

# **TRANSPORT PRO**

## **Add an Empty Movement/ Dispatch Continuity**

## Table of Contents

Empty Movements.....	3
Add an Empty Movement.....	3
Dispatch Continuity Report.....	5

## Empty Movements

Transport Pro is designed to recognize missing empty movements. For example, if a driver hauls a load from Tennessee to Alabama, and then hauls a second load from Tennessee to Maine, the system will detect that the driver is missing an empty movement from Alabama back to Tennessee. Therefore, when you put the driver on that second load from Tennessee to Maine, the system will prompt you to add the empty movement automatically. However, sometimes this gets overlooked, and you will need to add the empty movement manually.

## Add an Empty Movement

1. Let's use the scenario above to see how the system prompts you to automatically add an empty movement. As long as you leave the box checked, the system will automatically create the empty movement for you.

Edit Dispatch				
<div> <div>Save Dispatch</div> <div>Cancel</div> </div>				
Load ID	10334	Dispatcher	Kelly Frederick	
Dispatch Status	<div>Dispatched</div> <div>Date of Change</div> <div>2016-06-13 11:47</div>	Dispatch Date	2016-06-13 12:47	
Dispatch Who	Company Driver	Dispatch Type	Original Dispatch	
<div> <div> <div></div> <div>An empty movement will be created from Alton, Alabama to Nashville, Tennessee.</div> </div> <div> <input checked="" type="checkbox"/> Automatically create this empty movement.  <a href="#">Click to manually add empty movement(s).</a> </div> </div>				
Driver	1039 - Smith, Gary	Driver's Email	garv@yahoo.com	
Tractor	1023 - 2015	Send Confirmation?		
Trailer	* 1019 - Mac - - Flatbed (B)			
Drop this trailer? <input type="checkbox"/> Yes				
Dispatch Information (2/2 Stops) <span>Edit Origin/Dest</span>				
Inc	Type	Address	Arrival	Departure
<input checked="" type="checkbox"/>	SH	3467 Dickerson Nashville, TN 37206	2016-06-13 00:00	
<input checked="" type="checkbox"/>	CN	6786 Seaboard Way Biddeford, ME 04005		2016-06-14 00:00
Move Miles		1193	Fuel Miles	1193
Dispatch Pay		Load Billing	Load Pay	
Rate	0	Freight	1500.00	This Dispatch 0.00
Quantity		Fuel	417.55	Other Dispatches

- If you need to manually enter an empty movement, you can do so with the Freight Operations Tools menu on the Freight Operations Dashboard. Click on the “Show Freight Operations Tools” link, and then click on the “Add Empty Movement Link.”

[Show Freight Operations Tools](#)

**Freight Operations Tools**

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[Add New Load](#)

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[Express Load Entry](#)

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[Mileage Calculator](#)

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[Find Freight Rates](#)

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[Post Driver Call-in](#)

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[Add Empty Movement](#) 

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[Find Load or Driver](#)


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[Load/Driver Map](#)






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- An Add Dispatch window will open. You will notice that if you are entering an empty movement, you will see “N/A” as the Load ID. Enter the applicable information for the empty movement. Click “Save.”



**Add Dispatch** ✕

 Save Dispatch

 Cancel

<b>Load ID</b>	N/A	<b>Dispatcher</b>	Kelly Frederick 
<b>Dispatch Status</b>	Moved	<b>Dispatch Date</b>	2016-06-13 13:07 
<b>Dispatch Who</b>	N/A	<b>Dispatch Type</b>	
<b>Driver</b>	<input type="text"/> 	<b>Driver's Email</b>	<input type="text"/> Send Confirmation? ▼
<b>Tractor</b>	<input type="text"/> 		
<b>Trailer</b>	<input type="text"/> 		
Drop this trailer? <input type="checkbox"/> Yes			

**Origin Information**
**Destination Information**

<b>Pickup Date</b>	<input type="text"/> 	<b>Delivery Date</b>	<input type="text"/> 
<b>Address</b>	<input type="text"/>	<b>Address</b>	<input type="text"/>
<b>City</b>	<input type="text"/>	<b>City</b>	<input type="text"/>
<b>State</b>	- Select - ▼	<b>State</b>	- Select - ▼
<b>Zip</b>	<input type="text"/>	<b>Zip</b>	<input type="text"/>

**Move Miles**

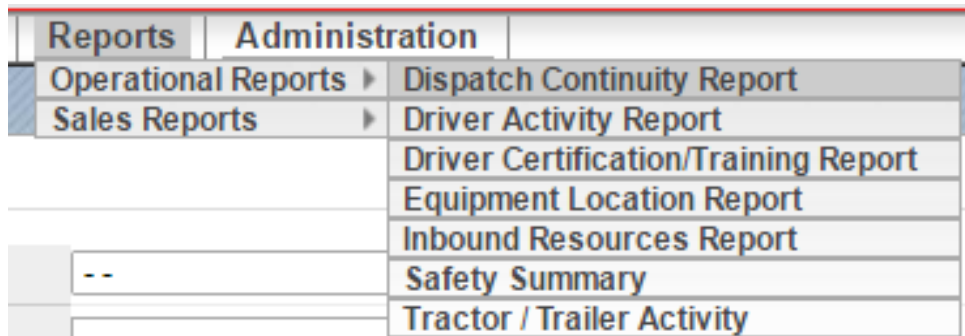
[Calc. Miles](#)

**Fuel Miles**

## Dispatch Continuity Report

The dispatch continuity report in Transport Pro shows you all continuity issues that a driver or tractor has. You can filter your search for continuity issues by terminal, tractor, pickup and delivery dates, dispatcher, dispatch group, and report type. Once your results populate, you have the opportunity to add empty movements where needed. By doing this, you can clean up your continuity report. This report should be reviewed on a daily or weekly basis.

1. Follow the path in the menu Reports>Operational Reports>Dispatch Continuity Report.



2. A Dispatch Continuity Report window will open. Enter the desired search criteria and click "Get Report."

### Dispatch Continuity Report

Terminal	--
Tractor	
Pickup Date	From: 2016-05-14
Delivery Date	From: <input type="text"/>
Driver Dispatcher	
Dispatch Group	- Select - ▼
Report Type	Tractor Based ▼
<input type="button" value="Get Report"/> <input type="button" value="Clear"/>	

Report Results  
[Printable Report](#)

Driver	Tractor	Trailer
Bert Raymond	1009	1003

3. When the results populate you will be presented with the driver, tractor, trailer, and number of continuity issues. To review and edit these issues, click on the "Manage" icon to the right of the desired account.



Continuity Issues	Manage
9	
20	

- When you click on the icon, a “Dispatches” window will open. The red text indicates which loads have the continuity issues. In the screen shot below, you can see that for load 10306 driver Bert Raymond picked up a load in Burns, TN on 5/21 and delivered it in Dickson, TN on 5/21. However, his next load (10307) picked up in Burns, TN. The system detects that there should be an empty movement from Dickson back to Burns.

Load ID	Load Terminal	Driver	Tractor	Trailer	Origin	Destination	Pickup	Delivered
Empty		Bert Raymond	1009	1003	Detroit, MI	Aurora, CO	05/16/2016 00:00	05/17/2016 00:00
10298	MT	Bert Raymond	1009	1003	Aurora, CO	Burns, TN	05/17/2016 00:00	07/09/2016 00:00
10304	MT	Bert Raymond	1009	1003	Dickson, TN	Detroit, MI	05/19/2016 00:00	05/24/2016 00:00
10306	MT	Bert Raymond	1009	1003	Burns, TN	Dickson, TN	05/21/2016 00:00	05/21/2016 00:00
10307	MT	Bert Raymond	1009	1003	Burns, TN	Dickson, TN	05/24/2016 12:00	05/31/2016 07:00

- Here, you have the opportunity to fix the continuity issue by adding an empty movement. Using the example from step 4, we are going to add an empty movement from Dickson to Burns by clicking the “Add Empty Movement Before This Load” link.

**NOTE:** Be sure to click the blue hyperlink, not the paper icon. The paper icon only allows you to edit the dispatch.

05/21/2016 00:00	05/21/2016 00:00	4	4	
				<a href="#">Add Empty Before this load</a>
05/24/2016 12:00	05/31/2016 07:00	1,771	1,771	
				<a href="#">Add Empty Before this load</a>

- When you click the hyperlink an Edit Dispatch window will open. You can confirm that you are entering an empty movement when you see "N/A" as the Load ID. You will also notice that the system has auto-inserted the correct information for you. Using the example/screen shot from above, we can see that the system has determined that Bert Raymond should have an empty movement from Dickson to Burns. Review the empty movement information, and edit if needed. Click "Save."

### Edit Dispatch

Save Dispatch
 Cancel

Load ID	N/A	Dispatcher	Kelly Frederick
Dispatch Status	Moved	Dispatch Date	2016-06-13 15:59
Dispatch Who	N/A	Dispatch Type	
Driver	1004 - Raymond, Bert	Driver's Email	Send Confirmation?
Tractor	1009 - Raymond, Bert - Ch		
Trailer	1003 - Fitzgerald, Greg - 88		
Drop this trailer? <input type="checkbox"/> Yes			

Origin Information		Destination Information	
Pickup Date	2016-05-21 0:00	Delivery Date	2016-05-24 12:00
Address		Address	
City	Dickson	City	Burns
State	Tennessee	State	Tennessee

- You will now see that an empty movement has been added in the correct place on the continuity report. Use the continuity report to add as many empty movements as needed, or edit a dispatch to fix any issues and clean up this report.

10306	MT	Bert Raymond	1009	1003	Burns, TN
Empty		Bert Raymond	1009	1003	Dickson, TN
10307	MT	Bert Raymond	1009	1003	Burns, TN