TRANSPORT PRO

Canceling a Load Versus Canceling a Dispatch:
Enterprise

Transport Pro

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Canceling a Load Versus Canceling a Dispatch in Transport Pro

Transport Pro makes it easy to cancel either a load or a dispatch depending on your needs. For example, if you only need to cancel the dispatch, but want that particular load to remain available, the system allows you to do this. This guide will detail each function, and show you how cancel a dispatch as well as how to completely cancel a load.

Cancel a Dispatch

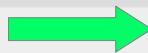1. Navigate to the desired load by using your Quick Launch menu.

2. When you click on the "Q" a Quick Launch Menu window will open. Type in the desired load number in the Load ID field. Then, hit "Enter" on your keyboard.

Quick Launch Menu	
Load ID	10205
Driver ID	
Owner Op ID	
Tractor ID	
Trailer ID	
Customer ID	
Settlement Account	

NOTE: You can also navigate to your load by following the path in the menu Load Management>Search Loads and Dispatches.

3. A Load Summary screen will open. Scroll down to the "Dispatch History" section and click on the "Manage" icon.

		✚ Add Dispatch
Dispatch Status	Comment	Manage
Dispatched		

4. An "Edit Dispatch" window will open. Select "Canceled" from the Dispatch Status drop-down menu.

5. Click "Save Dispatch." Now, the dispatch has been canceled, but the load is still available. You should be able to see the load on the Freight Operations dashboard in the "Available Loads" section.

Cancel a Load

Please note that canceling a load is different than simply canceling the dispatch. If you cancel a load, there is no way to change it back to being available. If you decide at a later time that you will need to dispatch that load, you will have to copy the load to keep the same information. This will create a new load number.

1. Navigate to the load that you want to cancel. If you need assistance navigating to your load, please see steps 1 and 2 in the above section.

2. On the Load Summary screen, click on the "Cancel Load" link in the upper right-hand corner.