

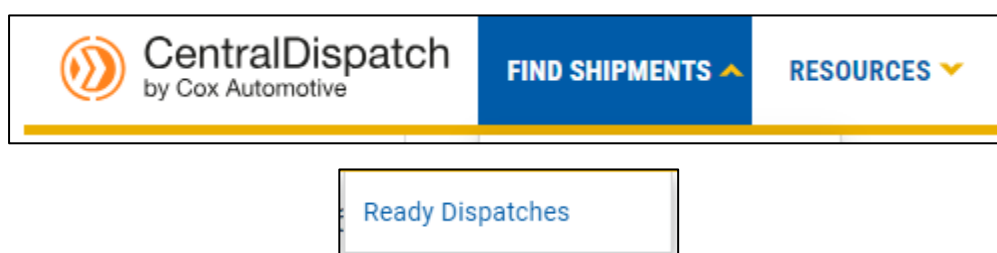
## Ready Logistics Private Marketplace Dispatches Management QRG

Ready Dispatches is the area within the Private Marketplace where all accepted dispatches are managed. This includes active and previously delivered or canceled loads.

	See All Dispatches for Company	Update Status dates	Add / Edit / Delete a Driver	Print / Download Documents	Archive Loads	Cancel Dispatched Loads	Manage eBOLs (view, download, email)
Owner	X	X	X	X	X	X	X
Admin	X	X	X	X	X	X	X
Member Manager	X	X	X	X	X	X	X
Standard User	X	X	X	X	X	X	X
Driver	ONLY ASSIGNED	ONLY ASSIGNED	DELETE SELF	ONLY ASSIGNED	ONLY ASSIGNED		ONLY ASSIGNED

## Ready Dispatches

To access the dispatches a user can click on the **Find Shipments** tab and choose **Ready Dispatches** or from the Dashboard homepage they are able to click 'View All' within the **Ready Dispatches** tile.



OR



Dispatch Search Results page

CARRIER NAME HERE

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**You need to accept the Terms of Use**

You have until 02/10/2024 to review and accept the outstanding terms and conditions. [Click here.](#)

**DISPATCH STATUS**

- ☒ Dispatched
- ☒ Picked Up
- ☒ Delivered
- ☐ Canceled
- ☐ Archived

**LOCATION**

**ORIGIN**

City, State or Zip Code

**DESTINATION**

City, State or Zip Code

**DISPLAY**

**DRIVER ASSIGNMENT STATUS**

Driver Assignment

All (Default)

**LOAD DETAILS**

**SHIPMENT**

Order ID / Load ID

ID Number

**VIN**

Full or Partial VIN

**DISPATCH DATE**

All

Last 365 Days

Date Range

Select Date Range

1-50 of 19,666 Dispatches

Sort by Dispatch Date

Per page 50

RECENTLY ADDED	Dispatched	Sched Pick Up	01/17/2024
<b>10013992719</b> Dispatch Info Dispatch Date 01/16/2024 Shipper Info Ready Logistics ratmoves (480) 558-3200 x3	<b>Load Info</b> \$128.41 Vehicle Info (1 Total) 2017 ACURA TLX   HA756628 Driver --	<b>Origin</b> RETAIL CUSTOMER FL: LAKELAND, 33801 BINA PATEL (134) 711-2734	<b>Destination (55.101 MI)</b> MANHEIM ORLANDO FL: OCOCHEE, 34761 MARK SMITH (333) 333-4444
<div> <div></div> <div>CANCEL DISPATCH</div> <div>SEE DOCUMENTS</div> <div>UPDATE STATUS</div> </div>			

The delivery date is past due.

10013627864	Picked-Up	Sched Delivery	01/15/2024
<b>Dispatch Info</b> Dispatch Date 01/12/2024 Shipper Info Ready Logistics ratmoves (480) 558-3200 x3	<b>Load Info</b> \$88.90 Vehicle Info (1 Total) 2015 KIA FORTE   F5206932 Driver --	<b>Origin</b> FLORIDA RECOVERY FL: LAKELAND, 33801 BINA PATEL (000) 000-0000	<b>Destination (55.101 MI)</b> MANHEIM ORLANDO FL: OCOCHEE, 34761 MARK SMITH (333) 333-4444
<div> <div></div> <div>SEE EBOL</div> <div>SEE DOCUMENTS</div> <div>UPDATE STATUS</div> </div>			

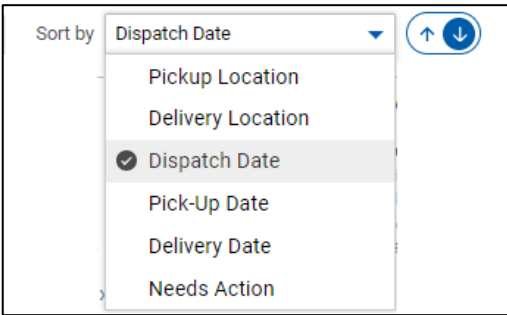
10013974015	Delivered	Actual Delivery	01/15/2024
<b>Dispatch Info</b> Dispatch Date 01/15/2024 Shipper Info Ready Logistics ratmoves (480) 558-3200 x3	<b>Load Info</b> \$409.34 Vehicle Info (1 Total) 2004 PORSCHE 911   4S653361 Driver --	<b>Origin</b> RETAIL CUSTOMER NC: CHARLOTTE, 28227 BINA PATEL (778) 766-1576	<b>Destination (218.676 MI)</b> AUTONATION VOLKSWAGEN MALL OF GEORGIA GA: BUFORD, 30519 PRIMARY (123) 456-7890
<div> <div></div> <div>SEE EBOL</div> <div>SEE DOCUMENTS</div> <div>ARCHIVE</div> </div>			

1. Dispatch Results Filtering Options

- Users can filter by desired status, location information, driver information, individual order IDs or VINs (Vehicle Identification Number), and dates.

2. Dispatch Results Sort Options

- Sorting options include ascending or descending order by dispatch date, pickup or delivery location, pickup date, delivery date, and loads that need action.



3. Loads Per Page View Option

- Users can display 25, 50, 100, or 200 loads at a time on one page.

4. Load Information Card

- Each load will have an individual card displaying pertinent details to the user. When the load ID is selected, the user is taken to the Load Details page, which displays the same information that is available to the carriers via the Dispatch Sheet.
- Driver accounts will not be able to see payment method, payment terms or the load price amount.

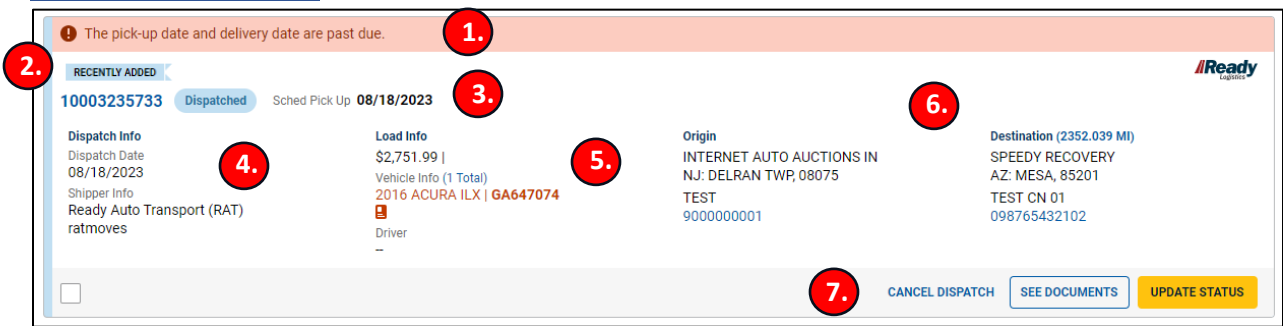
5. Bulk Actioning

- Loads can be selected to bulk action certain tasks such as printing documents, archiving, or assigning drivers. These actions are available based on the user’s role.

6. Load Information Card Action Buttons

- Each load card will have action options depending on the status of the order.
  - “Cancel Dispatch” will only display prior to pick-up. This option is not available to the driver role.
  - “See Documents” will display any attachment to the vehicle such as a gate pass, key receipt, vehicle release, etc. Also attached will be the Dispatch Sheet, previously known as the Transport Order, to be used to pick up the vehicle.
  - “See EBOL” will only display post pick-up.
  - “Update Status” will only display prior to delivery.

Load Information Card



1. Information Banners

- Will display when a pick-up and/or delivery date is past due.

2. Recently Added Flag

- Any new load to a carrier’s board will have the ‘Needs Action’ Flag. The flag will be removed once 48 hours have passed since being posted on the carrier’s board.





3. Load Information Header

- Includes the Load ID (link to Load Details Page), load status, scheduled or actual dates depending on the load status.

4. Dispatch Info

- Includes the date dispatched and the shipper’s name. The shipper’s name will always display the private marketplace broker’s name.

5. Load Info

- Includes the carrier price, payment method, number of vehicles in the load, vehicle year, make, model, vehicle dimensions, last 8 of VIN (Vehicle Identification Number), critical info tags, driver name assigned.
  - Critical tags include:
    - INOP 
    - TWIC 
    - ENCLOSED 
    - OVERSIZED LOAD, WIDE LOAD 

**NOTE:** carrier price and payment method are not available to all user roles.

6. **Origin and Destination**

- Includes Name, State, City, Zip, Contact and Contact number for both origin and destination. The mileage will also be displayed beside the destination with a link to map the route.

7. **Load Information Card Action Buttons**

- Each load card will have action options depending on the status of the order.
  - “Cancel Dispatch” will only display prior to pick-up. Not available to driver role.
  - “See Documents” will display any attachment to the vehicle such as a gate pass, key receipt, vehicle release, etc. Also attached will be the Dispatch Sheet, previously known as the Transport Order, to be used to pick up the vehicle.
  - “See EBOL” will only display post pick-up.
  - “Update Status” will only display prior to delivery.

Load Information Card Action Buttons

Cancel Dispatch

All user roles, except for Driver, can manage cancellations.

The carrier can cancel the dispatch prior to pick-up using the **Cancel Dispatch** option from the Dispatches results page or from the Load Details page. In the cancellation pop-up screen, the reason for the cancelation and a description are required. Once the cancelation is complete by selecting ‘Cancel Dispatch’, the load will only be visible under the Canceled dispatch status filter.

From the **Cancel Dispatch** pop-up, the user should select the appropriate reason from the dropdown. Any reason chosen that is vehicle specific will send the vehicle load back to Ready to re-verify. The user should also provide an explanation in the Cancelation Description field and click Cancel Dispatch to complete the cancelation.

Cancel Dispatch ⓘ

Load ID10003336110# of Vehicles1

OriginHOMESTEAD, FL

Scheduled Pick-Up Date08/20/2023

DestinationOGDEN, UT

Scheduled Delivery Date08/20/2023

Reason for Cancellation

Select reason

Cancelation Description

300 characters max

300 characters remaining

CANCEL DISPATCH

Reason for Cancellation

Select reason

Cannot Contact Pick Up Location

Unit Not There

Redeemed/Dealer Purchase

Client Hold/Key Hold/Fees Due

Release/Gate Pass Not Available

Truck/Trailer Mechanical Issues

Personal Reasons

Extreme Weather

Unexpected INOP

Location Change

Assign to Next Truck

Update Status

Carriers can use the **Update Status** option on the Dispatches results page or from the Load Details page. Status updates include assigning, editing, or deleting an assigned driver, updating the scheduled pickup and / or delivery dates, and manually updating the actual pickup and / or delivery dates.

Any change in dates will require a reason dropdown selection and notes that will flow back to the client and broker.

Update Status

Load ID10003336110# of Vehicles1

OriginHOMESTEAD, FLScheduled Pick-Up Date08/20/2023

DestinationOGDEN, UTScheduled Delivery Date08/20/2023

Assign or Change a Driver

Schedule Pick Up or Delivery

Schedule Pick-Up Date08/20/2023

Schedule Delivery Date08/20/2023

Actual Pick Up or Delivery

Actual Pick-Up DateMM/DD/YYYY

Actual Delivery DateMM/DD/YYYY

Notes

300 characters max

300 characters remaining

UPDATE STATUS

To manage the driver of an individual load

- To add or change a driver begin to type the name of the driver in the **Assign or Change a Driver** field and choose from the selection that displays.

Update Status

Load ID10016141035# of Vehicles1

OriginMOBILE, ALScheduled Pick-Up Date02/11/2024

DestinationCLINTON TWP, MIScheduled Delivery Date02/16/2024

Assign or Change a Driver

re

Drivers

Ready DriverUN-ASSIGN

Standard Users, Member Managers, Admins, and Owner

Ready Admin

Ready Logistic

Ready Member Manager

Ready Standard

300 characters max

300 characters remaining

UPDATE STATUS

- To delete a driver, use the x on the **Assign or Change a Driver** field to clear the driver’s information. An assigned driver can unassign themselves from a load but can’t update with another driver’s information.

Update Status

Load ID10016141035# of Vehicles1

OriginMOBILE, ALScheduled Pick-Up Date02/11/2024

DestinationCLINTON TWP, MIScheduled Delivery Date02/16/2024

Assign or Change a Driver

Ready Driver

Drivers

Ready DriverUN-ASSIGN

Standard Users, Member Managers, Admins, and Owner

Ready Admin

Ready Logistic

Ready Member Manager

Ready Standard

300 characters max

300 characters remaining

UPDATE STATUS

COX AUTOMOTIVE™

Ready Logistics

CentralDispatch

Schedule date updates

To adjust the scheduled pick up and / or delivery dates follow the steps below:

- 1. Click on the field that requires an update and a calendar will appear.
- NOTE:** Carriers will only be able to choose dates that align with Ready Logistics guidelines. For pickup, only dates 7 days from the dispatch date will be available and for delivery, only dates within 14 days from dispatch will display as options.

Schedule Pick Up or Delivery ⓘ

Schedule Pick-Up Date

02/13/2024

📅

Schedule Delivery Date

02/15/2024

📅

Actual Pick Up or Delivery ⓘ

Actual Pick-Up Date

MM/DD/YYYY

📅

Notes

300 characters max

300 characters remaining

FEBRUARY 2024

S	M	T	W	T	F	S
28	29	30	31	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	1	2

TUS

- 2. Once the dates are chosen, the carrier will need to choose a reason from the dropdown for the reschedule and provide a written comment that flows back to Ready Logistics and the client.
- 3. Once all required fields are completed the user can select the **Update Status** button to finalize the update.

Reason For Change ⓘ Required

Select reason

⌵

Notes ⓘ Required

300 characters max

300 characters remaining

UPDATE STATUS

Reason For Change ⓘ Required

Select reason

⌵

Agent unable to release

Limited lot hours/days

Mechanical issues with carrier's truck

Next available appointment

No release/gate pass

Traffic delay

Unexpected inop

Unresponsive pickup location

Vehicle not at location

Weather delay

Reason For Change

Next available appointment

⌵

Notes

Pick up appt Friday 2/16

276 characters remaining

UPDATE STATUS

Adding actual pickup and delivery dates

The use of the Ready Logistics Carrier Inspection Tool is mandatory, however, if a situation arises where a user must manually add the pickup and / or delivery dates within the private marketplace they can do so. The actions are separate and can't be performed in the same update.

To add the actual pickup and / or delivery dates follow the steps below:

- 1. Click on the field that requires an update and a calendar will appear.
- NOTE:** Carriers will only be able to choose dates from the dispatch date to current date for an actual date update.

Actual Pick Up or Delivery ⓘ

Actual Pick-Up Date

MM/DD/YYYY

📅

Actual Delivery Date

MM/DD/YYYY

📅

Actual Pick-Up Date

MM/DD/YYYY

📅

Actual Delivery Date

MM/DD/YYYY

📅

Notes

300 characters max

300 characters remaining

UPDATE STATUS

- 2. Once the date is chosen, the carrier may provide a written comment that flows back to Ready Logistics and the client.

Actual Pick Up or Delivery ⓘ

Actual Pick-Up Date

02/09/2024

Actual Delivery Date

MM/DD/YYYY

Notes

app was not working and could not connect to perform ebol.

242 characters remaining

UPDATE STATUS

- 3. Once all required fields are completed the user can select the **Update Status** button to finalize the update.

**NOTE:** If the actual pickup date has already been submitted or a pickup eBOL completed, the user will not be able to adjust the pickup dates within the Private Marketplace. Both the scheduled pick up and the actual pick up date fields will be greyed out and locked.

Schedule Pick Up or Delivery ⓘ

Schedule Pick-Up Date

02/13/2024

Schedule Delivery Date

02/13/2024

Actual Pick Up or Delivery ⓘ

Actual Pick-Up Date

02/09/2024

Actual Delivery Date

MM/DD/YYYY

Notes

300 characters max

300 characters remaining

UPDATE STATUS

See EBOL

All roles can view an eBOL (electronic bill of lading) on the site and on the app. Drivers are restricted to viewing only the eBOLs for the loads they are assigned to.

- The **See EBOL** button will only be displayed after an order has been marked picked up.
- The picked up but not yet delivered eBOLs will display the pickup images but will show that the delivery is not yet completed.

Condition at Delivery

Delivery Inspection Not Completed

- If the order was manually marked picked up and/or delivered the eBOL will display that the inspection was not submitted when picked up and/or delivered.

The carrier did not submit an inspection when the vehicle was picked up. You will need to contact the carrier for more information about the vehicle(s) condition at pick up.

- The inspection includes 7 required images and signature details.
- The eBOL can be downloaded and emailed from the top right of the page.

EMAIL

DOWNLOAD

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Ready Logistics Private Marketplace Dispatches Management QRG

CentralDispatchSHIP VEHICLESFIND SHIPMENTSRESOURCESCompany SearchCARRIER NAME: HRRF

[BACK TO DISPATCHES](#)

Electronic Bill of Lading

EMAILDOWNLOAD

10003223734

# of vehicles: 1

SHIPPER INFO

Shipper

Ready Auto Transport (RAT)  
1030 North Colorado St Suite 109  
Gilbert, AZ 85233

Contact Phone

Special Number

MC595726

Contact Name

Logan, Oliver, Chantal,  
Ashley, Ed

CARRIER INFO

Carrier

CARRIER NAME HERE  
CARRIER ADDRESS  
CARRIER CITY, STATE, ZIP

Contact Phone

Special Number

Contact Name

Driver

2013 Toyota Sienna

STDKK3DC00S380761

ORIGIN

Pick-Up Date

8/18/23

STERLING ASSET RECOVERY INC  
8140 BLUE RIVER AVE  
LITTLETON, CO 80125  
ARMENUH TERTERYAN  
951-361-9400

Vehicle Year/Make/Model

2013 Toyota Sienna

DESTINATION

Delivery Date

--/--

ADESA LOS ANGELES  
1323 N LEWIS PEAK DR  
OGDEN, UT 84404  
815-806-4222

VIN

STDKK3DC00S380761

INSPECTION PHOTOS

Condition at Pick Up

The carrier did not submit an inspection when the vehicle was picked up. You will need to contact the carrier for more information about the vehicle(s) condition at pick up.

Condition at Delivery

Delivery Inspection Not Completed

\*Ready Logistics makes no representations or guarantees about the date, time or location information on the image(s) above. The inspection time uses the time zone of the inspection location.

eBOL generated on 10/10/2023 01:07:18pm

Load Details Page

From the Load Information Card, the user can access the Load Details page by clicking on the Load ID. The Load Details Page will mirror the information from the Load Information Card but also include additional origin and destination contact details, vehicle specs (weight and dimensions) and the pre-dispatch and transport release notes. This page can be accessed for any load status and the only change will be that Canceled loads do not have the VIN present on the Load Details information.

Updates and cancelations can be made to the order from this page, just as they could in the Dispatches search results and Dashboard view. EBOLs are visible post pickup and / or delivery. The **See Documents** button is also available to print all documents attached to the order including the **Dispatch Sheet**.

[BACK TO DISPATCHES](#)

10013964631

Dispatched

CANCEL DISPATCHSEE DOCUMENTSUPDATE STATUS

Shipper Info

Shipper

Ready Logistics  
1030 North Colorado St Suite 109  
Gilbert, AZ 85233

Special Number

MC595726

Contact Info

ratmoves  
(480) 558-3200 x3

Carrier Info

Carrier

CARRIER NAME HERE  
CARRIER ADDRESS  
CARRIER CITY, STATE, ZIP

Special Number

--

Contact Info

CARRIER CONTACT NAME  
(999) 999-9999

Driver

--

Origin Info

Origin

FLORIDA RECOVERY  
2600 SALUDA RD  
LAKELAND, FL 33801

Contact Info

BINA PATEL  
(098) 773-4656 x7  
BPATEL@READYAT.COM

Destination Info

Destination (\$5,101 MI)

RETAIL CUSTOMER  
11801 W COLONIAL DR  
OCOE, FL 34761

Contact Info

MARK SMITH  
(098) 765-4321  
TESTEMAIL@GMAIL.COM

Dates

Dispatch Date

01/15/2024

Scheduled Pick-Up

01/17/2024

Actual Pick-Up

--/--

Scheduled Delivery

01/17/2024

Actual Delivery

--/--

Load Info

Load ID

10013964631

Price

\$148.41

Payment Method

--

Payment Terms

--

Vehicle Info (1 Total)

Vehicle Year/Make/Model

2013 CHRYSLER 300

VIN

2C3CCADT5DH246112

Max Weight

4,029 lbs

Max Dimesions

199" L x 75" W x 59" H

Critical Notes

Inoperable

Additional Info

Pre-Dispatch Notes

VEHICLE MUST HAVE KEYS. IF VEHICLE IS DELIVERED WITHOUT KEYS, YOU WILL BE CHARGED FOR REPLACEMENT. MUST CALL PRIOR TO PICK & DROP OFF. DRIVER MUST CALL 24 HOURS IN ADVANCE TO CONFIRM PICK & DROP HRS. BMW/MINI VEHICLES MUST BE SHIPPED VIA FLATBED OR ON A CAR CARRIER--DO NOT TOW UNIT--MUST CALL PRIOR TO PICK AND DROP OFF. DRIVER MUST CALL 24 HOURS IN ADVANCE TO CONFIRM PICK AND DROP HRS.--VEHICLE INOPERABLE DUE TO DAMAGED ISSUE

Transport Release Notes

VEHICLE MUST HAVE KEYS. IF VEHICLE IS DELIVERED WITHOUT KEYS, YOU WILL BE CHARGED FOR REPLACEMENT. MUST CALL PRIOR TO PICK & DROP OFF. DRIVER MUST CALL 24 HOURS IN ADVANCE TO CONFIRM PICK & DROP HRS. BMW/MINI VEHICLES MUST BE SHIPPED VIA FLATBED OR ON A CAR CARRIER--DO NOT TOW UNIT--CHECK IN UNDER BMW FINANCIAL SERVICES NA LLC OPEN (4905123)--BCPBC:AUTOMATION TEST

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Ready Logistics




CentralDispatch

CentralDispatch






Bulk Actioning Orders

Users can bulk action orders by selecting them (clicking the box to check the loads to bulk action), and then choosing the bulk action icon to perform.

- Assign Drivers 
  - Can only be done by certain user roles.
  - Will override any already assigned driver to selected loads.
- Download Documents 
  - Dispatch sheets (previously known as Transport Orders) will be downloaded as PDFs.
  - Order Details will be downloaded in CSV format.
- Archive Loads 
  - Only loads with Delivered and Canceled statuses can be archived.
  - Archiving loads will archive them for all users of the company and not just the account used to archive.

51-100 of 14,157 Dispatches

(3 selected) Select all 14,157



RECENTLY ADDED

10013966013 Dispatched Sched Pick Up 01/17/2024

Dispatch Info

Dispatch Date  
01/15/2024

Shipper Info  
Ready Logistics  
ratmoves  
(480) 558-3200 x3

Load Info

\$88.90

Vehicle Info (1 Total)  
2013 INFINITI G37 | DM266708

Driver  
--

Origin

FLORIDA RECOVERY  
FL: LAKELAND, 33801

BINA PATEL  
(000) 000-0000

Destination (55.101 MI)

MANHEIM ORLANDO  
FL: OC0EE, 34761

MARK SMITH  
(333) 333-4444

☒

CANCEL DISPATCH SEE DOCUMENTS UPDATE STATUS

RECENTLY ADDED

10013965908 Dispatched Sched Pick Up 01/17/2024

Dispatch Info

Dispatch Date  
01/15/2024

Shipper Info  
Ready Logistics  
ratmoves  
(480) 558-3200 x3

Load Info

\$88.90

Vehicle Info (1 Total)  
2013 TOYOTA RAV4 | DW266710

Driver  
--

Origin

FLORIDA RECOVERY  
FL: LAKELAND, 33801

BINA PATEL  
(000) 000-0000

Destination (55.101 MI)

MANHEIM ORLANDO  
FL: OC0EE, 34761

MARK SMITH  
(333) 333-4444

☒

CANCEL DISPATCH SEE DOCUMENTS UPDATE STATUS

To bulk action follow the steps below:




1. Select the loads desired to update by checking the box at the bottom left of the Load Information Card.
2. Use the bulk actioning options at the top of the search results to choose whether to assign drivers, work with documents or archive orders.
3. Depending on the option chosen, proceed with the options below.

Driver assignment:

- a. Start to type in the Assign a Driver field and choose from the list of drivers available.
- b. Once chosen, the Assign button on the right will be displayed and can be used to complete the bulk action.

1-50 of 33,198 Dispatches

(2 selected) Select all 33,198



Assign a Driver

Select driver

ASSIGN

RECENTLY ADDED

10015975657 Dispatched Sched Pick Up 02/11/2024

Dispatch Info

Dispatch Date  
02/11/2024

Shipper Info  
Ready Logistics  
ratmoves  
(480) 558-3200 x3

Load Info

\$972.04

Vehicle Info (1 Total)  
2013 FORD C-MAX | DL668318

Driver  
--

Origin

COLLEEN RITCHIE  
AZ: FORT MOHAVE, 86426

BINA PATEL  
(187) 347-1326

Destination (2239.593 MI)

MANHEIM DAYTONA  
FL: DAYTONA BEACH, 32124

TEST  
123456789

☒

CANCEL DISPATCH SEE DOCUMENTS UPDATE STATUS

RECENTLY ADDED

10016141035 Dispatched Sched Pick Up 02/11/2024

Dispatch Info

Dispatch Date  
02/11/2024

Shipper Info  
Ready Logistics  
ratmoves  
(480) 558-3200 x3

Load Info

\$775.00

Vehicle Info (1 Total)  
2017 MERCEDES-BENZ S-CLASS | HA428993

Driver  
--

Origin

MANHEIM DALLAS-FORT WORTH  
AL: MOBILE, 36695

TESTON-01  
(012) 345-6789

Destination (1011.338 MI)

MANHEIM PALM BEACH  
MI: CLINTON TWP, 48038

SALVATORE DELLACASA  
(586) 465-7210

☒

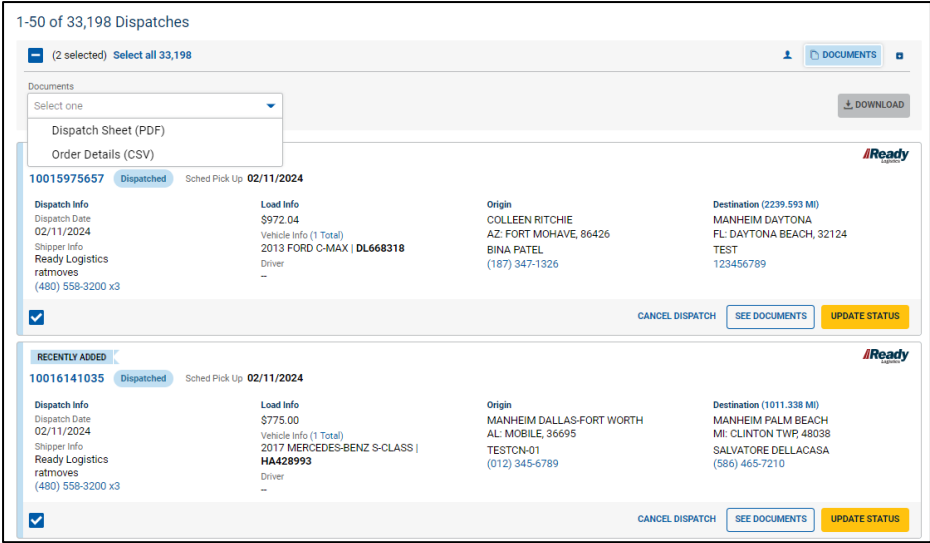
CANCEL DISPATCH SEE DOCUMENTS UPDATE STATUS



**NOTE:** Drivers can only be assigned to Dispatched and Picked Up status loads. If a driver is already assigned to a load chosen a pop-up will display asking the user if they would like to continue with the assignment.

**Documents action:**

- a. Choose whether to work with the Dispatch Sheets or Order Details from the Documents dropdown.
- b. Once decided the Download option will appear on the right and can be used to complete the bulk action.
  - a. Dispatch sheets can be downloaded for up to 200 loads at once.
  - b. Order Details can be downloaded for up to 200 loads at once and emailed over that up to 10,000 records.



**Archiving Loads:**

- a. Ensure that only canceled or delivered loads are chosen.
- b. Use the Archive button on the right to complete the action.

**NOTE:** If any loads that are in the Dispatched or Picked Up status are chosen the Archive button will not appear to select until those loads are unselected. Up to 500 loads can be archived at one time.