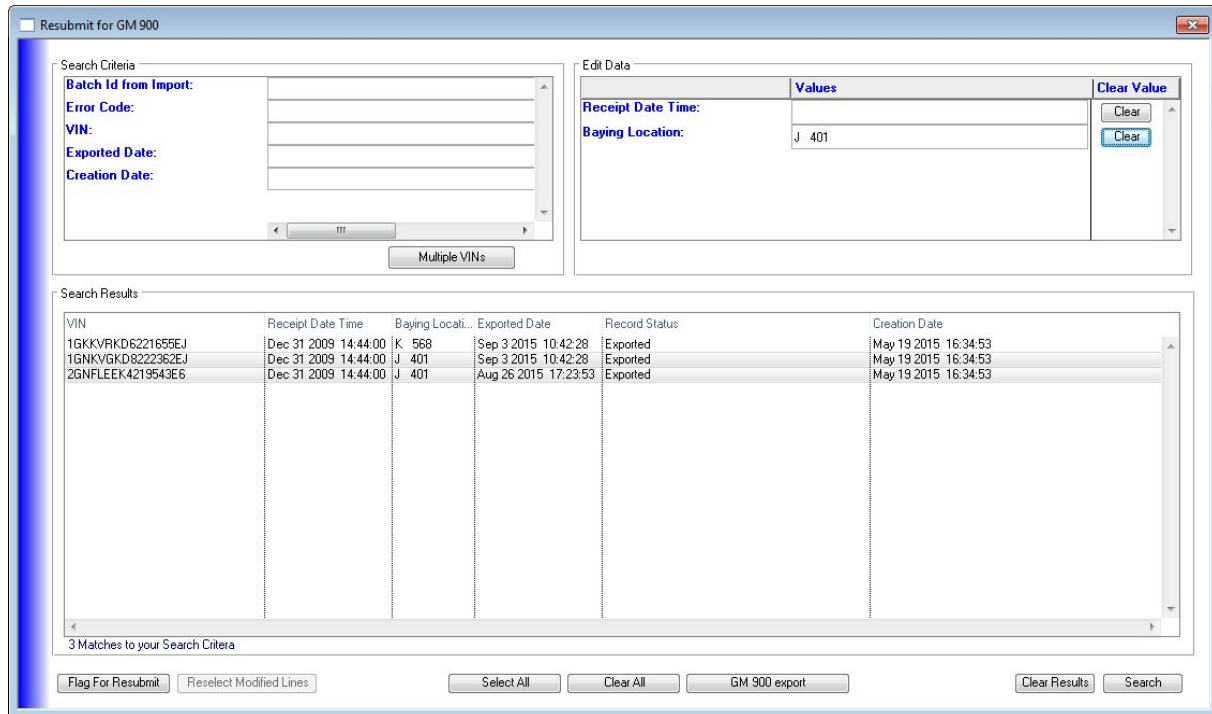
Figure 6 - Data are updated in the list to show a baying location of "J 401"

However, this does not update the data in the database, the data are only updated locally in the window. To update the data in the database, the user must click on the "Flag for Resubmit" button. But before they do that, let's explore what the "Clear" buttons do in the Edit Data listing. Now if the user clicks on the "Clear" button adjacent to the "J 401" entry it will clear that field and the columns for the selected lines in the list as shown below in Figure 7.
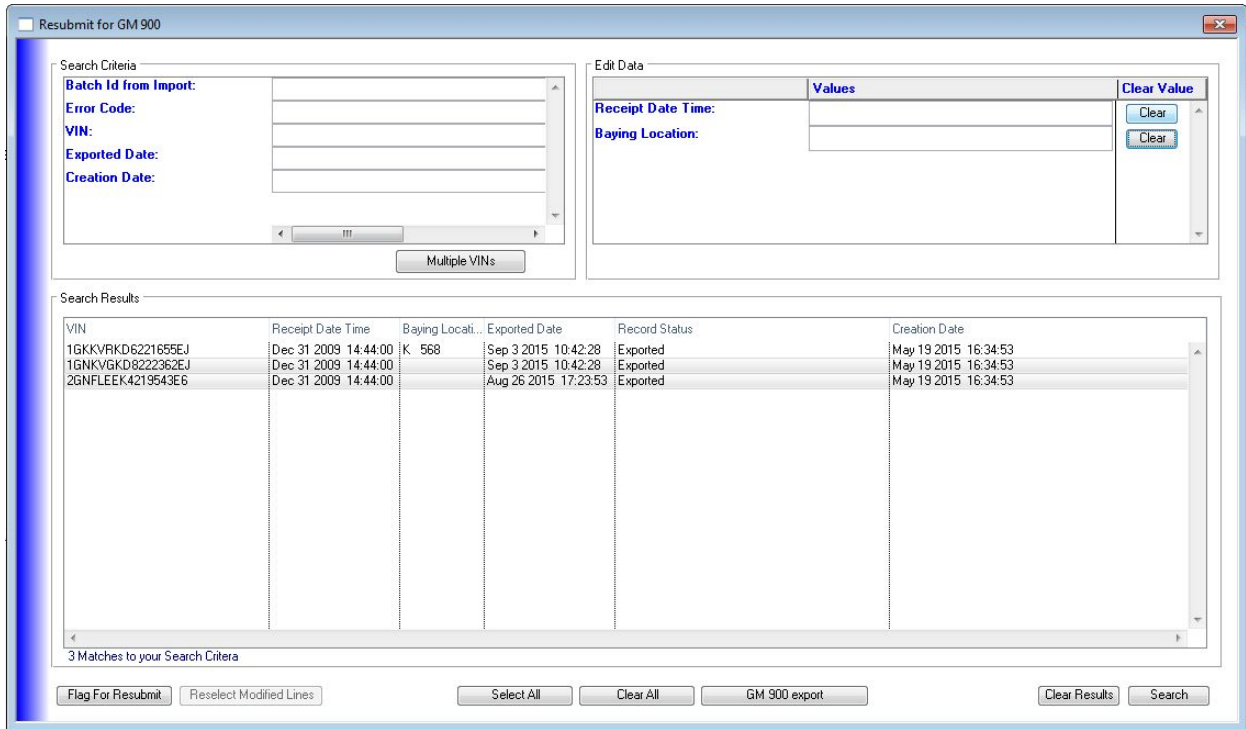
Figure 7 - Clear button pressed clears out any data in the Edit Data field and updates the columns in the list for the selected lines to be clear as well.

Let's go back to our original data change ("J   401") and look at the window again.
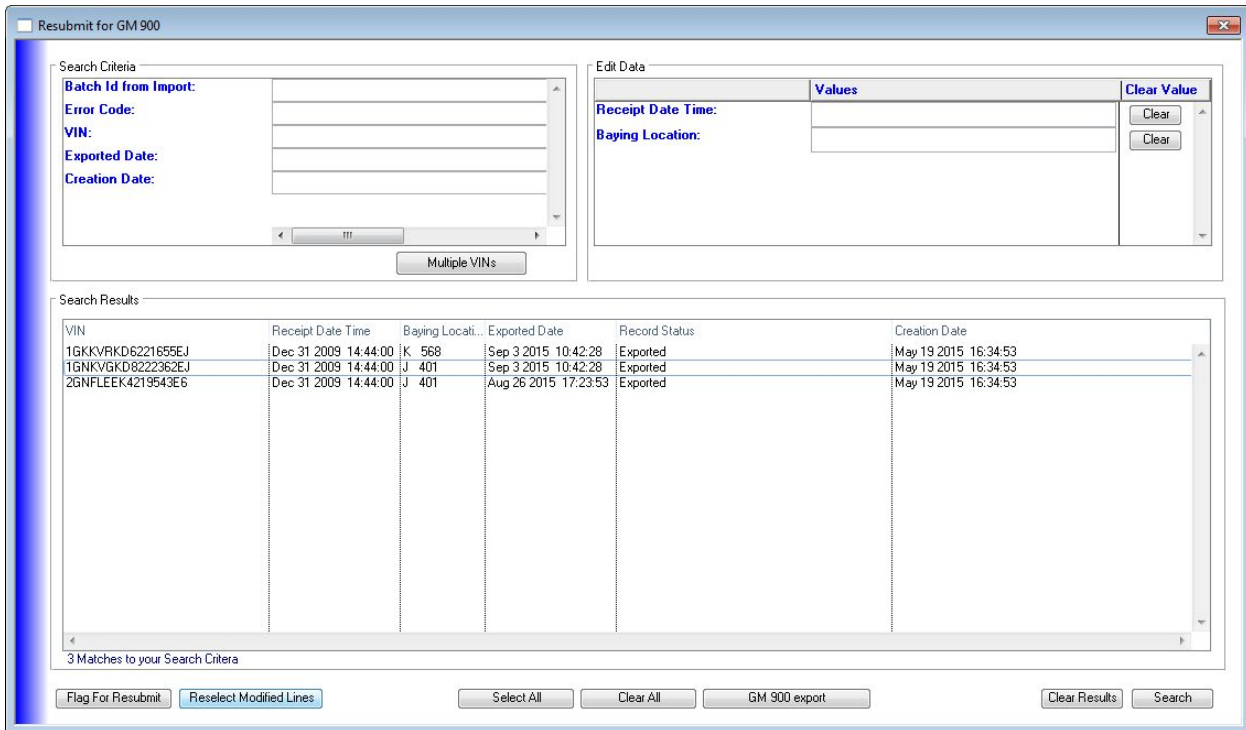
Figure 8 - Data in the previously updated rows has been set back to "J   401" and no lines are selected in the list.

Note there are no lines currently selected in the list (selected lines will be highlighted).

Let's consider for a minute an example where the user has 25 rows in the Search Results list and they need to change 15 of the lines to different values where 5 lines have Baying Location = 'J   401', 5 others = 'J   501', and the last 5 = 'J   601'. To perform this kind of edit, the user would simply select the lines in the Search Results list needed to set to each of these values. But now they have changed 15 lines in the list and only the last 5 they worked on are selected (recall the edits made in the "Edit Data" fields only apply to selected lines) and they are ready to process the updates via pressing the "Flag to Resubmit" button. But recall, only the selected lines are processed by this button. To reselect all of the lines that the user changed, they simply need to click the "Reselect Modified Lines" button at the bottom left of the window (the button highlighted in blue in Figure 8 above) and all of the previously modified lines will be reselected for so they don't have to keep track of what lines were changed. Once that's clicked the window will look like this for our example:
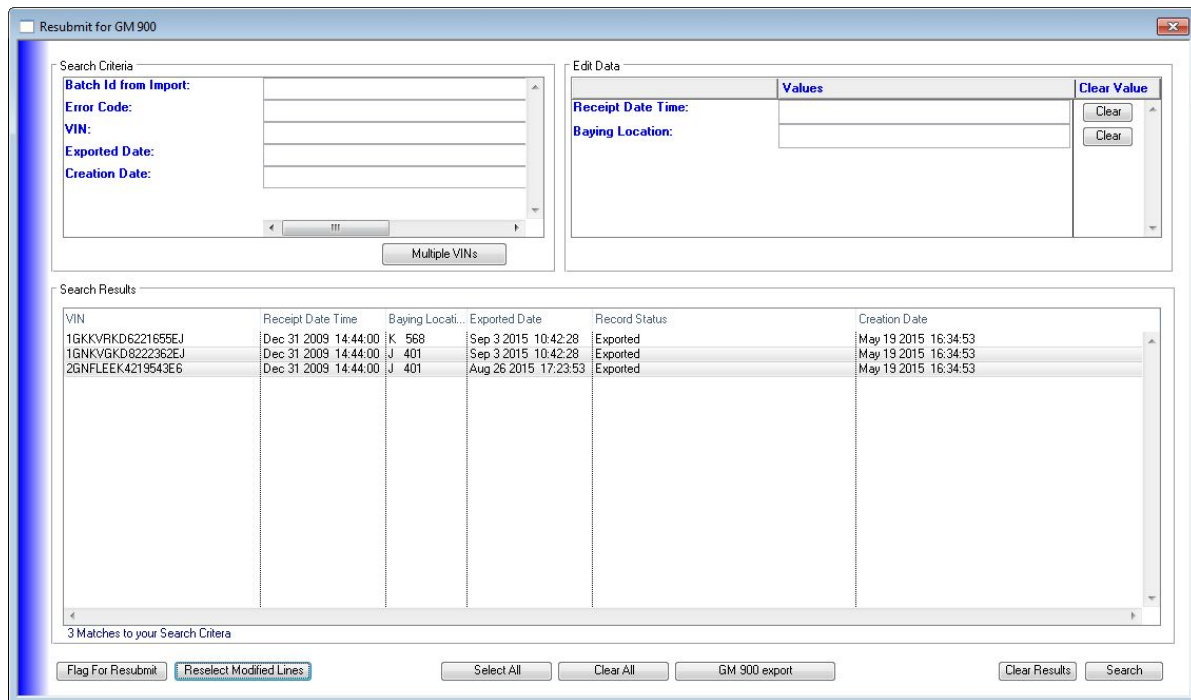
Figure 9 - Previously modified lines are reselected by pressing the "Reselect Modified Lines" button.

Our user is now getting ready to process the records they want to "Flag for Resubmit" so they chose the first and last line in the list as shown in Figure 10 below:
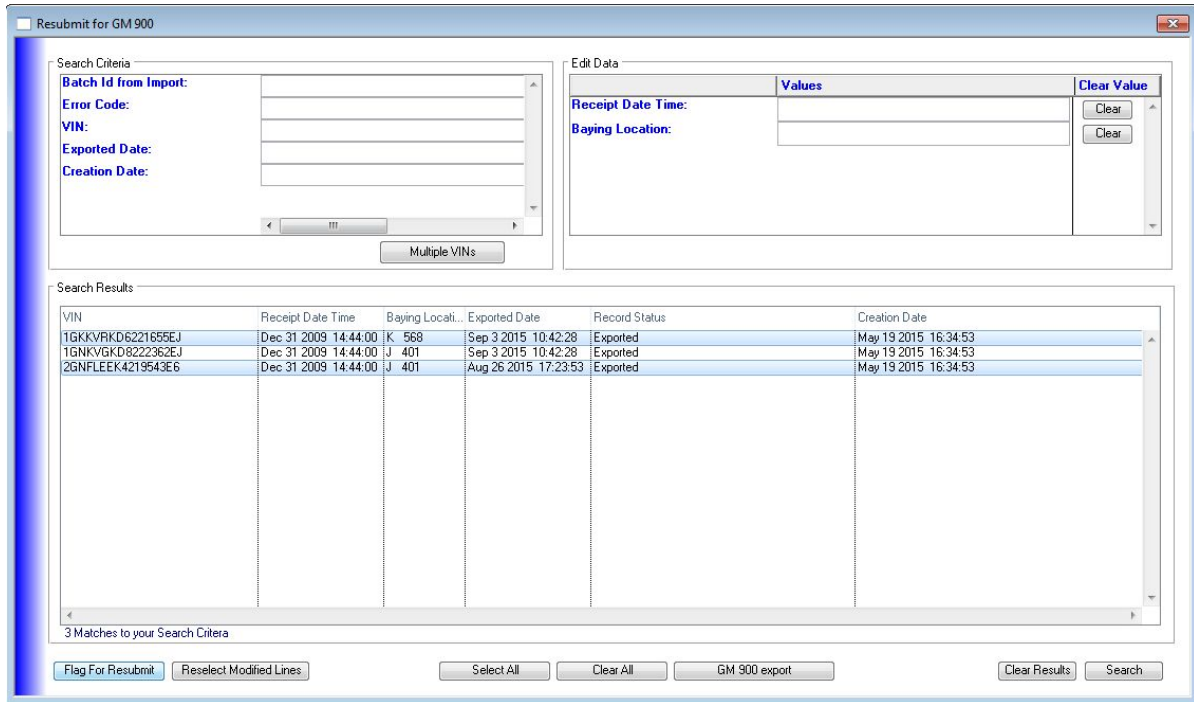
Figure 10 - FIrst and last line selected. Note the "Flag For Resubmit" button is ready to be clicked (highlighted in blue in the bottom left-side of the window).

Recall when we press the "Flag For Resubmit" button the window will only process selected lines. For the lines you have not changed, it simply sets the record status and related fields to their proper state to be resubmitted. For lines you have changed, the data changed will be written to the database as part of the process in addition to being set for resubmitting. So the user clicks on the "Flag For Resubmit" button and answers "Yes" to the dialog that asks them if they are sure they want to process those changes now as shown in Figure 11 below:
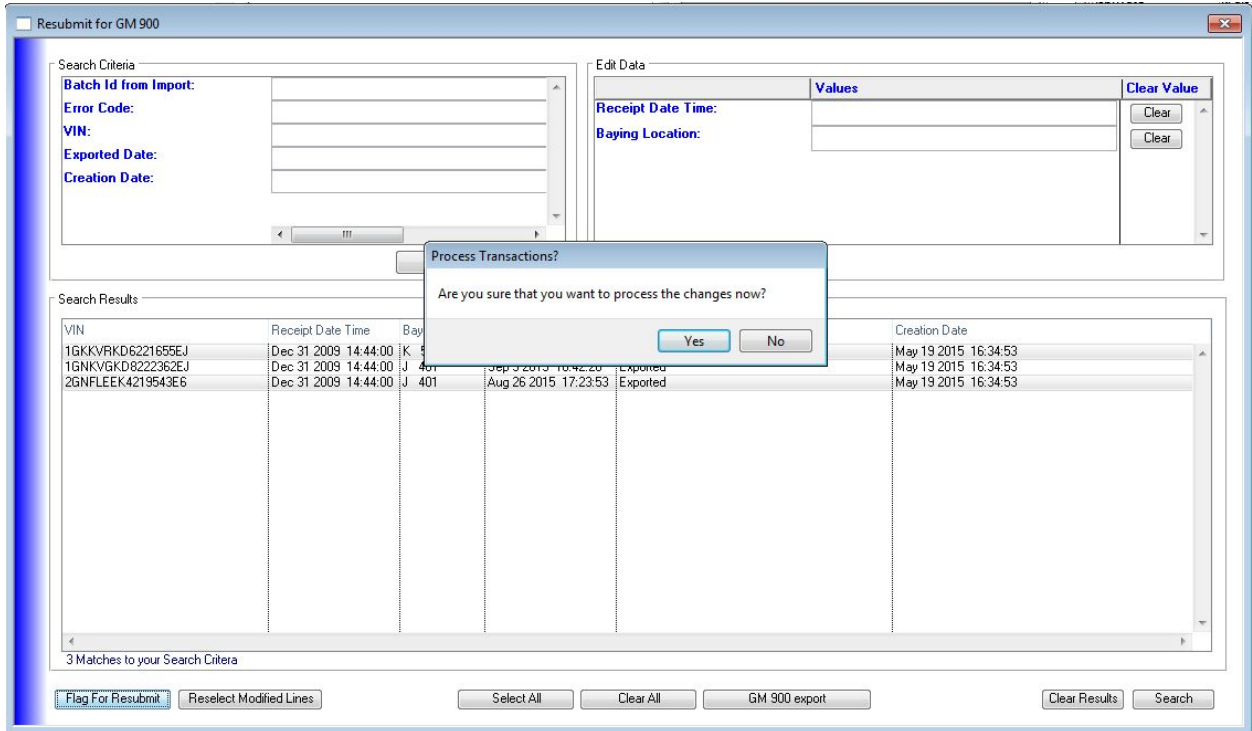
Figure 11 - Is the user ready to process changes now? If so, they click "Yes," otherwise they click "No" to return to the window to continue editing data.

Once they click yes, the process will start and once it is completed the window will look like this:
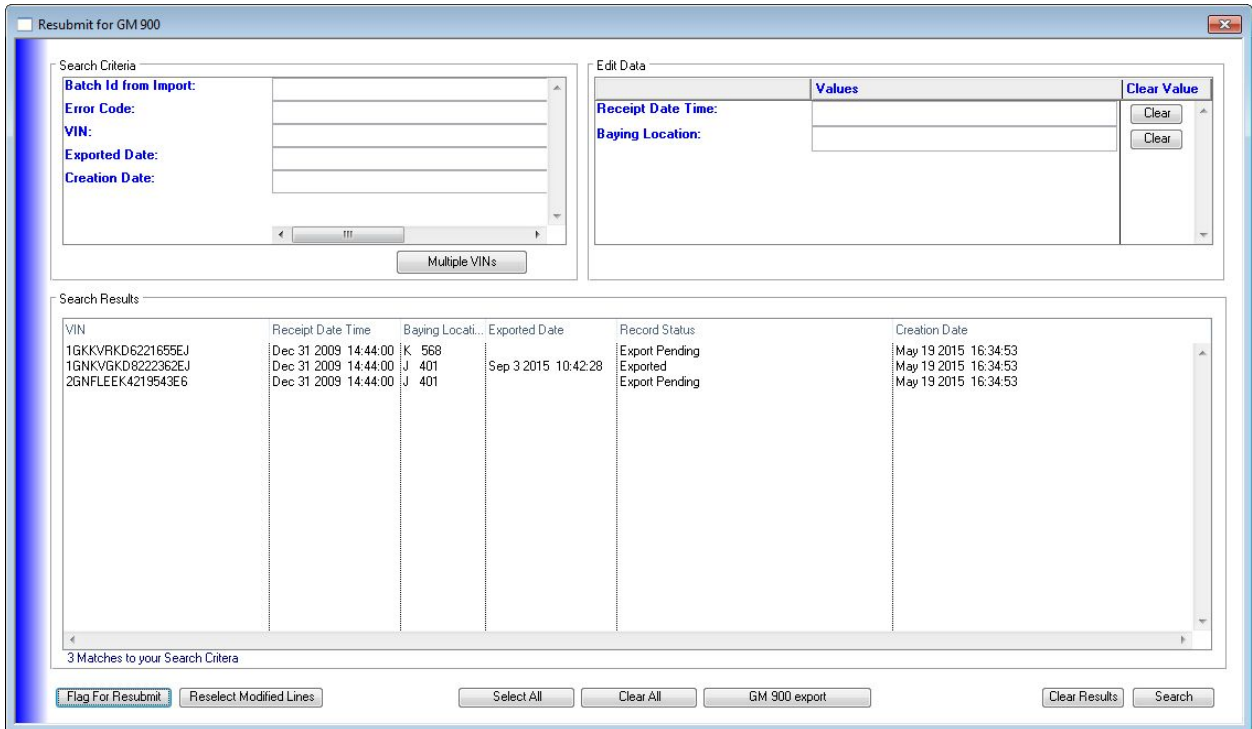
Figure 12 - Resubmit process has been run.

Notice how that changes our Search Results listing. The first and last line in the Search Results list now show a Record Status of "Export Pending" and Exported Date is now empty and for the last line, where we modified the Baying Location, the "Baying Location" is showing "J   401." But note as well the second line also contains "J   401" in "Baying Location" but still shows a Record Status of "Exported." Again, recall, we only processed the selected lines in the Search Results list and the 2nd line was not selected but it is still showing the modified data. If the user clicks on the "Reselect Modified Lines" button it will show the 2nd line as being modified, but unprocessed, as shown in Figure 13:
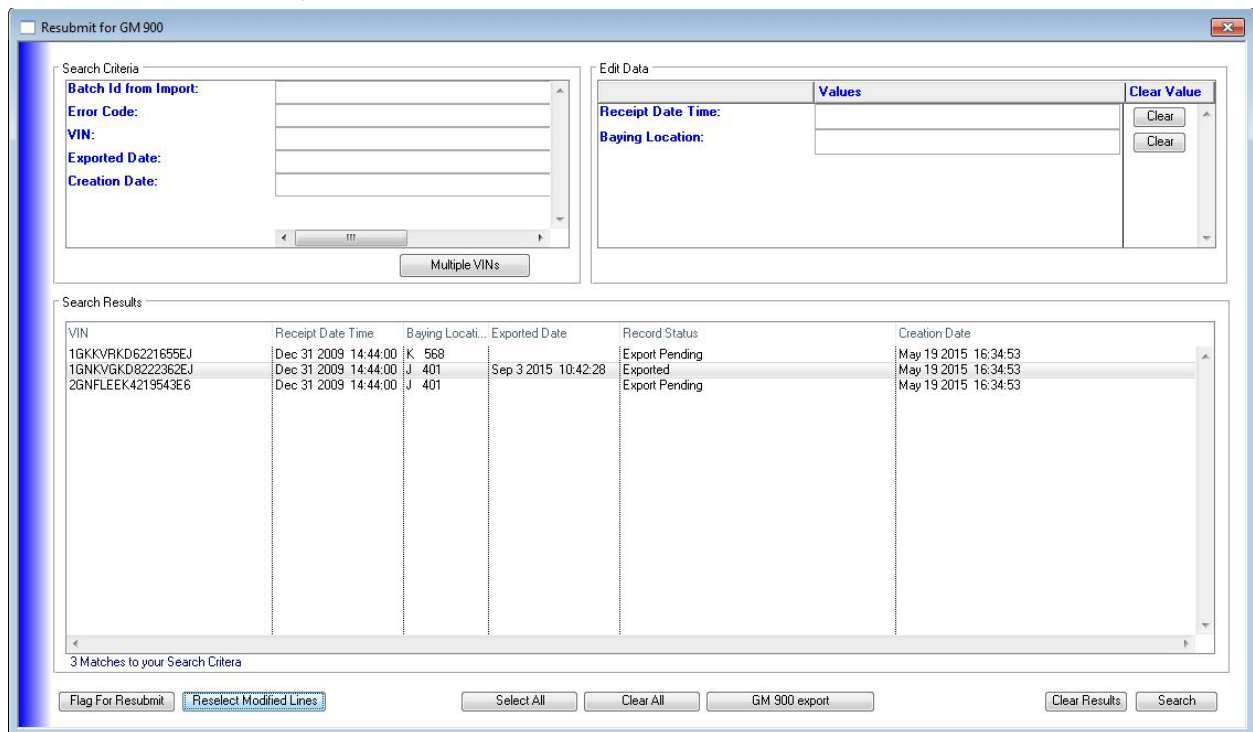
Figure 13 - The modified line is reselected.

In addition, if the user tried to close the window now they would be asked if they wanted to discard those changes by closing the window or keeping them by keeping the window open as shown in Figure 14 below:
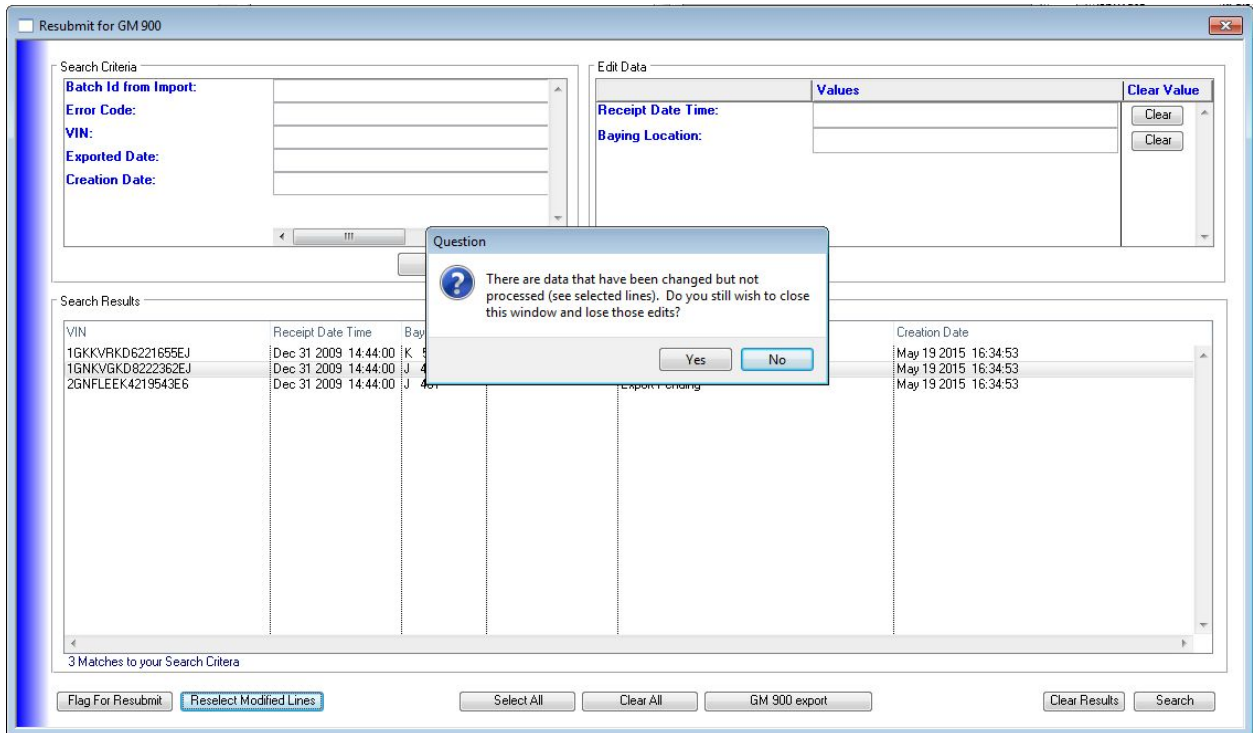
Figure 14 - Close box (red "x" in upper right-hand corner of the window) clicked and warning that the user has not processed data that has been modified.

This helps prevent lost data from making changes and then perhaps forgetting a row was changed as they now have the opportunity to process these modified lines once they are selected and "Flag For Resubmit" is pressed and the resubmit process run. But if the data modified need not be processed, the user can simply answer "yes" and the window will close.

Exporting the resubmitted records

To complete the resubmit, all we need to do is click on the "GM 900 export" button located under the "Search Results" list and that will open the dialog to select what we want to process like so:

Figure 15 - GM 900 Export Window

Here we want to click on "Re-Submits Only" and then click "Continue" to actually process the export file. (Most export windows will have the option of processing "Re-Submits Only" and that's the option the user wants to choose if available. In addition, some exports require a location or customer also be selected in addition to selecting the "Re-Submit Only" radio button.) Once processing has completed, the window will put up a dialog to indicate how many records were processed. It may not match the number done here if there were already some ready to be processed (and if this condition is encountered you'll likely see a longer than expected wait time to process all of the records, so if things seem to be taking longer than expected, please be patient and wait for the process to finish). Once exported, the user can then look to the file destination for this kind of export and verify the file is as expected, if desired.

Once the file is exported there is generally an automatic process that will then pick up the new export file and send it to the appropriate destination automatically and then archive it for later reference. Here's what the end of the "export" process looks like:
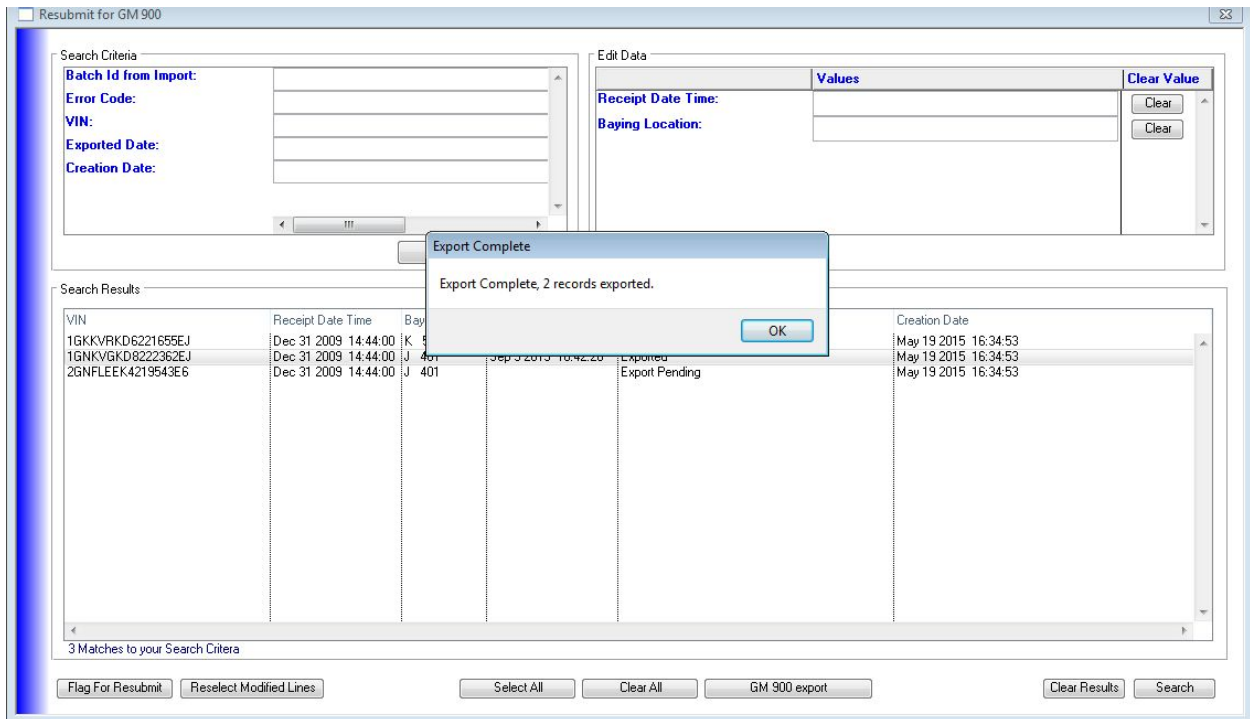
Figure 16 - Export has been processed.

To confirm the export processed as desired the user clicks on the "Search" button once again to re-load the "Search Results" list with the data as it now exists in the database. This action CLEARS any previously modified, but unprocessed, data.
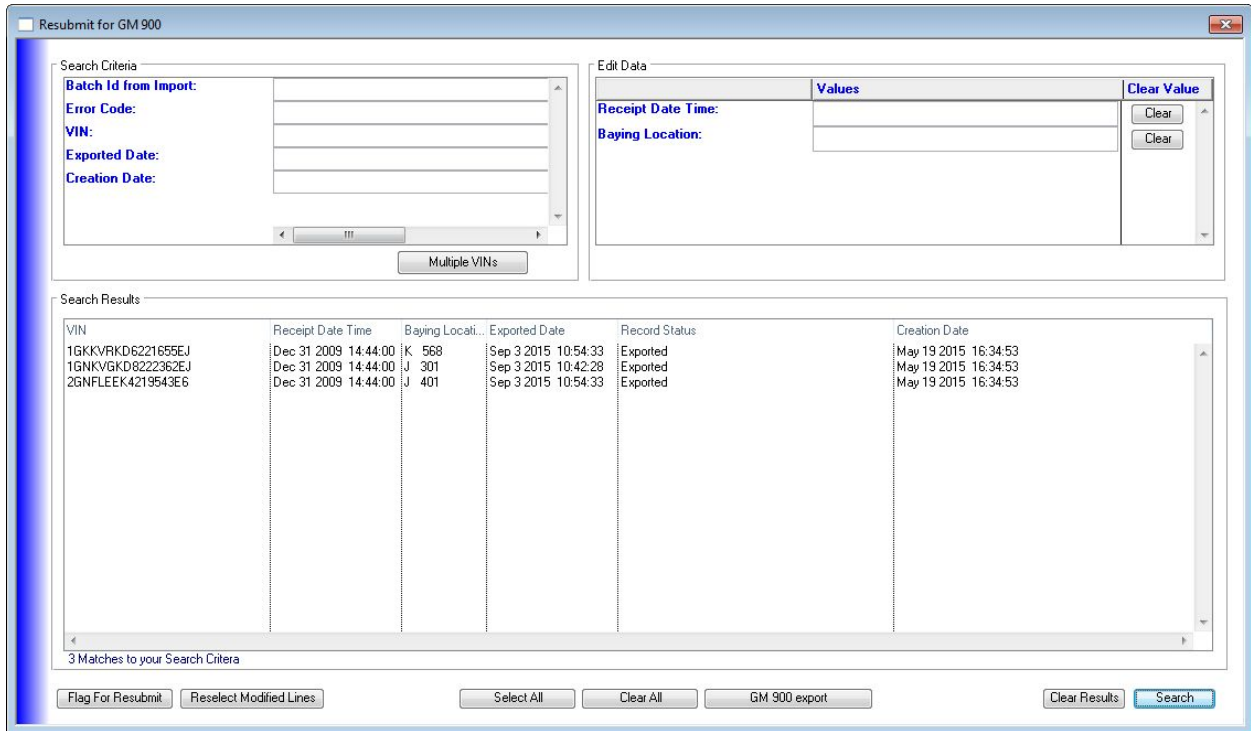
Figure 17 - We can now see our records were exported with a new exported date and Record Status.

Figure 17 show the updates were completed, the file exported, and the records updated to reflect the export as now we have a new Exported Date and a Record Status of "Exported." In addition, recall the 2nd line of the Search Results list had been modified to have a "Baying Location" of "J   401" but now, after the user has re-run the search, we see the unmodified data back in the 2nd list line as we would expect by re-running the existing search.

If the user wanted to work a different set of VINs or search on some other criteria they would simply click on the "Clear Results" button and everything will go back to the state it was originally in when the window first opened. They can then enter new search criteria and make additional modifications as appropriate. Although, if making multiple adjustments to the same export (in this example, the GM 900 file) it is best to perform all of the updates to the data, and then once all of the data changes are completed, the user would click on the GM 900 Export button to export ALL of the changes in one file after clicking on "Flag For Resubmit" to prepare the records for export.

In conclusion, all of the resubmit windows work in a similar way although the search, edit, and the search result's list columns will change from manufacturer to manufacturer.

Export to Quickbooks

Invoice data can be exported from this application so that you can import it into your Quickbooks program.

The first time that you do an export, follow these additional steps:

1. Go into Admin>Customers and review that all customer codes match your Quickbooks account names exactly. If any need to be updated, send a list to support_transport@mophilly.com
2. Create a back-up of your Quickbooks file.
3. Follow the steps below to create your export file. Then open it up in notepad or Excel to review. Cut and paste just a couple lines into a new file, save with an .iif extension. This will allow us to test with just a couple imports.
    a. We need a description here of how to do the export
4. Open your Quickbooks file, do the import. Review.
5. If all appears accurate, you can go ahead with the full import to your active Quickbooks database.

Billing Reports

OEM Billing Exceptions

This report is run to see if there are any errors that might be causing a load to not bill.
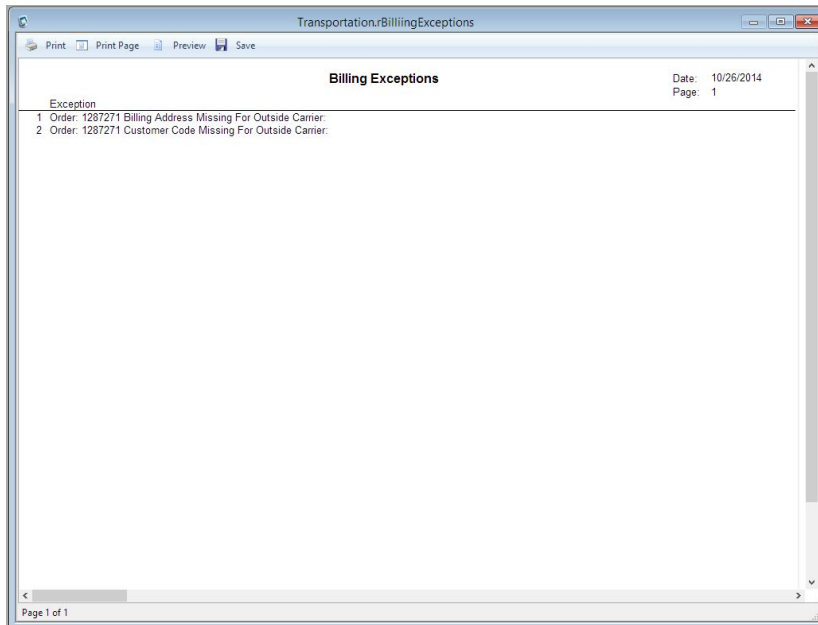
If there are errors on the report, locate the orders listed, review what was missing, update and run the report again.

Adding charges to a Customer invoice that are not to be paid to Driver

If your company needs to add a *per vehicle* charge for a specific route, for a specific customer, you can add this onto the charge rate for that route so that the Customer will be invoiced, and the driver or outside carrier will not be paid on it.

Admin>Customers>

Go to the Rates tab, click Find and locate the customer.

Select the route you want to add it to and click the Modify/View button at the bottom left of the window.

There is a field called Misc Additive that will charge the amount to the customer but not use the value for calculating payroll/outside carrier credits.

> **Please NOTE:**
> Adding a charge with this method will add it every time for that move for the customer, per vehicle.

Re-printing Invoices

Go to the regular invoice printing window (Billing>Print Invoices) and select the reprint option, select By Number and enter the invoice number into the From and To fields.

For an OEM Invoice go to Dispatch Reports (Dispatch>Dispatch Reports) and select the manufacturer (or ICL) and the Backup report.
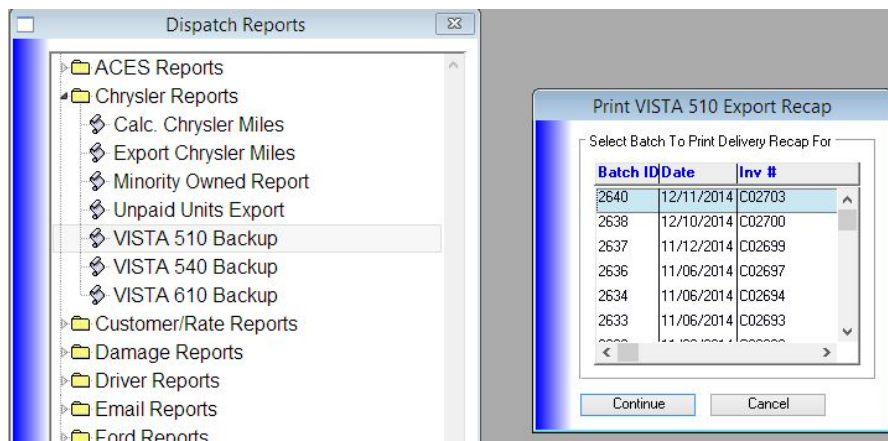
Select Batch and click Continue.

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or

Fuel

Fuel Purchase Import

Admin>Data Imports>Fuel Purchase Import
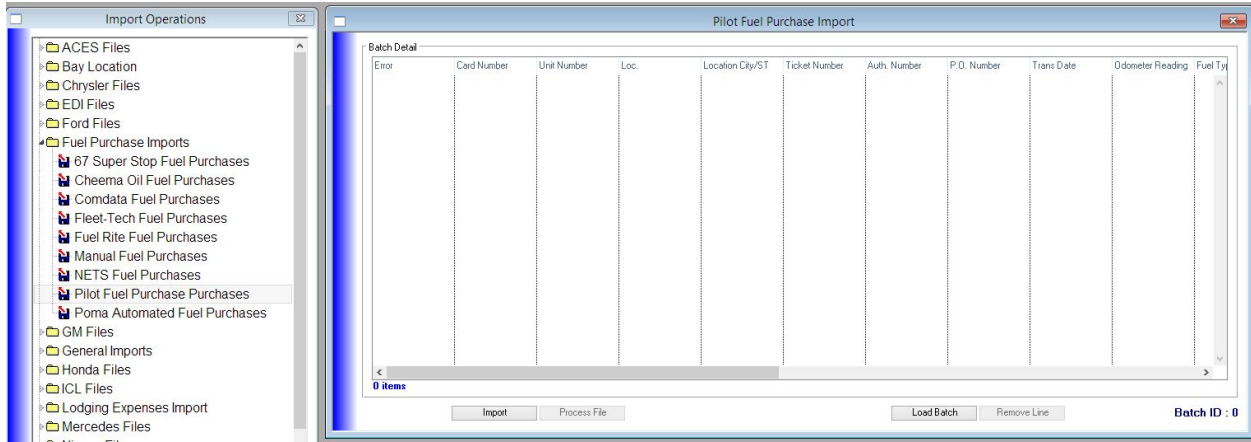
Fuel Purchases

If you have imported fuel files, the information will appear here.

Comdata Fuel Purchases

1. Download the Excel Spreadsheet file from the Comdata website
2. Open file into Excel
3. Click File>Save As and select TAB Delimited format (.txt)
4. Open the Vehicle Desktop Application and go to Admin>Data Import>Fuel Purchase Imports>Comdata Fuel Purchases
5. Click Import File
6. Locate the .txt file you just saved and click OK
7. The file will import and the results will be shown in the window. NOTE: The truck number must be valid. The "Change Truck Number" button will pop up a box allowing the selected truck number to be changed.
8. When the truck numbers have been validated, click the Process File button.

NOTE: If your company allows drivers to take cash advances on their Comdata fuel card, this information will not be imported in the fuel purchase import. You will need to separately review the downloaded Excel spreadsheet and handle these transactions within your accounting system as appropriate.

Manual Entry

You can create a manual entry here from a receipt. Go to Billing>Fuel Purchases

Fuel Purchases By Dealer

Fuel Purchases By State

Select range of dates.

Monthly Fuel/Mileage Processing

In order to account for all end of month activity, do not run this until after the 6th of the following month.

Payroll should be run first if your company has Drivers paid by Percentage.

Once you are ready to run the calculations for a given period, keep in mind that it can take a long time to run everything through PCMiler and populate the database for a whole month.

Go to Billing> Monthly Fuel/Mileage Processing

Select Calculate State By State Miles

If there are errors when you run the calculation, let the calculation complete, fix those runs, and re-run the calculations. (It will just find those that have not previously been completed.)

Then you can run the Truck Miles By State Report.

Truck Miles By State Report

Billing Reports>Truck/Fuel Reports

Suggested Selections:
All Trucks
Date Range
All Truck Summary
Truck Summary

NOTE: Generally, selecting Run Miles by State Detail and Run Routing Detail is for when you need the details for audit reasons. This will show all the turn by turn routing from PCMiler.

Rate Import

If you need to update the system with new rates received from an OEM, you can use a rate import template.

The template is called RateImportTemplate.csv and can be opened in Microsoft Excel to edit.

Field	Description	Location
ParentRecordID	Customer ID from the Customer table	Admin>Customers>Find Cust ID appears in search results window
FromLocationID	LocationID from the Location table when using a Common Location (Port/Railhead/Plant/Auction) as the point of origin for the rate. If the rate is originating at a Dealer this field is blank.	Admin>Common Locations Loc ID appears in search results window
FromCustomerLocationCode	the Dealer Code of the Dealer when the dealer is the origin location for the	CLC column from the Locations tab on the Customer Admin window.

	rate. If the origin is a Common Location then this is left blank.	May also be supplied by customer in their request to move the vehicles
ToLocationID	the LocationID of the Common Location if the Destination of the rate is a Common Location. If the Destination is a Dealer then it is left blank.	Admin>Common Locations Loc ID appears in search results window
ToCustomerLocationCode	the Dealer Code of the Dealer if the Destination is a Dealer. If the Destination is a Common Location then it is left blank. This would come from the OEM rate sheet	CLC column from the Locations tab on the Customer Admin window. May also be supplied by customer in their request to move the vehicles
Rate	OEM Rate Sheet	OEM Rate Sheet
RateClass	OEM Rate Sheet - These need to be changed to our classes of A, B, C... to follow our rate format where A is the smallest size class, B the next largest class and so on.	OEM Rate Sheet then update to classes A, B, C
EffectiveDate	from the contract with the OEM	OEM contract
EndDate	optional, but would be the End Date for that contract rate.	OEM contract
Mileage	typically supplied in the OEM rate sheet, but if not would have to be looked up.	OEM rate sheet
MiscellaneousAdditive	rarely used, but when used	????

	is for extra amounts that should be billed on a per unit basis, but that is not included in the rate (Ferry Tolls for example).	

NOTE: Some OEMs, such as Nissan, do not include all locations on their contracts because they use a lot of drop-ships. Operating off the list they provide may not yield 100% coverage of all the moves you are doing. Some may need to be a manual add.

When you have completed filling in your template, save as a csv file.

Go to Admin>Data Import
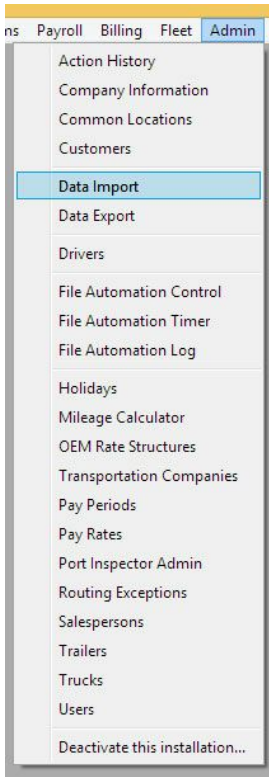
Open General Imports, select Rate Data
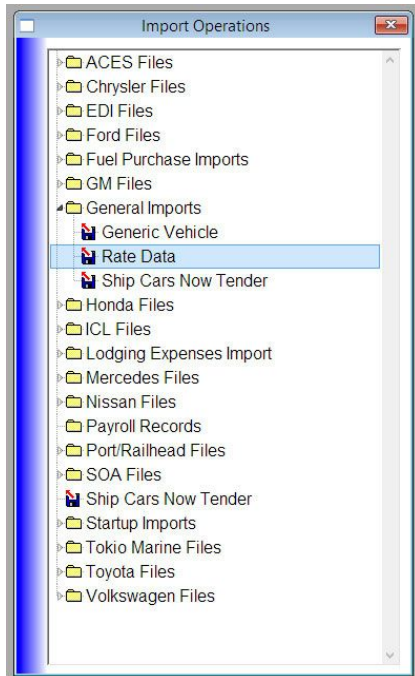
On the Rate Import window, click Import File.
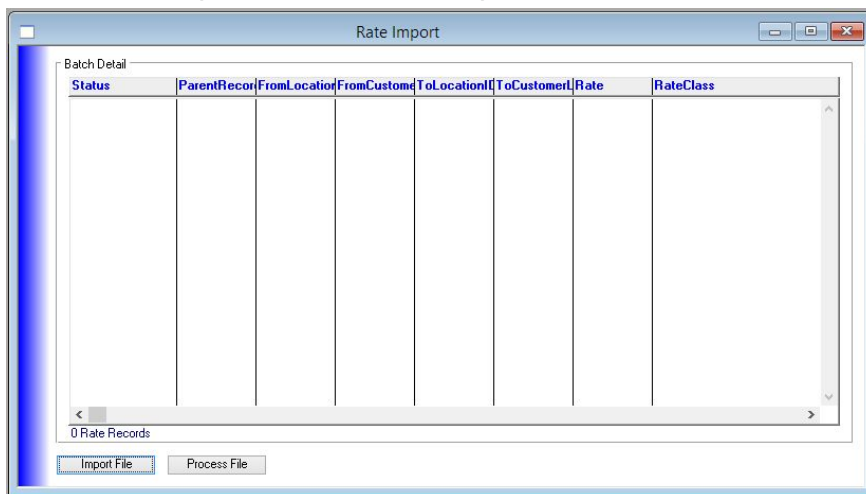
The application will open up a window browser on your computer. Browse to where you saved the template and select the file.

When the items from your import appear in the window, you can review before clicking "Process File" to update your data. To cancel, just click the Red X at the top right of your window and these items will not be processed.

Updating Rates Manually

If you have a manual order (non-OEM, Dealer pick-ups), you can update the rate on the vehicle directly on the vehicle details window, rather than making changes to the rates by customer location.

Billing>Vehicle Locator

Search for the VIN or use Multiple VIN Search

Click Vehicle Details

To change rate to a flat charge rate for this vehicle - click on the check box next to "Charge Rate" so that it is selected, enter the new rate (for example, 10.00) and click OK.

Rate Classes by OEM

They vary by OEM, but typically A will equate to the smallest size class, B to the next and so on.

Chrysler:

  A = (S)mall and (C)ar
  B = (M)idsize
  C = (T)ruck
  D = (G)rande

Ford:

  A = Car
  B = Small Truck/SUV
  C = Large Truck/SUV

GM:

  A = (P)assenger - Car
  B = (P)assenger – Mid Size
  C = (C)ommercial – Full Size Truck/SUV
  D = (C)ommercial - Large Truck (3500/4500 Cutaway)

Mercedes:

  A = Car
  B = SUV

Mitsubishi:

  A = all units

VW:

  A = Car
  B = SUV (model dependent)

Rate Overrides and Exceptions

DriverPayBasisPercent

located in the location in Customer Admin
left blank for those that do not want to use it, or added manually. This gives you, the company, the option of taking an additional percent of a particular Origin/Destination pairing for a specific customer. This might be used if you negotiate a really good rate on certain freight

and you would like to keep that additional benefit for the company instead of passing on the better rate to the driver.

Commission Rate Override

on the Transportation Company window
The commission rate override applies to all freight at a yard (regardless of destination) either for all customers or just a selected customer.

Admin

Adding a New User

Note: In order to create a new user, you must have the following role assigned to you: Administrator.

Create New User

1. Go to Admin>Users. Click "New":

2. Enter the User's First Name and Last Name.
3. Review or Edit Suggested User Code
    a. A User Code will be suggested, however you may choose to change it.
    b. The user code may NOT begin with a number
4. User Details - The following fields are required: Employee Number (helpful for payroll generation), Cell Phone
    a. Password - Enter your choice of a password that meets the Password Requirements defined in the box below:

Password Requirements
- ✓ Passwords cannot contain the user's account name or parts of the user's full name.
- ✓ Passwords must be at least 8 characters in length.
- ✓ Passwords must contain characters from three of the following four categories:
  - ○ English uppercase characters (A through Z).
  - ○ English lowercase characters (a through z)
  - ○ Base 10 digits (0 through 9)
  - ○ Non-alphanumeric characters such as: exclamation point (!), hash or pound (#), dollar sign ($), number sign (#), or percent (%), but may not contain any of the following: [ ] { } ( ) , ; ? * @ .

    b. PIN code - A PIN code is not required, but may be used by drivers instead of their password when logging into the mobile app.

5. Click OK
    a. You should get this message:

6. Now assign Roles to this user
    a. Click "Modify"
    b. Click the Roles tab
    c. Add or remove roles by clicking on them in the lists and using the little blue arrows (see the table "Definition of Roles" below):

Definition of Roles

Administrator	● can create new users and assign the following roles: Billing, Claims, Dispatch, Driver, FleetAdmin, Hide Rates, OEM Rates, Payroll, Payroll Approval, Rate Override, Sales ● can re-set any other users' passwords ● cannot assign Administrator or Developer roles, and cannot remove Administrator role from himself ○ these roles can only be assigned by Mophilly Support
Billing	
Claims	
Developer	● can assign Developer roles ● can remove Administrator role ● this role is only assigned and used by Mophilly Support ● can access the "Dev" menu for special functions related to database maintenance
Dispatch	
Driver	

FleetAdmin	
HideRates	● This role will hide all rates displayed.
OEMRates	
Payroll	
PayrollApproval	● This role allows the user to approve payroll. ● role can be assigned by an Administrator
RateOverride	
Sales	
TimeClock	

Adding a Login for an Existing User

(For Companies with Existing User Databases Only)

1. Search for the user to locate their record.
2. Click Modify.
   a. When you click "Modify", if the "Add User to DB button" becomes enabled next to the User Code field, it means that even though this user already exists in the User file, they have not been set up with a login and password.

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b. If this is the case, you may now add a password and a PIN (the PIN is used as an alternative to the password for logging into the mobile app).
    i. Type in the password, following the rules for passwords above — or wish you had!
    ii. Type in the 4-digit numeric PIN
    iii. Click the "Add to DB" button

Changing a Password for a User

You must have Administrator role assigned to you

Admin>Users
Find User
Click Modify
Click the button "Reset User PW" next to the User Code box

Reset Password for Given User Window
Enter in YOUR Password: (password that you use to log into the application)
New Password for User: password must meet the requirements listed above
re-type the New Password again

The first time the user logs in with the new password you have given them, they will be prompted to enter a new password. Once you enter the new password twice and tab out of the second entry field, it will enable the "Change Password" button.

Note: This password must be different than the one they were assigned. It also must meet password requirements listed above.

Drivers

Setting up a New Driver

Every driver must have a User record and password in the system. If the driver does not yet have a User record then please first follow the procedure in Users, above.

1. Go to Dispatch>Drivers. Click "New":

2. Select user from list in the Add Driver pop window that you wish to make a driver
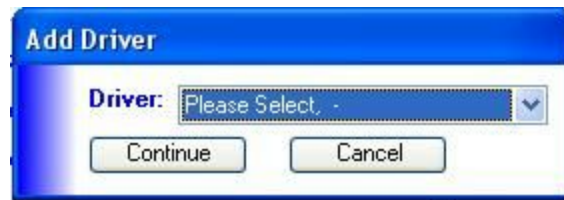
3. Click "Continue"
4. Set driver number
5. Set Driver Pay Type ("Other Information" tab)

On "Other Information" Tab

All drivers must have their Driver Pay Type selected.

Drivers that are paid via Payroll must have an "Acct. Driver Code" entered in order for their payroll to be exported. This should be the Account name from your Accounting software.

> If a Driver's Transportation Company is set up as Pay Company (Outside Carrier Credits) then the "Acct. Driver Code" will just be ignored. It can be deleted, but it is not necessary to delete it.

How to set up different types of drivers:

Hourly
Mileage
Percentage (Paid to Driver)
Percentage (Paid to Company/Outside Carrier)

Transportation Companies

Every Transportation Company must have either Pay to Driver or Pay to Company selected.

You will also set up a Transportation Company for your own company drivers. If you pay different percentages, you will set up multiple companies. i.e. TransportCo1 and TransportCo2.

Transportation Company record must have a Receivables Code and a Payables Code as well as a Commission Rate set.

Open Payables Report for Carriers

You have the option of an email being sent out each night to your Transportation Companies that lists open payables. These are items from your Outside Carrier Credits screen that have not been exported yet, and therefore not paid on yet. To enable this, simply add in the email address for the contacts that you would like to receive it nightly on this screen, found in Admin>Transportation Companies>Email Contacts :

Customers

When setting up your customers, ensure that the Customer Code exactly matches the name of the Customer Account in your Accounting application.

Admin>Customers

OEM customers - go to Other Info Tab and ensure "Use Bulk Billing" is checked

OEM Dealer/Locations Set Up

Dealers are set up through the Locations tab on the Customer Admin.

Admin>Customers

Locations tab

here you can click Add Location

NOTE: On the Other Information tab, complete the Cust. Location Code with only the 5 digit dealer code (do not include the selling division)

Exporting List of Locations

If you would like to export a list of locations in your database, it must be done on a per Customer basis.

Go to Admin>Customers

Search for each OEM separately. i.e. search for Ford. Select the Customer name and click continue.

Click on the Locations tab

At the bottom is a button, Export locations. You do not need to select anything, it will export all locations to a file that can be opened in Excel.
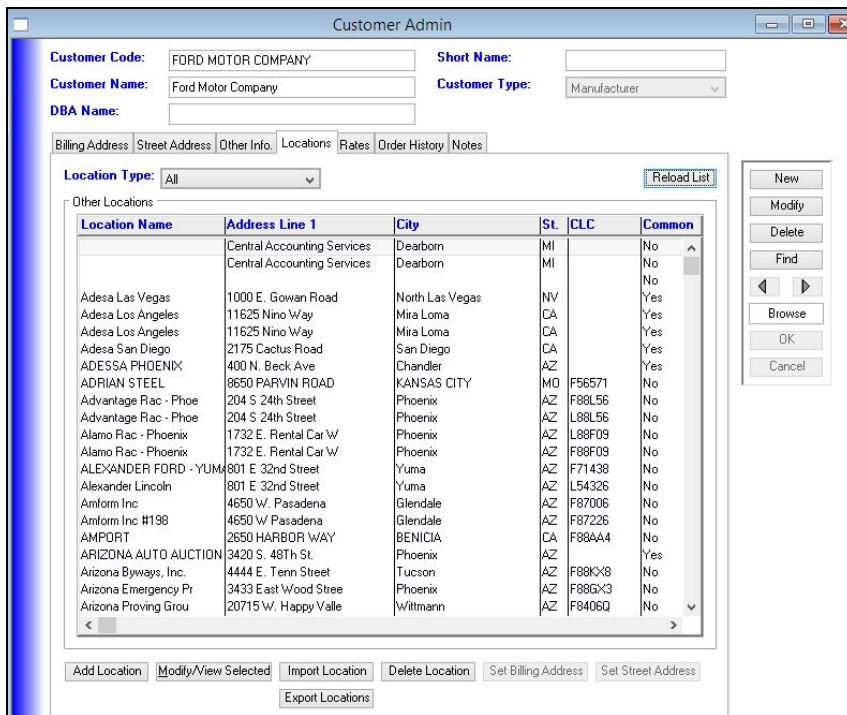
System Settings

This allows the Administrator to view and change system settings that control some aspects of the program's operation. Currently these are:

Value Key	Value Description	Explanation
MobileOdometerMileageLimit	3000	If the odometer value entered by the driver in the mobile app is more than this much greater than the last trip's odometer reading, prompt the driver to reenter the odometer mileage.
NextFenkellExportEPODBatchID	4	

File Automation

File Automation Control must remain up on one computer in order to have files transmitting.

File automation is set up only by tech support. Not all data that can be imported or exported under Admin: Data Imports & Admin Data Exports are candidates to be automated. If a process requires user intervention, or creates an invoice (which needs user review), it is not a candidate for automation.

Here is an example of the file automation window that shows items available for automation.

Find File Automation Commands

Search Results

File path	Naming convention	Method name	Record status	Customer	Frequency	Type
O:\EBMX\Inbox\		ICLR41	Active	Mitsubishi	1	Export
O:\EBMX\Inbox\		ICLR41	Active	Chrysler	1	Export
O:\EBMX\Inbox\		ICLR41	Active	Volkswagen	1	Export
O:\EBMX\Inbox\		ICLR41	Active	Nissan	1	Export
O:\UP\InBox\	*AHITN*.*	UPShipNow	Active		1	Import
O:\UP\Inbox\	*.*.AH2V.txt	UPVehicleRece...	Active		1	Import
O:\UP\Inbox\	*.*.AH2RT.txt	UPVehicleGrou...	Active		1	Import
O:\BNSF\Inbox\	*.bnsfedi.*	BNSFTruckerN...	Active		1	Import
O:\	*.*.I73.txt	ICLI73	Active	Mitsubishi	1	Import
O:\	*.*.I73.txt	ICLI73	Active	Volkswagen	1	Import
O:\Automation\CSX\		CSXRailheadFe...	Inactive	Import	1	Import
O:\Nissan\Davell\Inbox\	*.TE.txt	NissanTE	Active		1	Import
O:\Nissan\Davell\Inbox\	*.PL.txt	NissanPL	Active		1	Import
O:\EBMX\Inbox\	*.*.660	VISTA660	Active		1	Import
O:\Ford\COPAC\Inbox\	*.1C.*.*.txt	FordRailcarSwit...	Active		1	Import
O:\Ford\COPAC\Inbox\	*.7A.*.*.txt	FordCOPACErrors	Active		1	Import
O:\Ford\COPAC\Inbox\	*.1A.*.*.txt	FordASN	Active		1	Import

17 Records

Continue   Close

Process for OEM Imports and Exports

Below is a list of possible imports and exports in the system. Your company may not need to use all of these depending on your OEM contracts.

A=Automated
M=Manual
PA=Pending Automation

File Name	Description	A/M/PA	DAILY actions
Chrysler			
IMPORTS			
VISTA 610	Payment Confirmation/ Rejections	M /PA	Import and process and review errors
VISTA 630	Rate Update	M	Processed every 4 weeks to update rates
VISTA 660	ASN	A	Auto Imports
Vehicles	N/A	I	N/A
VICS 670	Inspection Error Return	M /PA	Import and process and review errors
VICS 824	N/A	I	N/A
VICS 924	N/A	I	N/A
VICS 928	N/A	I	N/A
VICS 997	N/A	I	N/A
EXPORTS			
VISTA 510	Delivery (Dealer Moves)	M	Process multiple times per day
VISTA 540	Delivery (SPLC Moves)	M	Process as necessary
VISTA 550	Delay Transactions	A	Process after adding of terminating delays
VISTA 630	N/A	I	N/A

Manual Invoice	N/A	I	N/A
HAIDV	N/A	I	N/A
R41	Pickup and Delivery data to ICL	A	Auto Exports
VICS 926	N/A	I	N/A
VICS 928	N/A	I	N/A
Ford			
IMPORTS			
ASN (1A)	ASN	A	Auto Imports
Impt. Railcar Switchout (1C and 1D)	Railcar Switchout	A	Auto Imports
NS Rail Release	if applicable	I	
UP VIN Grounding Import	if applicable		
Ford COPAC Error (7A)	failure notice	A	Load batch and review errors
Ford Payment (9A)	generates invoice. print invoice detail to be sure identifying any potential errors (missing/bad rates)	M	
Ford Check Details (9C)	Check Detail	M /PA	Import File
VASCOR 924	N/A	I	N/A
EXPORTS			
COPAC Delay	Delay Transactions to COPAC	A	Process after adding or terminating Delays
Delivery	Vehicle Delivery Notification to COPAC	A	Process at least once a day
Railcar Arrival (2A)	Notice of VIN Arriving on	A	Process at least once a day

	ground to COPAC		
VV Delay	Delay Transactions to Vehicle Visibility	A	Process after adding or terminating Delays
VV Delivery	Delivery Transactions to Vehicle Visibility	A	Process at least once a day
VV Departure	Pickup Transactions to Vehicle Visibility	A	Process at least once a day
VV Receipt	Notice of VIN Arriving on ground to Vehicle Visibility	A	Process at least once a day
VASCOR 926	N/A	I	N/A
ShipCarsNow (GM)			
IMPORTS			
ShipCarsNow Tender (AHITN)	ASN Records	A	Auto Import
EXPORTS			
ShipCarsNow Pickup/Delivery	Pickup and Delivery Records	M	Process at least once a day
GM			
IMPORTS			
820	Payment Confirmation	M /PA	Import and Process (once on electronic invoicing)
902			
904	Advance Shipping Notice		
EXPORTS			
900	Vehicle Receipt		
902	Dispatch		
916	Hold		
Delivery			

Nissan			
IMPORTS			
PL	Pipeline	A	Auto Import
TE	Tender	A	Auto Import
820	Payment Confirmation	M /PA	Import and Process (once on electronic invoicing)
EX	Tender Cancellation	M /PA	Import and Process
Freight Audit, Nis Subs Pmt, LE, Remit	N/A	I	N/A
EXPORTS			
YE	Vehicle Yard Exit	A	Process at least once a day
VD	Vehicle Delivery	A	Process at least once a day
R41	Pickup and Delivery information to ICL	A	Auto Export
WWL Invoice	Electronic Invoice	M	Process at least once a day
MOTOPS, LC, VI	N/A	I	N/A
ICL (Mitsu, VW)			
IMPORTS			
i08	Rail Shipment	M /PA	Import and Process
i07	Tender	M /PA	Import and Process
i50	notification that there's a problem with a file		not an import
i51	Data Validation Error	M /PA	Import and Process and review any errors

i73	ASN	A	Auto Import
i78	Allocation Cancellation	M /PA	Import and Process
i84	N/A	I	N/A
i92	Invoice Audit	M /PA	Import and Process and review any errors
i95	Misc Move	M /PA	Import and Process
EXPORTS			
r41	VIN Shipment Status	A	Auto Export
r92	Invoice	M	Process at least once a day
UP			
IMPORTS			
VIN Grounding	Rail Unload/Tender	A	Auto Import
Vehicle Receipt	Rail Rebay/Tender	A	Auto Import
BNSF			
IMPORTS			
Trucker Notification	Rail Unload/Tender	A	Auto Import

Exports

In order to manually process exports, please take the following steps:

Admin>Data Export>Ford Files>Delivery
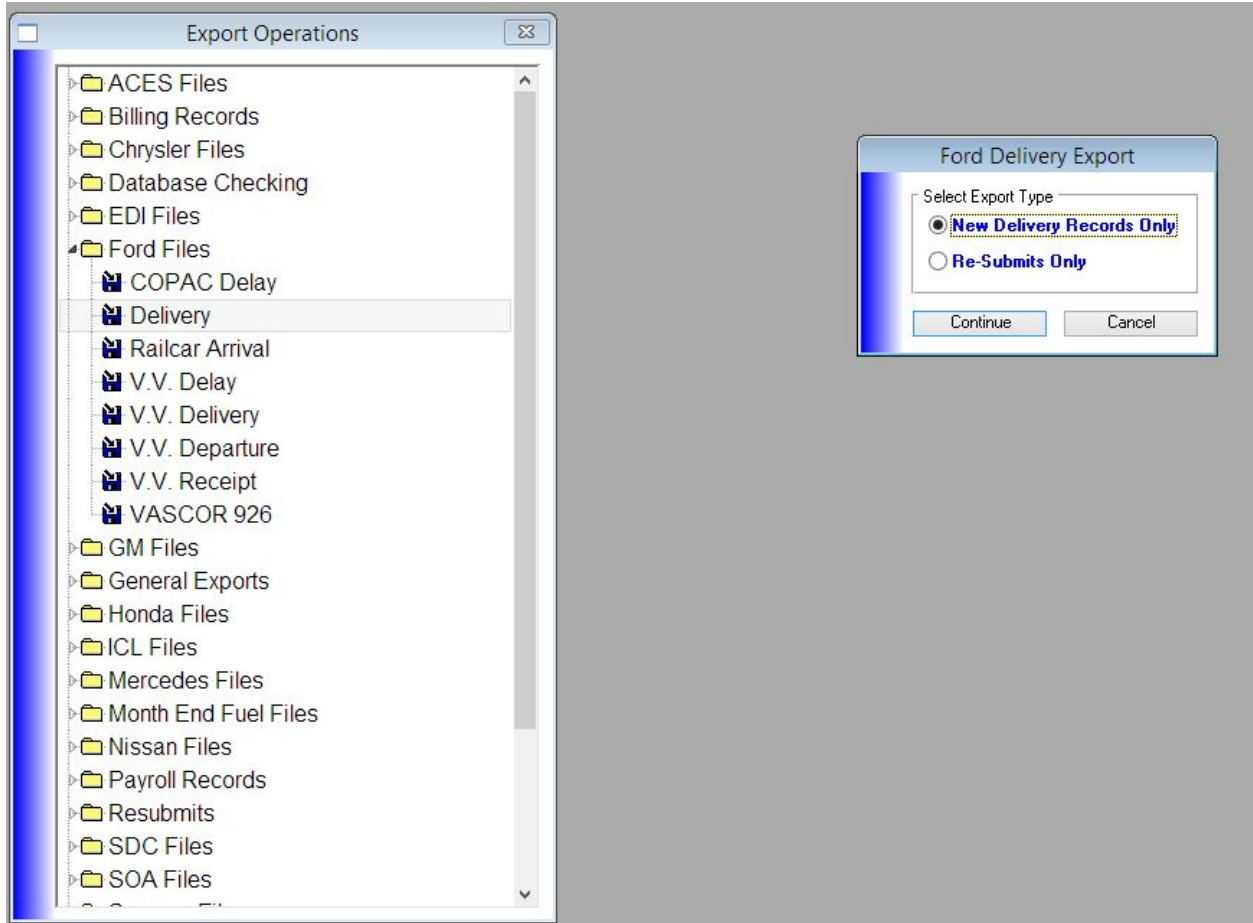
Select New Delivery Records Only
Click Continue

Click Yes

Export confirmed

File is created in the O:\Transportation\Ford\FordOut directory and should be picked up and transmitted via VLS
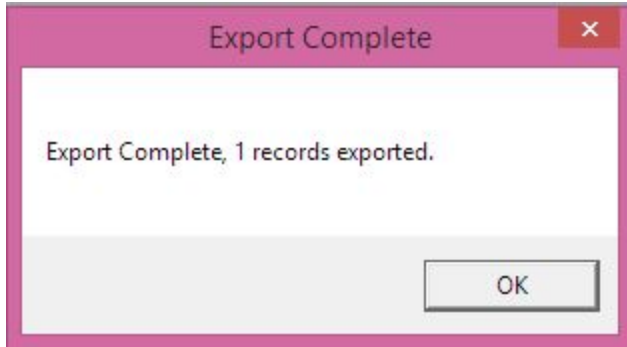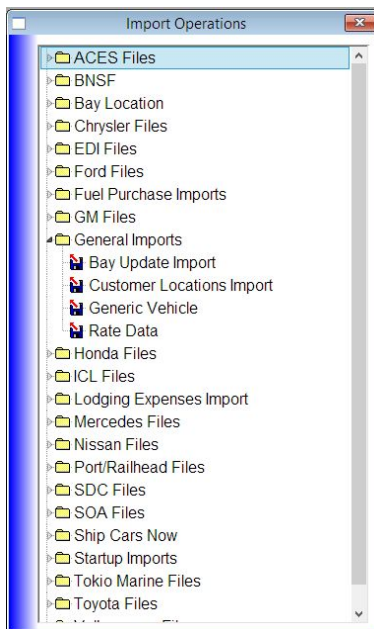
Imports

Generic Vehicle Import

This import is used to bring in vehicles manually, such as for spot buys. Use the template called ????

Admin>Data Imports>General Imports>Generic Vehicle
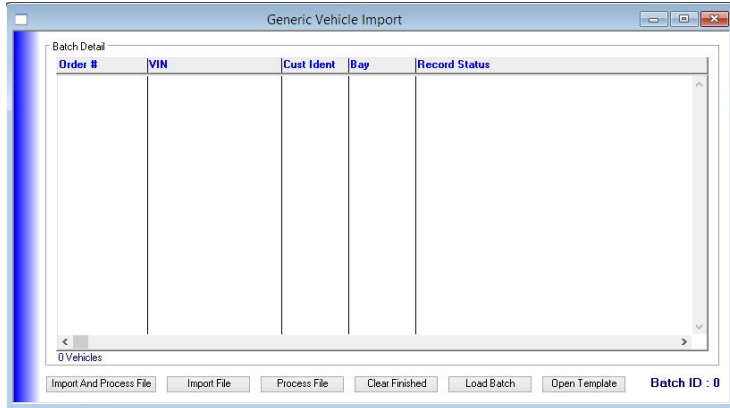
Template fields. (Items in bold are required):

Field	Description
Order Number	If attaching units to an existing Order, enter the Order Number. CustomerID, From Location ID, From Location Code, To LocationID and To Location Code should be left blank.
CustomerID	The CustomerID of the Customer as seen on either the Customer Locator (Cust ID) or on the Customer Admin window (Internal ID on the Other Info tab). Required if Order Number is blank.
From Location ID	If the Origin is a Common Location then this is the LocationID for that Location, which will be Loc ID on the Common Location Locator or Internal ID on the Payroll Related tab of the Locations window. Should also be used when origin location is not a Common Location but does not have an OEM assigned Dealer Code.
From Location Code	If the Origin is a Dealer, then it is the Dealer Code for that Dealer as seen on either the Locations tab of the Customer Admin window (CLC) or on the Other Information tab on the Locations window (Cust. Location Code).
To LocationID	If the Destination is a Common Location then this is the LocationID for that Location,

	which will be Loc ID on the Common Location Locator or Internal ID on the Payroll Related tab of the Locations window. Should also be used when Destination location is not a Common Location but does not have an OEM assigned Dealer Code
To Location Code	If the Destination is a Dealer, then it is the Dealer Code for that Dealer as seen on either the Locations tab of the Customer Admin window (CLC) or on the Other Information tab on the Locations window (Cust. Location Code).
VIN	
CustomerIdentification	Auth code from OEM ● *for Chrysler - this is the Vehicle Order Number from the 660 (ASN) file*
Bay Location	
Size Class	The OEM's Size Class rating for the vehicle (A,B,C,D,E)
PO Number	
VehicleAvailableDate	Date the vehicle will be available for the driver to pick up. If left blank, it will default to today's date.

Bay Location Import (OPTIONAL)

If your company has chosen the option to enable the Bay Location Import, you can access it through the Admin menu, Data Import window. Look for a folder called "Bay Location", under there is Bay Location Import.
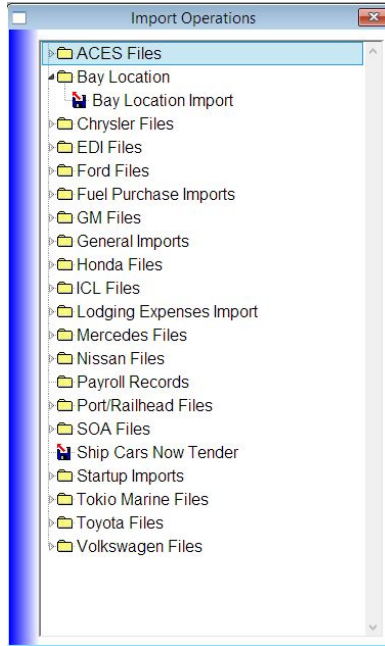
Double-click Bay Location Import to open the Bay Update window.
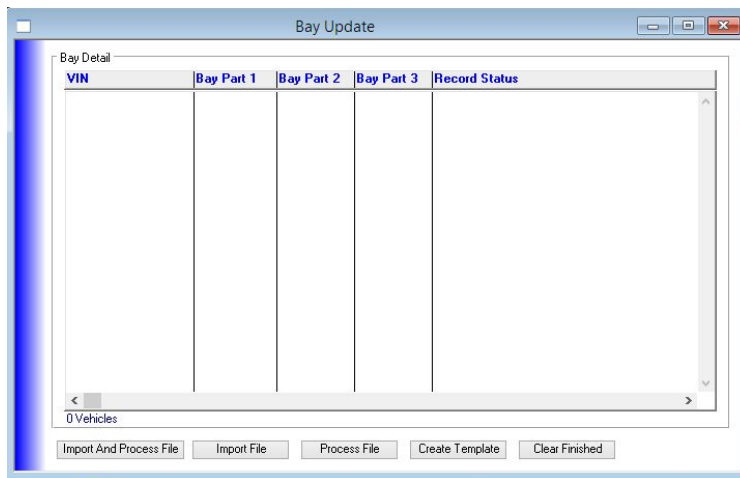
Click the "Create Template" button. This will create a file called "BayLocationUpdateTemplate.csv" and opens into Excel. The spreadsheet has four columns, "VIN", "Bay Part 1", "Bay Part 2", and "Bay Part 3". Copy and paste the information you have on VINs and their bays into the spreadsheet.
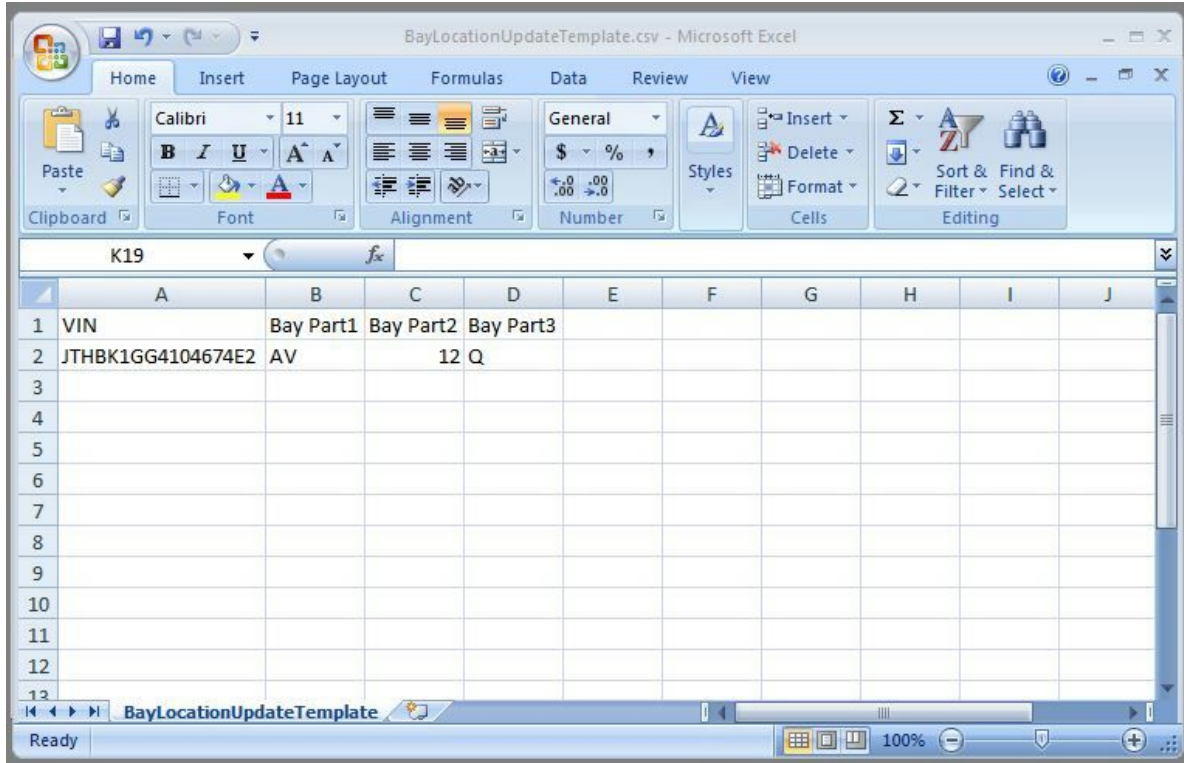
When you import the information into the Vehicle Desktop Application, it will put the information from "Bay Part 1", "Bay Part 2", and "Bay Part 3" together and store it in the "Bay Loc." shown on the Vehicle Detail window. It will put a space in between any parts that are supplied, so if you have:

    Bay Part 1 = AV
    Bay Part 2 = 12
    Bay Part 3 = Q
...it will store "AV 12 Q" for the Bay Loc.

Save the spreadsheet using the "Save" option in Excel, a dialog will come up asking if you want to keep the workbook in CSV (comma delimited) format. Click "Yes" to this and it will save the file to your local drive in the Transportation folder.

Back in the application, click the Import File button. It will bring up a "Select import file" dialog, find the spreadsheet file "BayLocationUpdateTemplate.csv" on your disk and click OK. This will read the information in your spreadsheet and display it in the window.
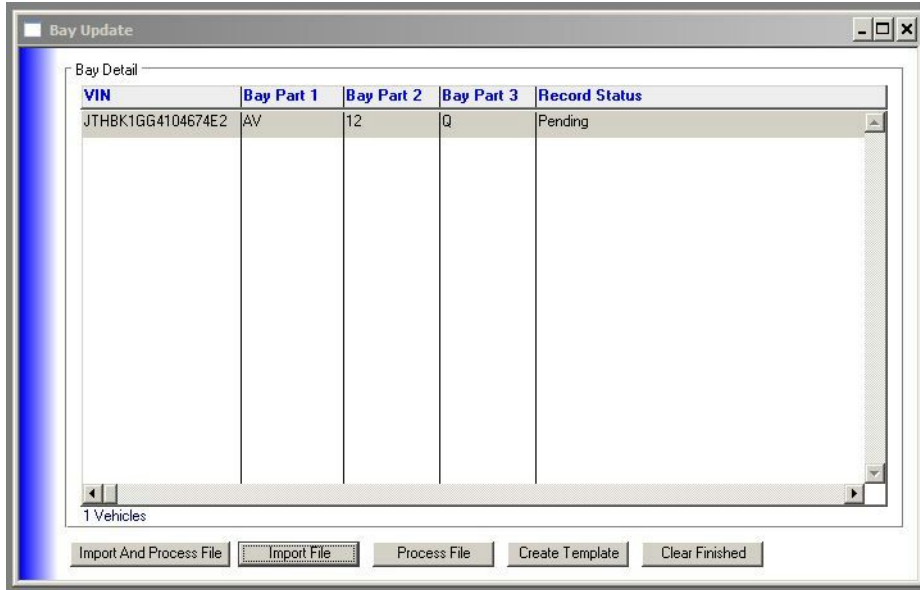
Now click the "Process File" button to start updating the VINs in your database with the new Bay Location information.

Mobile App

Instructions for setup, use, and troubleshooting of the mobile app and its optional printer are contained in the [Vehicle Mobile App User's Guide](#). In addition to the installation and setup of the mobile app itself, there are some things that need to be set up in the Vehicle Desktop Application as well to allow use by mobile users.

Odometer Prompt

There is a SettingTable entry "MobileOdometerMileageLimit" which holds the number of miles the driver may have gone since their last pickup without triggering an extra prompt for the odometer reading. You may view this setting by going to Admin/System Settings, double-click on the line for MobileOdometerMileageLimit to edit it.

In the mobile app, when the Driver has just done a Refresh from Dispatch then the first time they transition to the Manage Pickup screen it will prompt them for their truck's odometer reading. If they enter a value that is less than the last reported value, or greater than the last reported value by more than MobileOdometerMileageLimit, it will present the prompt of odometer reading again to check that they have not made an entry error. So the driver will see one prompt for the odometer each time they start a new Run, and a second prompt if:
[(new reported odometer) < (last reported odometer)] OR
   [(new reported odometer) > ((last reported odometer) + MobileOdometerMileageLimit)]

Requiring Damage Photos

When inspecting vehicles during loading, the driver may take damage photos to support his claim, but they are not required. On delivery things are different, and some Customers may require that the driver take photos to document any damage noted by the attendant at the delivery location. As of 2/20/2015, only Chrysler has this requirement, but the system is flexible enough to allow any Customers to require damage photos.

To require delivery damage photos for a Customer, go to that Customer's record in the Customer window and look at the "Other Info" tab. There is a checkbox "Damage Photos from Driver Required", if you check this then the mobile app will require the driver to take photos for any deliveries for that Customer.

Reports

The following emailed reports are available:

Glossary of Terms

Bill of Lading

A list of merchandise being transported, together with the conditions that apply to its transportation. In our case this is a delivery receipt printed with a list of the vehicles delivered and signatures of the driver and customer.

EDI

Electronic Data Interchange

Load

A group of vehicles created by dispatch which may be picked up and delivered by a driver. It may contain vehicles being picked up at one or more locations, being delivered to one or more locations.

OEM

Original Equipment Manufacturer. In the context of DAI's business, these are the car manufacturers (Chrysler, Subaru, etc.).

Reload

This is where you have to take one vehicle off to remove another, then put the first one back on.

Run

A delivery run, picking up one or more Loads of vehicles and dropping them off. A run is counted as going from an empty truck to an empty truck. They might start off with 9 vehicles, drop off 4, pick up 3, drop off 5, and so forth until the truck is empty, all of which would constitute one run.

Shag Unit

A case where the driver has to find the vehicle on the lot themselves, for example at an auction. The driver is paid extra when they have to do this.

Skid

An intermediate stop on a run where they drop off some of the vehicles.