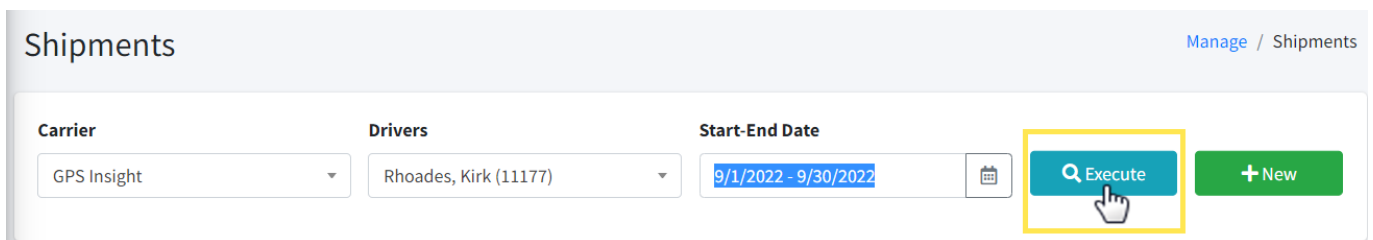


The Shipments feature allows dispatch or other internal or administrative users to schedule estimated delivery or pickups for their drivers. When shipments are scheduled and assigned to a driver, the driver is notified and can view all details of the trip, including scheduled deliveries and pickups. A Shipments report is also available to list previously scheduled shipments and their details.

Viewing Scheduled Shipments

► To view scheduled shipments:

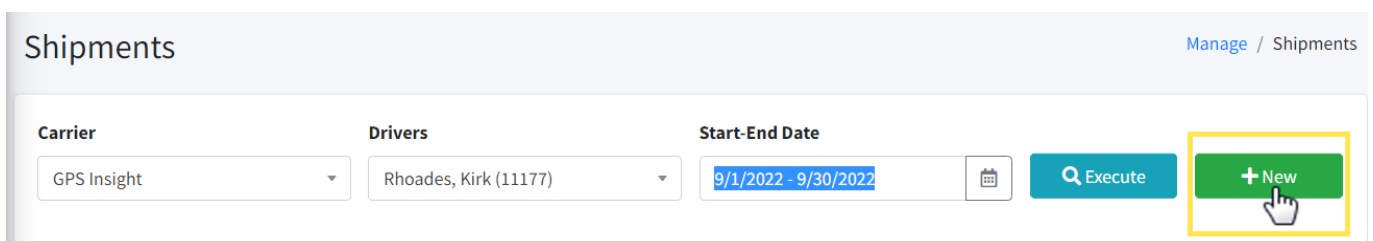


The screenshot shows the 'Shipments' management interface. At the top right, there is a breadcrumb trail: 'Manage / Shipments'. Below this, there are three filter sections: 'Carrier' with a dropdown menu showing 'GPS Insight', 'Drivers' with a dropdown menu showing 'Rhoades, Kirk (11177)', and 'Start-End Date' with a date range '9/1/2022 - 9/30/2022' and a calendar icon. To the right of these filters are two buttons: a blue 'Execute' button with a magnifying glass icon and a green '+ New' button. A yellow box highlights the 'Execute' button, and a hand cursor is shown clicking it.

1. In eDash, click the Shipments tab.
2. Select the appropriate company from the Carrier dropdown list.
3. Select the appropriate driver from the Drivers dropdown list.
4. Select the date range you would like to view from the calendar.
5. Once complete, click **Execute**.

Creating New Shipments

► To create a new shipment:



The screenshot shows the 'Shipments' management interface, identical to the one above. The filters for 'Carrier' (GPS Insight), 'Drivers' (Rhoades, Kirk (11177)), and 'Start-End Date' (9/1/2022 - 9/30/2022) are visible. The 'Execute' button is blue, and the '+ New' button is green. A yellow box highlights the '+ New' button, and a hand cursor is shown clicking it.

1. In the Shipments tab, click **New**.
The Shipment Details window will appear.

Shipment Details ✕

| | |
|---|---|
| Estimated Pickup * ⓘ | Estimated Delivery * ⓘ |
| <input type="text" value="10/7/2022"/> ⓘ | <input type="text" value="10/8/2022"/> ⓘ |
| Time | Time |
| ↑ <input type="text" value="15"/> : <input type="text" value="14"/> ↓ | ↑ <input type="text" value="15"/> : <input type="text" value="14"/> ↓ |
| Shipper Name | Shipment Number ⓘ |
| <input type="text" value="Shipper Name"/> | <input type="text" value="Shipment Number"/> |
| Commodity ⓘ | Driver * ⓘ |
| <input type="text" value="Commodity"/> | <input type="text" value="Select a driver"/> |
| Additional Comments | |
| <input type="text" value="Additional Comments"/> | |
| Pickup | Delivery |
| Date | Date |
| <input type="text"/> | <input type="text"/> |
| Time | Time |
| ↑ <input type="text" value="HH"/> : <input type="text" value="MM"/> ↓ | ↑ <input type="text" value="HH"/> : <input type="text" value="MM"/> ↓ |
| Email | Email |
| <input type="text" value="Email"/> | <input type="text" value="Email"/> |
| Bay Assignment | Bay Assignment |
| <input type="text" value="Bay Assignment"/> | <input type="text" value="Bay Assignment"/> |
| Recommended parking | Recommended parking |
| <input type="text" value="Recommended parking"/> | <input type="text" value="Recommended parking"/> |
| Notes | Notes |
| <input type="text" value="Notes"/> | <input type="text" value="Notes"/> |

2. Enter the appropriate information in the following required fields:

- Estimated Pickup (Date)
- Estimated Delivery (Date)
- Driver

1. From here, all additional fields are optional.

2. Once complete, click **Save**.