

TRANSPORT PRO

Load Stopoffs: Enterprise

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Stopoffs

Transport Pro allows users to add, edit and delete stopoffs as necessary. Additionally, the system allows you to change the origin and/or destination of the load at the time of dispatch, ultimately creating stopoffs that the customer will not be able to see. Below is a step-by-step guide that shows you how to perform each of these functions.

Add a Stopoff

You need to be on the Load Information screen to add a stopoff. There are three different ways you can navigate to the correct load.

NOTE: You can add a stopoff at the time of entering the load information. However, if you need to go back and edit the load to add a stopoff, use any of the three methods below:

- Follow the path in the menu Load Management>Search Loads and Dispatches. Enter the load ID and any other search criteria you would like to filter by. Click “Search.” When the load populates in the search results, click on the load ID.
- Follow the path in the menu Load Management>Freight Operations Dashboard. When you locate your load ID on this screen, click on the load ID.
- Use the Quick Launch feature. At the very top of the screen, you will see a black “Q” icon. When you roll your mouse over this icon, it says “Quick Launch.” Click on this icon. A small search window will open. Type your load ID in the corresponding field and hit “Enter” on your keyboard.

If you are on the Load Summary screen, you need to click the “Edit Load Information” link in the upper right-hand corner to get to the Load Information screen.

- Click “Add Stop” in the upper right-hand corner of the Consignee Information box.

Consignee Information		+ Add Stop
Search	<input type="text"/>	
Company	<input type="text" value="KLC Logistics"/>	
Address	<input type="text" value="238 John R"/>	
City	<input type="text" value="Detroit"/>	
State	<input type="text" value="Michigan"/>	

- A Stopoffs section will become available.

Stopoffs		+ Add Stop
#1	SO	
Stop Type	<input type="text" value="SO"/>	Hide Stopoff Form
Search	<input type="text"/>	
Company Name	<input type="text"/>	
Contact	<input type="text"/>	

3. Select whether this is a stopoff or pickup from the Stop Type drop-down.

Stopoffs	
#1	SO ,

Stop Type	SO ▼
Search	SO
	PU
Company Name	

4. Enter the name of the company that represents the stopoff. If the company already exists in Transport Pro, you can begin typing the company name in the Search field, and a list will populate for you. Click on the correct company to lock it in. When you do this the rest of the information will auto-insert for you. If the company is not already entered in the system, you can manually enter all of the company information.

Stop Type	SO ▼	Hide Stopoff Form
Search	r	
Company Name	1010 - R2 LOGISTICS - Jacksonville, FL ▲ x	
Contact	1020 - Richardson Inc. - Biddeford, ME	

5. Select the service level from the Service Level drop-down.

Service Level	Firm Appointment ▼	
Scheduled Date	Firm Appointment	
Arrival Date	Flexible / FCFS	
Delivery Date	Priority / Crane	

6. Enter the correct Scheduled Date, Arrival Date and Delivery Date. Please see below for how to properly fill out each field:
 - **Scheduled Date:** The date/time that the driver is supposed to arrive
 - **Arrival Date:** The date/time that the driver actually arrived
 - **Delivery Date:** If labeled as a stopoff (**SO**): The date/time that the load was delivered and the driver left the facility. If labeled pickup (**PU**): The date/time that the load was picked up and the driver left the facility.

Scheduled Date	2017-01-18 12:00	
Arrival Date	2017-01-19 12:00	
Delivery Date	2017-01-19 02:00	

- Enter the commodity, reference number, pieces, weight, and comments, if applicable.

Commodity	- Select - ▼
Reference #	<input type="text"/>
Pieces	<input type="text"/>
Weight	<input type="text"/>
Comments	<input type="text"/>


- Click “Save Record.”


NOTE: You can add as many stopoffs and/or pickups as necessary.


Edit/Delete a Stopoff

After you save stopoff information, you have the ability to go back and edit the information, or delete it if needed.

- Navigate to the correct load by using any of the three methods listed above. When you get to the Load Summary screen, click the “Edit Load Information” link in the upper right-hand corner.

 [Edit Load Information](#)

 [Copy Load](#)


 [Cancel Load Change Log](#)



Consignee

[KLC Logistics](#)
 238 John R
 Detroit, MI 48237

- A Stopoff box will become visible next to the Consignee Information. Use the **paper icon** out to the right to **edit** any information. Use the **scissor icon** to **delete** any information.

Stopoffs

 [Add Stop](#)

#1	SO	Appleton, WI	 
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Change the Stopoff Order

If you add multiple stops to a load and realize that you need to change the order of the stopoffs, you can do so with ease.

1. Navigate to your Load Information screen. You will see your stopoffs to the right of the Consignee Information. Click on the applicable green arrow next to the load you want to move either up or down.

NOTE: Changing the order of the stopoffs will not change the dates or times of the stopoffs. Using the up and down arrows here only changes the order of the stopoffs.

Stopoffs			+ Add Stop	
#1	SO	Appleton, WI	↓	📄 ✂
#2	SO	CHASKA, MN	↑ ↓	📄 ✂
#3	SO	Antioch, TN	↑	📄 ✂

2. Once you have the stopoffs in the correct order, click “Save Record.”




Add a New Location

Upon setting up your Transport Pro account, we recommend that you add any locations associated with a customer's account. However, in the case that you need to add a location to the system on a whim and use that location for stopoff purposes, you can do so from the Stopoffs section on the Load Information screen.

1. Navigate to the correct Load Information screen. Just above the Stopoffs section you will see an “Add New Location” link. Click on this link.


			+ Add New Location	
Stopoffs			+ Add Stop	
#1	SO	Appleton, WI	↓	📄 ✂
#2	SO	CHASKA, MN	↑ ↓	📄 ✂
#3	SO	Antioch, TN	↑	📄 ✂

2. A Location box will open and prompt you to enter the company's information. Please note that the yellow fields are required.

Add Location	
 Save Record  Cancel	
Customer	1012 - Total Transportation of 
Location Name	Breckenridge
Location Code	1221
Location Contact	Ronald Marshall
Phone Number	555-555-5555
Fax Number	
Email	ron@gmail.com

3. After entering the location information, click "Save Record."
4. Now, this location is available for you, and the system can auto-insert this information for you when you add it as a stopoff. When you begin typing this company in the Search field, it will auto-populate. Click on it to lock it in.

NOTE: Locations will show indented below the company that the location is associated with.

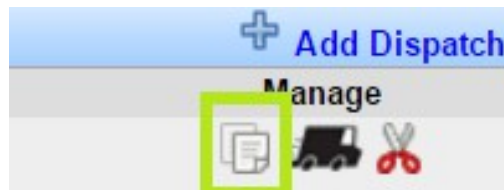
Search	1012 
Company Name	1012 - Total Transportation of MS - Jackson, MS
Contact	->1221-Breckenridge - Breckenridge, CO

5. Once the stopoff location has been entered, click "Save Record."

Edit the Load Origin/Destination

When you dispatch a load, the shipper, consignee and any stopoffs associated with that load show in the Dispatch Information section on the dispatch form. From here, dispatchers have the ability to edit the origin and destination of the load, and check or uncheck the applicable boxes. When locations are changed here, they will not be visible to the customer.

1. Navigate to the correct Load Summary screen and scroll down to the Dispatch History section. Click the “Edit” icon out to the right.



2. The Edit Dispatch form will open. Look at your Dispatch Information section. Here you will see your shipper and consignee locations as well as any stopoffs. To edit the origin or destination, click the “Edit Origin/Dest” link.

Dispatch Information (3/3 Stops)					Edit Origin/Dest
Inc	Type	Address	Arrival	Departure	
<input checked="" type="checkbox"/>	SH	100 Winner Lane Dickson, TN 37055	2017-01-06 00:00		
<input checked="" type="checkbox"/>	SO	1234 blue rd Deland, FL 32724			
<input checked="" type="checkbox"/>	CN	185 N Hickory Ave Arlington Heights, IL IL		2017-01-09 00:00	

3. When you click the link, the origin and destination information fields will become available for you to edit. For this example, the origin and destination has been edited.

Origin Information		Destination Information	
Address	200 Rose Circle	Address	3434 Dickson Road
City	Thorn Hill	City	Canton
State	Tennessee ▼	State	Michigan ▼
Zip	37881	Zip	48184
Move Miles		Fuel Miles	
2127		2127	

- When the origin and/or destination information is edited, the system adds these locations to the Dispatch Information section and checks them by default. You will also notice that the system labels the edited origin as DO and the edited destination as DD. **See Figure 1.**

Review the locations to make sure all addresses are correct. Based on the stops the driver needs to make, ensure the correct location boxes are checked. In this example, the driver's destination is the DD location. **See Figure 2.**

NOTE: The mileage will re-calculate for you if you uncheck/check the location boxes.

Dispatch Information (5/5 Stops)				Edit Origin/Dest
Inc	Type	Address	Arrival	Departure
<input checked="" type="checkbox"/>	DO	200 Rose Circle Thorn Hill, TN 37881	2017-01-06 00:00	2017-01-06 00:00
<input checked="" type="checkbox"/>	SH	100 Winner Lane Dickson, TN 37055	2017-01-06 00:00	
<input checked="" type="checkbox"/>	SO	1234 blue rd Deland, FL 32724		
<input checked="" type="checkbox"/>	CN	185 N Hickory Ave Arlington Heights, IL IL		2017-01-09 00:00
<input checked="" type="checkbox"/>	DD	3434 Dickson Road Canton, MI 48184	2017-01-09 00:00	2017-01-11 00:00

Figure 1

Dispatch Information (4/5 Stops)				Edit Origin/Dest
Inc	Type	Address	Arrival	Departure
<input checked="" type="checkbox"/>	DO	200 Rose Circle Dickson, TN 37055	2017-01-06 00:00	2017-01-06 00:00
<input checked="" type="checkbox"/>	SH	100 Winner Lane Dickson, TN 37055	2017-01-06 00:00	2017-01-06 00:00
<input checked="" type="checkbox"/>	SO	1234 blue rd Deland, FL 32724		
<input checked="" type="checkbox"/>	DD	3434 Dickson Road Canton, MI 48184		
<input type="checkbox"/>	CN	185 N Hickory Ave Arlington Heights, IL IL		2017-01-09 00:00

Figure 2

- Once you have the correct locations marked, click "Save Record."

NOTE: Recall, when you edit the origin/destination here, the customer will not be able to see it.