

strategy *Live!*

Totally Internet Based Software

Undeliver Loads

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Delete Stop Times

The first step is to delete the time on each stop. To do so, go to Edit Stop Details for each stop and remove the information from the Arrival line and the Complete line.

Stop Information - Microsoft Internet Explorer

Stop Details Stop Manifest

Load Number: 100017

Type: Unload

Name: [] Save Stop Information No Yes

Address: []

City, ST: Jacksonville, FL ZIP: []

Comments: []

Contact: [] Phone: []

Email Address: [] FAX: []

Pick Up #: [] Loading/Unloading: []

Description	Date	Time	User/Notes
Appointment	04/27/2006	1700	
Early Accept	[]	[]	(Optional)
Arrival	[]	[]	[]
Complete	[]	[]	[]

Return Refresh

Removing Dispatch Information

Go to the Operations tab and change the status to Available and remove all of the other information from the page.

Load Information - Microsoft Internet Explorer

Load Operations Charges Pay Comments

Status: Available Confirmation Received: []

Dispatch Information

Tractor #: [] Trailer #: []

Driver #: []

Co Driver #: []

Carrier Information

Carrier #: []

Carrier Tractor: [] Carrier Trailer: []

Carrier Driver: [] Carrier Phone: []

Stop Information

Type	Deadhead From	City, ST	Zip	Complete Date	Tractor	Driver	Co-Driver
Load	[]	Rogers, AR	[]	[]	[]	[]	[]
Load	[]	Lowell, AR	[]	[]	[]	[]	[]
Load	[]	Springdale, AR	[]	[]	[]	[]	[]
Unload	[]	Little Rock, AR	[]	[]	[]	[]	[]
Unload	[]	Jacksonville, FL	[]	[]	[]	[]	[]

Save Refresh Fuel Cancel

Delete Pay Information

Go to the Pay tab and delete the pay information by removing the data in the Payee fields and then clicking the Refresh button. Once this is all blank you can click the Save button.

Load Information - Microsoft Internet Explorer

Load Operations Charges **Pay** Comments

Load #	Carrier Invoice #	Total Payments	Total Adjustments	Payment Status
100017	<input type="text"/>			Not Ready <input type="button" value="v"/>

Payee	Type	Description	Quantity	Rate	Payment Type	Amount	Payment Status
<input type="text"/> <input type="button" value="Q"/> <input type="button" value="BT"/>	<input type="text"/> <input type="button" value="v"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/> <input type="button" value="v"/>		Not Ready <input type="button" value="v"/>
<input type="text"/> <input type="button" value="Q"/> <input type="button" value="BT"/>	<input type="text"/> <input type="button" value="v"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/> <input type="button" value="v"/>		Not Ready <input type="button" value="v"/>
<input type="text"/> <input type="button" value="Q"/> <input type="button" value="BT"/>	<input type="text"/> <input type="button" value="v"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/> <input type="button" value="v"/>		Not Ready <input type="button" value="v"/>

Click "Refresh Load" to recalculate the Amount column after editing a Pay Item.