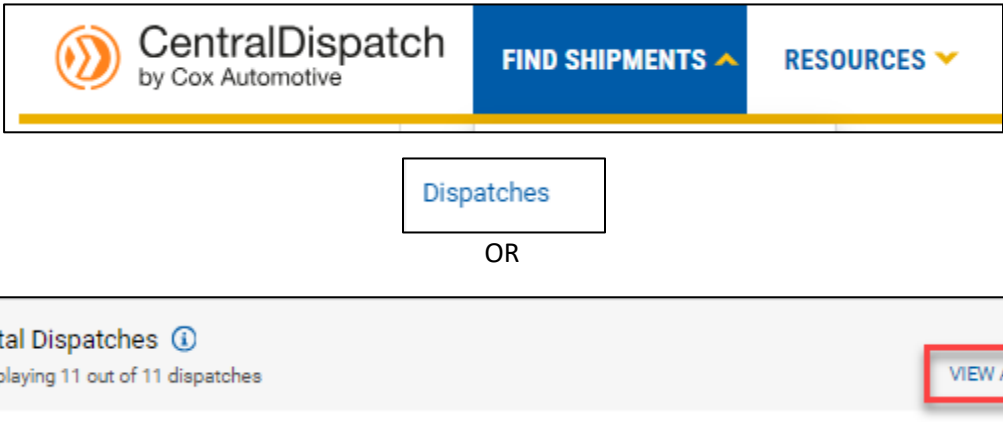Ready Dispatches is the area within the Private Marketplace where all accepted dispatches are managed. This includes active and previously delivered or canceled loads.
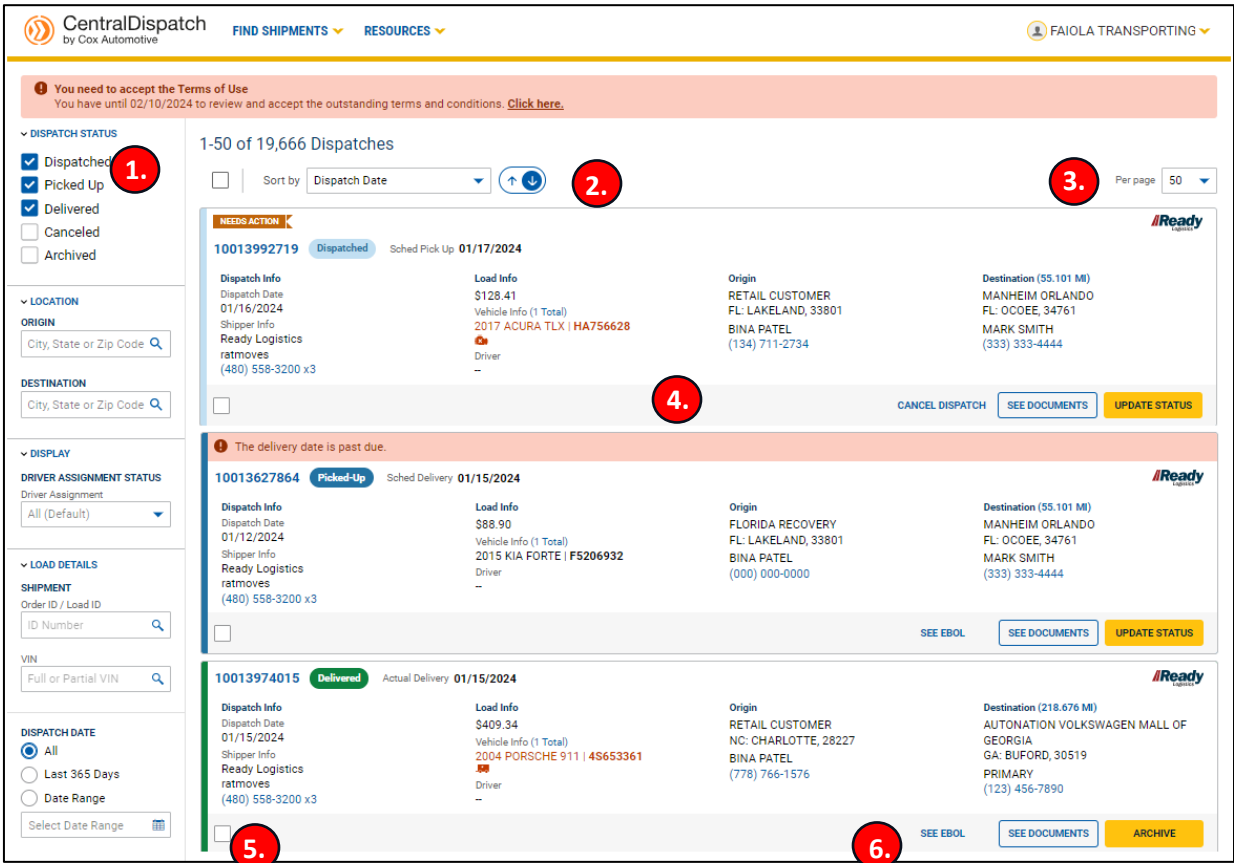
	See All Dispatches for Company	Update Status dates	Add / Edit / Delete a Driver	Print / Download Documents	Archive Loads	Cancel Dispatched Loads	Manage eBOLs (view, download, email)
Owner	X	X	X	X	X	X	X
Admin	X	X	X	X	X	X	X
Member Manager	X	X	X	X	X	X	X
Standard User	X	X	X	X	X	X	X
Driver	ONLY ASSIGNED	ONLY ASSIGNED	DELETE SELF	ONLY ASSIGNED	ONLY ASSIGNED		ONLY ASSIGNED

Dispatches

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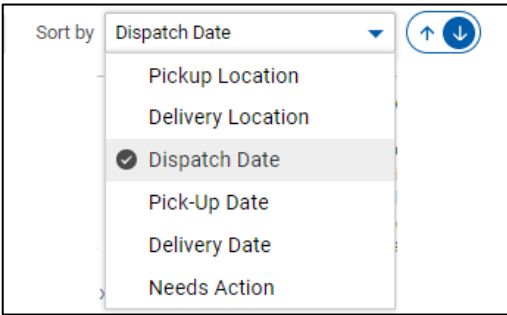

OR

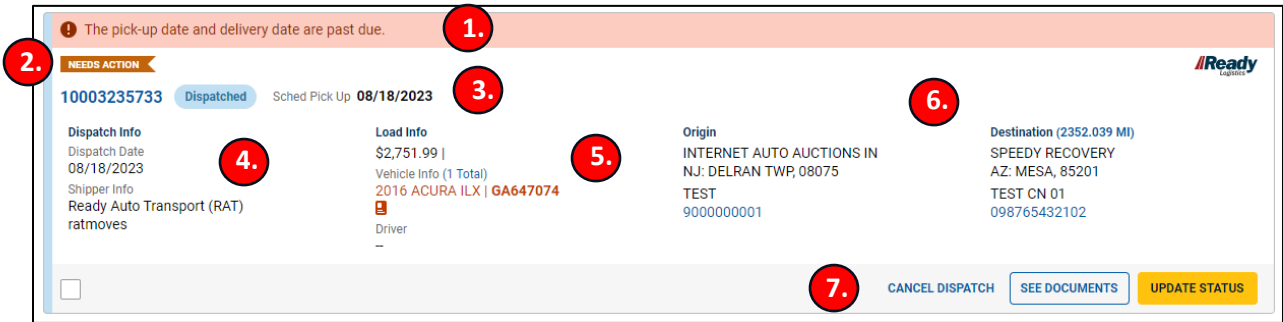## Dispatch Search Results page

1. **Dispatch Results Filtering Options**

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

4. **Load Information Card**
   - o 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.
   - o Driver accounts will not be able to see payment method, payment terms or the load price amount.

5. **Bulk Actioning**
   - o 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**
   - o 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 EBOL" will only display post pick-up.
     - ▪ "Update Status" will only display prior to delivery.
     - ▪ "Archive" is used to move the load to the Archive status.
     - ▪ "Track Shipment" will display the last location of a vehicle after the unit has been picked up through delivery.
     - ▪ "View History" will display the history of a vehicle from dispatch through the end of the lifecycle for that carrier. Shippers can see from the Listing Creation through the end of the load lifecycle.
     - ▪ "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.

Load Information Card

1. **Information Banners**
   - o Will display when a pick-up and/or delivery date is past due.
2. **Needs Action Flag**
   - o If any changes are made to an order or the order is newly accepted or added to the carrier's load board, the user will see the 'Needs Action' Flag. The flag will be removed once the load has been touched and edited by the carrier user.
3. **Load Information Header**

- o Includes the Load ID (link to Load Details Page), load status, scheduled or actual dates depending on the load status.
4. **Dispatch Info**
   - o 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**
   - o 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**
   - o 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**
   - o 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.
     - ▪ "Archive" is used to move the load to the Archive status.
     - ▪ "Track Shipment" will display the last location of a vehicle after the unit has been picked up through delivery.
     - ▪ "View History" will display the history of a vehicle from dispatch through the end of the lifecycle for that carrier. Shippers can see from the Listing Creation through the end of the load lifecycle.

Load Information Card Action Buttons

Cancel Dispatch

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

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 cancelation 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.

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.

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.

- 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.

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.

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.

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.

2. Once the date is chosen, the carrier may 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.

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.

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.

> 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.

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

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**.

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.

- o Assign Drivers 👤
  - ▪ Can only be done by certain user roles.
  - ▪ Will override any already assigned driver to selected loads.

- o Download Documents 📄
  - ▪ Dispatch sheets (previously known as Transport Orders) will be downloaded as PDFs.
  - ▪ Order Details will be downloaded in CSV format.

- o 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.

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.

NOTE: Drivers can only be assigned to Dispatched and Picked Up status loads.

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.

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.